

John A. Gupton

COLLEGE

FOUNDED IN 1946—



Nashville, Tennessee

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

-Robert Frost

This edition of the John A. Gupton College catalog is effective for the academic years 2010-2011. Inasmuch as changes may be necessary from time to time, this catalog should not be construed as constituting a contract between the College and any person. Contents may change without notice.

Founders



John A. Gupton
1946-1988

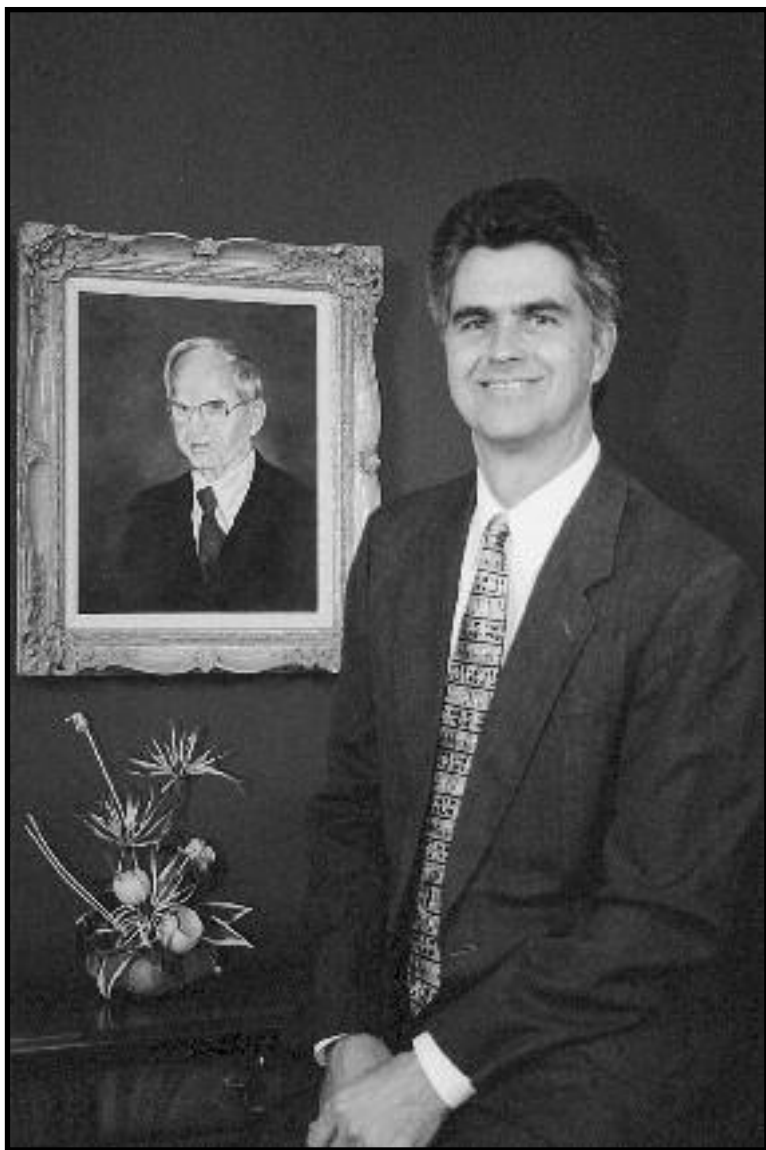


Bernadean M. Gupton
1946-1994



John A. Gupton, III
Past President
1988-1994





B. Steven Spann
President

JOHN A. GUPTON COLLEGE

John A. Gupton College offers programs leading to the Associate of Arts Degree in Funeral Service (2 Year) or a Funeral Directors Certificate.

ACCREDITATION

- ◆ John A. Gupton College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501 to award the Associate of Arts Degree in Funeral Service.
- ◆ The Associate of Arts Degree at John A. Gupton College is accredited by the American Board of Funeral Service Education, (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; (816) 233-3747; Web: www.abfse.org

MEMBERSHIPS

University Mortuary Science Education Association

National Funeral Directors Association

Tennessee College Association

Tennessee Funeral Directors Association

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

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

National Board Exams Scores

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

GENERAL INFORMATION

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

John A. Gupton College is accredited by the Commission On Colleges of the Southern Association of Colleges and Schools to award the Associate Of Arts Degree in Funeral Service. This regional accreditation was granted in December 1971, in keeping with the philosophy of educating the total person. The College is also accredited by the American Board of Funeral Service Education, Inc. to award the Associate of Arts Degree in Funeral Service. The American Board is the national accrediting agency for Funeral Service Education. The College also offers a Certificate Program in Funeral Directing.

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

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

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

CALENDAR

SPRING 2010

January 4	Registration
January 5	Orientation
January 6	Classes Begin
January 15.....	Last day to register or add classes
March 26	Last day to drop classes
April 2	Good Friday Holiday
April 9	Classes End
April 12-16	Final Examinations
April 17-25	Spring Break

SUMMER 2010

April 26	Registration
April 27	Orientation
April 28	Classes Begin
May 7	Last day to register or add classes
May 31	Memorial Day Holiday
July 4	Independence Holiday
July 16	Last day to drop classes
July 30	Classes End
August 2-6	Final Examinations

FALL 2010

August 17	Certificate Registration
August 23	AA Degree Registration
August 24	Orientation
August 25	Classes Begin
September 3.....	Last day to register or add classes
September 6	Labor Day Holiday
November 12	Last day to drop classes
November 25-26	Thanksgiving Holiday
November 26	Classes End
November 29 - December 3	AA Final Examinations
December 8	Certificate Final Exams / Spring Registration
TBA	Graduation

CALENDAR

SPRING 2011

December	
January 3	Registration
January 4	Orientation
January 5	Classes Begin
January 14	Last day to register or add classes
March 25	Last day to drop classes
April 8	Classes End
April 11-15	Final Examinations
April 22	Good Friday Holiday
April 18-24	Spring Break

SUMMER 2011

April 25	Registration
April 26	Orientation
April 27	Classes Begin
May 6	Last day to register or add classes
May 30	Memorial Day Holiday
July 4	Independence Holiday
July 15	Last day to drop classes
July 29	Classes End
August 1-5	Final Examinations

FALL 2011

August 16	Certificate Registration
August 22	AA Registration
August 23	Orientation
August 24	Classes Begin
September 2	Last day to register or add classes
September 5	Labor Day Holiday
November 11	Last day to drop classes
November 24-25	Thanksgiving Holiday
November 25	Classes End
November 28 – December 2	AA Final Examinations
December 7	Certificate Final Exams / Spring Registration
TBA	Graduation

WELCOME TO NASHVILLE



**STATE CAPITOL
BUILDING**

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



**NASHVILLE COLISEUM
HOME OF THE TENNESSEE TITANS**

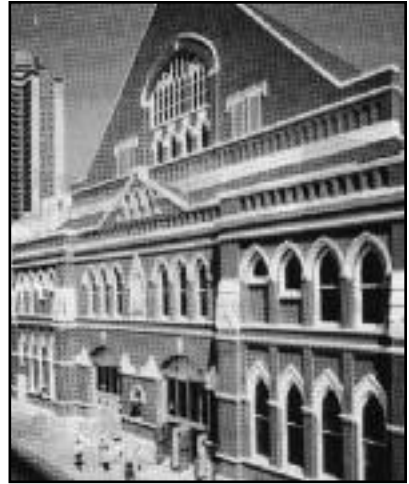


GRAND OLE OPRY



THE PARTHENON

Cultural landmarks are a part of the city's heritage dating back to the 1800's. The Hermitage, home of President Andrew Jackson with its lush grounds and garden paths shows you Nashville as it was 150 years ago. The world's only reproduction of the Greek Parthenon was built in 1897 for Nashville's Centennial Celebration. It still stands today in the beautiful Centennial Park just a few blocks from the College.



RYMAN AUDITORIUM



HERMITAGE



UNION STATION



NASHVILLE'S SKYLINE

STATEMENT OF PURPOSE

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

STATEMENT OF OBJECTIVES

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

1. John A. Gupton College is committed to providing basic liberal arts educational opportunities:
 - by providing a curriculum consisting of general educational components
 - by assisting students in the selection of an honorable profession
 - by providing opportunities for students to strengthen their skills in communication, both in writing and speaking
 - by familiarizing the student with significant accomplishments in the arts and sciences
 - by providing an environment of cultural and social diversity
 - by emphasizing the need for lifetime physical and psychological well-being
 - by emphasizing logical thinking and fiscal responsibility.
2. John A. Gupton College is committed to the development of funeral service professionals:
 - by providing a curriculum in funeral service arts and sciences
 - by providing first-hand clinical experiences in embalming and restorative art
 - by placing the student in an off-campus practicum under the supervision of a preceptor
 - by graduating students who are marketable in the funeral profession
 - by preparing students to be able to perform satisfactorily on exams for professional licensure.

PHILOSOPHY OF FUNERAL SERVICE EDUCATION

Recognizing the great demands placed on today's and tomorrow's practitioner of funeral service, Gupton College strives to educate the total person. Thus, the program is designed to include a liberal arts curriculum that constitutes the basic general educational requirements of accredited colleges and universities and a professional experience that is the standard of excellence in the world of funeral service practice.

The College extends its services to the profession and at the same time fulfills its responsibility to the enrolled student by providing a 24 hour mortuary service. As a licensed funeral establishment, the College joins the care-giving function within the community while building strength of philosophy and smoothness of technique within its students.

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

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

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

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

ADMISSIONS

HIGH SCHOOL GRADUATES

An official high school transcript of credits must be submitted to the Office of the Registrar. The transcript for Tennessee high schools must include a transcript entry indicating satisfactory performance on the Proficiency Test Battery mandated by the State Board of Education. Regular high school diploma's must indicate appropriate units of credit. The applicant must also submit scores for the American College Testing Program (ACT). Information concerning the ACT test may be obtained from the high school guidance office or the Office of the Registrar. These scores are used primarily for counseling purposes.

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

NON-HIGH SCHOOL GRADUATES

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

TRANSFER STUDENTS

Students transferring to John A. Gupton College from other colleges or universities must have an "official" transcript of their work mailed to the Office of the Registrar. The college must also have on file the scores from the American College Testing Program (ACT) during first year of residence. Each application is reviewed on an individual basis. College work may be transferred, but in general, only work applicable to a student's program at John A. Gupton College will be accepted. Work transferred must indicate a "C" grade or better. All transfer credit is at the discretion of the registrar. A student may be required to pass a challenge examination (\$100.00 Fee). All transfer students will be provided with a projected program of study leading either to an Associate of Arts Degree in Funeral Service or the Funeral Director's Certificate. Transfer students may apply for admission at the beginning of any session during the year.

SPECIAL STUDENTS

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

Student Lounge



Marketing Room



ADMISSION REQUIREMENTS

Applicants desiring admission to the College should request in person or by letter application forms from the Office of the Registrar. With the exception of the high school transcript, application forms are to be completed by the candidate and returned to the College.

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

1. **Official high school transcript or official GED score**
2. **Official college transcripts (if applicable)**
3. **At least two letters of recommendation**
4. **Complete application form with current photo**
5. **\$20.00 non-refundable application fee**

Note: All transcripts from high school or colleges attended **MUST** be OFFICIAL. In order for a transcript to be official, the transcript must be mailed directly to John A. Gupton College from the high school or college attended. Applicants with ACT scores of less than 15 may receive provisional acceptance.

FINANCIAL INFORMATION AND EXPENSE

College Expenses Itemized

Tuition per semester hour (includes fees)	\$275.00
Audit Tuition per semester hour	\$200.00
Drop/Add fee per transition	\$10.00
Late registration fee	\$25.00
National Board Exam (AA Degree Only)	\$400.00
Practice National Board Exam	\$90.00
Comprehensive Repeat Exams (each test)	\$25.00
Transfer Challenge Exam	\$100.00

Payment of fees

Total charges for the semester are due at the time of registration. All fees are due on the date of registration. When necessary, a monthly plan of payment for tuition may be arranged. There will be a service charge of 1 1/2% of the unpaid balance charged on the last day of the month. All accounts for the semester must be paid in full prior to the student taking final examinations. John A. Gupton College reserves the right to withhold the diploma, transcript and or semester grade report, from students with delinquent accounts.

Refunds

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

1. Fees are not refundable.
2. Tuition paid or charged for the semester will be refunded as follows:
 - a. 80% refund for withdrawals within first 14 calendar days
 - b. 40% refund for withdrawals within the second 14 calendar days
 - c. Students withdrawing after the first 28 calendar days receive no refund
3. All withdrawals from the College must be made in writing and submitted to the registrar. Refunds will be adjusted according to the date upon which written notification is received by the institution.

Students receiving Title IV funds refer to Financial Aid Guide

Withdrawals

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

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

Auditing Classes

Students may register to audit a course with the approval of the Registrar. Fees for audits are \$200.00 per semester hour.

FINANCIAL AID

Advising and counseling services are available to any person requesting financial assistance to attend John A. Gupton College. The following programs are sources of aid:

Student Loans

Effective 7/01/2010, all Student Loans will be made through the United States Department of Education (Direct Loans). Students must go to the Department of Education website at www.studentloan.gov and complete the Master Promissory Note (MPN) and the Entrance Counseling on-line prior to registration for college.

Pell Grant

This federal program provides funds to qualified students to continue their post secondary education. Grants are based upon the student's need as determined through the Free Application for Federal Student Aid (FAFSA). The FAFSA must be entered on-line at www.fafsa.ed.gov. The FAFSA must be entered and finalized prior to any financial aid awards. The School Code for John A. Gupton College is 008859.

Veterans

The College is approved by the Tennessee Higher Education Commission for veterans educational benefits.

Tennessee Tuition Grant Program

The State of Tennessee has a grant program for qualified residents of Tennessee. This program is need based and requires the completion of the FAFSA. Tennessee receives the results of the FAFSA and if within the limits will award this grant to the qualified students.

Tennessee Tuition Subsidy

The Tennessee Higher Education Commission authorizes the use of a limited number of grants to qualified Tennesseans wishing to continue their education at John A. Gupton College. The College provides information related to this program.

Guaranteed Student Loans

The College is approved for federally insured student loans. Applications may be obtained from the College or through lending institutions.

GENERAL REGULATIONS

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

ACADEMIC REGULATIONS

Quality Enhancement Plan

Fall 2004 the institution implemented a Quality Enhancement Plan known as Insight-In Mind. The heart of the Insight-In Mind is the development of creative and meaningful methods enabling students to acquire learning skills and to enhance critical thinking. The program provides orientation to college life as well as personal assistance with academic matters and/or concerns.

Attendance

A student missing three consecutive class periods will be reported to the registrar's office. A student missing a number of class periods equal to three weeks of class work, regardless of the time of registration, will be dropped from the class. He or she may be reinstated upon the recommendation of the Academic Affairs Committee.

Grading System

Letter grades are given in all course work as follows:

The grade of A signifies work of the highest caliber

The grade of B denotes work of high quality

The grade of C signifies average work

The grade of D is passing but below average

The grade of F indicates failure

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

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

Quality Points

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

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

Students must have obtained a quality point average of at least 2 points in order to meet graduation requirements. The quality point average is determined by dividing the total number of quality points by the total number of hours attempted. When failed courses are repeated, only the highest grade will be used in determining the quality point average and hours attempted will be used only once.

Lecture Hall



Governance

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

Withdraw

If a course is dropped prior to the last three weeks of a semester a grade of (W) is recorded. Failure to notify the registrar in writing will result in an (F) for the course.

Note: All withdrawals and drops **must** be in writing and received by the registrar to be official.

Transcripts

Transcripts may be obtained by written request from the Registrars office for a fee of \$5.00 per copy. The student's signature is required for the release of any transcript. A transcript is sent to the State Board at no cost to the student.

Communication Skills Requirements

All candidates for the Associate of Arts Degree in Funeral Service must demonstrate competency in reading, writing and oral communication by achieving a C average in English 2133, 2243 and Speech 2043. No candidate will be recommended for a degree should deficiencies exist in any of the communication skills.

Course Load

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

Course Load / Off-Campus Courses

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

Probation

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

- 1.50 by the end of the First Semester of College Work
- 1.75 by the end of the Second Semester of College Work
- 2.00 by the end of the Third Semester of College Work

Any student failing to achieve these cumulative GPAs will be placed on probation. If probation is not removed the following semester, the student will be dropped at the end of the semester. Any exceptions must be made by the Academic Affairs Committee.

Students dropped from the College for scholastic reasons may apply for readmission after an absence of at least one semester. Readmission forms may be obtained from the Registrar's Office.

Probation For Students Receiving Veteran's Administration Education Assistance

All Students receiving Veteran Educational benefits must maintain a cumulative grade point average according to the graduated scales cited below:

Associate of Arts Degree in Funeral Service

- 1.50 by the end of the First Semester of College Work
- 1.75 by the end of the Second Semester of College Work
- 2.00 by the end of the Third Semester of College Work

Funeral Directors Certificate

- 1.75 by the end of the First Semester of College Work
- 2.00 by the end of the Second Semester of College Work

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

Sexual Harassment

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

Harassment on the basis of sex is a violation of Section 704 of Title VII, 42 U.S.C.. No member of the John A. Gupton College community shall engage in sexual harassment. For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Academic Dismissal

Students dismissed for academic reasons may apply for readmission after an absence of at least one semester. Readmission forms may be obtained from the Registrar's Office.

Conduct

The College expects that its students will, at all times, conduct themselves as responsible adults. Specific rules and regulations governing the conduct of students are found in the Student Handbook. Handbooks are issued to new students prior to admission. Three of the most important regulations are as follows:

1. **Scholastic Integrity:** Students are expected to be honest in relationships with professors and fellow students. Cheating or dishonesty in any form is not tolerated. Dishonest acts are referred to the Academic Affairs Committee and appropriate action is taken.
2. **Property Damage:** The destruction, defacing or removal of College property is punishable by dismissal.
3. **Intoxicants and/or Drugs:** Students are not allowed on campus while under the influence of any type of intoxicant or drug. Prescribed medication is permissible.

Award

1. **Valedictorian Award** — The Valedictorian Award is awarded each year to the graduating student in the Associate of Arts Degree program achieving the highest overall grade point average in course work completed at the College.

National Board Examinations

Students are eligible to take the National Board Exam after completion of course work. Both the Arts and Science section of the NBE must be taken prior to graduation. Information regarding the examination may be obtained from the Administration.

LIBRARY

The Memorial Library is centrally located and is easily accessible from the main classroom, student lounge, and administrative offices. Students and faculty enjoy almost instant access to educational support services and materials. The library provides a quiet and attractive atmosphere for recreational reading, study, research and/or the use of modern computer software. Orientation programs are provided to assist students in the effective use of the library.

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



STUDENT DEVELOPMENT SERVICES

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

Professional Enrichment

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

Cultural Life

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

Dress Code

Prospective students should consult with the institution for guidelines concerning the dress code on campus.

Health Services

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

Counseling and Career Opportunities

Both academic and personal counseling are available to John A. Gupton College Students.

Student Lounge and Center

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

Financial Aid

Advising and counseling services are available to assist any student requesting financial assistance to attend John A. Gupton College.

Part-Time Employment

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

Student Government

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

Housing

The college makes every attempt to assist students in locating rooms and or apartments as near to the campus as possible. The college does maintain an apartment complex with fourteen (14) units for married and unmarried students. It is advisable that students desiring housing make arrangements as early as possible.

Safety and Security

The College makes every attempt to provide a safe and secure environment for all members of the campus community. During student orientation week, students are familiarized with the campus safety and security plan.

Automobile Registration

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

Publications

Major publications of the College include the college catalog, student, staff and faculty handbooks. Special alumni newsletters are periodically prepared in conjunction with the Alumni Association and are sent to all institutional alumni and other interested parties in the interest of keeping the alumni apprised of institutional affairs.

Administrative Office



GRADUATION REQUIREMENTS

Graduate Requirements

1. Sixty-two semester hours are required for the Associate of Arts Degree in Funeral Service. Thirty semester hours are required for the Funeral Directors Certificate.
2. The last 15 semester hours on which a degree is granted must be done in residence at John A. Gupton College, except with written approval from the college's Academic Affairs Committee.
3. A student must complete a minimum of 50% of their course work at John A. Gupton College.
4. Graduating students must have a cumulative 2.00 grade point average on all course work taken at John A. Gupton College. A "C" must be achieved in each National Board related course. (Funeral Service Ethics 1011, Law 1013, Counseling 1023, Directing 1023, Management 2132, Marketing 2232, Practicum 2542, Mortuary Science Embalming-I 1113, Embalming-II 1223, Clinical 1011, 1021, 1031, Restorative Art 1023, Accounting 2033, Anatomy 1014, Chemistry 2033, Microbiology 1023, Pathology 2032, Psychology 1013, Intro to FS 1001, and Comp Review 2543.)
5. Accounts must be paid in FULL.
6. A comprehensive examination in General Education and Professional Education must be passed with a minimum score of 80% in each.
7. Students are required to participate in Graduation Exercises unless prior written approval is given from the Institution.
8. All candidates for the Associate of Arts Degree in Funeral Service must:
 - A. Demonstrate competency in reading, writing, and oral communication by achieving a "C" average in English 2133, 2243, and Speech 2043;
 - B. Demonstrate satisfactory completion of Mathematics 2043;
 - C. Demonstrate computer literacy; and
 - D. Sit for the National Board Examination prior to graduation.
 - E. Complete 10 clinical cases and demonstrate skills.

CURRICULUM

ASSOCIATE OF ARTS DEGREE IN FUNERAL SERVICE

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

GENERAL EDUCATION

GENERAL BUSINESS

	Hours	3 Semester Hours
Accounting	3	

NATURAL SCIENCES

	Hours	12 Semester Hours
Anatomy	4	
Chemistry	3	
Microbiology	3	
Pathology	2	

HUMANITIES

	Hours	9 Semester Hours
English	6	
Speech	3	

MATHEMATICS

	Hours	3 Semester Hours
Mathematics	3	

SOCIAL/BEHAVIORAL SCIENCE

	Hours	3 Semester Hours
Psychology	3	

PROFESSIONAL EDUCATION

FUNERAL SERVICE ARTS AND SCIENCES

	Hours	32 Semester Hours
Funeral Service	20	
Mortuary Science	9	
Restorative Art	3	

COURSE SCHEDULE

Associate of Arts Degree in Funeral Service

FALL SEMESTER

Anatomy 1014	4
F.S. Law 1013	3
M.S. Embalming-I 1113	3
Psychology 1013	3
F.S. Ethics 1011	1
M.S. Clinical 1011	1
Intro to F.S. 1001	<u>1</u>
	16

SPRING SEMESTER

Microbiology 1023	3
Restorative Art 1023	3
F.S. Counseling 1023	3
M.S. Embalming-II 1223	3
F.S. Directing 1023	3
M.S. Clinical 1021	<u>1</u>
	16

SUMMER SEMESTER

Accounting 2033	3
F.S. Management 2132	2
F.S. Marketing 2232	2
Pathology 2032	2
Chemistry 2033	3
English Comp-I 2133	3
M.S. Clinical 1031	<u>1</u>
	16

FALL SEMESTER

Mathematics 2043	3
English Comp/Lit-II 2243	3
Speech 2043	3
Funeral Service 2542	2
Comp Review 2543	<u>3</u>
	14

Note: Comprehensive Review and Examinations are normally taken the last semester of the academic program.

CURRICULUM

*FUNERAL DIRECTORS CERTIFICATE

The following is a list of the course offerings for the Funeral Directors Certificate Program. The State of Tennessee mandates a 30 semester hour program. The courses are offered with 20 credit hours on-line and 10 credit hours to be taken either on campus or as transfer credits. Students desiring to transfer a part of the requirement from other colleges should read the policy related to transfer of credits.

Semester One

114	Introduction to Funeral Directing	4
114	Funeral Service Science	4
112	Funeral Service Management	<u>2</u>
		10

Semester Two

124	Laws and Ethics	4
123	Funeral Service Counseling	3
122	Funeral Service Marketing	2
121	Comprehensive	<u>1</u>
		10

Transfer Work (may be taken either on or off campus)

2033	Accounting	3
2133	English Comp I	3
1013	Psychology	3
2541	Practicum **	<u>1</u>
		10

*Taken at a local funeral home under the supervision and direction of a licensed funeral director.

**The Funeral Directors Certificate Program is designed to meet specific state needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination. The Certificate does meet the minimum requirement for the State of Tennessee for the Funeral Directors License.

DESCRIPTION OF COURSES

GENERAL EDUCATION

GENERAL BUSINESS

Accounting 2033 Principles of Accounting

This course is designed to familiarize the student with the fundamental principles of accounting and their applications. Lecture 2 hours, Laboratory 2 hours.

Credit 3 hours

NATURAL SCIENCES

Anatomy 1014 Human Anatomy and Physiology

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

Credit 4 hours

Chemistry 2033 General Chemistry

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

Credit 3 hours

Microbiology 1023 Microbiology and Public Health

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

Credit 3 hours

Pathology 2032 General and Special Pathology

A general approach to the nature of diseases, the pathogenic mechanisms involved in their development, and the defense and regenerative mechanisms of the host will be presented, followed by a consideration of the major diseases of the individual organ systems.

Credit 2 hours

HUMANITIES

English 2133 English Composition-I

The study of composition and reading with emphasis upon the structuring of the essay.

Credit 3 hours

English 2243 English Composition and Literature-II

The writing of critical essays in connection with the study of fiction, poetry, and drama. Prerequisite: English 2133 (or by permission of instructor)

Credit 3 hours

Speech 2043 Fundamentals of Speech

The study of the fundamental principles of effective oral communication. Attention is given to the selection, organization, and presentations of materials, ideas, concepts, etc.

Credit 3 hours

Mathematics 2043 Fundamentals of Mathematics

This course includes a discussion of the real number system; consumer mathematics, algebra, problem solving, statistics, and including a computer application component. Emphasis will also be placed upon the use of the calculator.

Credit 3 hours

SOCIAL/BEHAVIORAL SCIENCE

Psychology 1013 General Psychology

An introduction to the principles of General Psychology. This course will also examine the process of human behavior with emphasis on development, individual differences, and adjustments.

Credit 3 hours

PROFESSIONAL EDUCATION

FUNERAL SERVICE ARTS AND SCIENCES

Introduction to Funeral Service Education 1001

The course includes a brief history of funeral service together with special emphasis upon the role of Computer Science. Computer literacy is incorporated together with demonstrated competency in the use of internet, email and attachments, faxing, scanning, PowerPoint and Excel. The use of Funeral Service related software is also included.

Credit 1 hour

Funeral Service 1011 Ethics of Funeral Service

A study of individual, personal, and professional funeral service ethics.

Credit 1 hour

Funeral Service 1013 Business and Mortuary Law

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

Credit 3 hours

Funeral Service 1023 Funeral Service Counseling

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

Credit 3 hours

Funeral Service 1023 Funeral Directing

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

Credit 3 hours

Funeral Service 2132 Management

A study of the details of funeral home management with special attention on the management of a small business.

Credit 2 hours

Funeral Service 2232 Marketing

A study of the details of funeral home marketing and merchandising, and computer applications.

Credit 2 hours

Funeral Service 2542 Professional Practicum

An externship providing the opportunity for an overview and participation in funeral service practice under the direction of a licensed preceptor in an assigned funeral home. Prerequisite: By permission of the director of Funeral Services Education

Credit 2 hours

Comprehensive Review 2543

A comprehensive review of the courses covered by the National Board Examination. The course requires satisfactory completion of exams in each subject area as well as a score of 80% in the General Education and Professional Education, and completion of the Practice National Board Examination. Course requires satisfactory completion of a comprehensive examination.

Credit 3 hours

Mortuary Science 1113 Embalming-I

An indepth look at the history and purpose as an aid to appreciation of the art and science of embalming, including a review of the phenomenon of death along with the introduction to the preparation room and instruments. Lecture 2 hours, Lecture Laboratory 2 hours.

Credit 3 hours

Mortuary Science 1223 Embalming-II

A post introductory integration of basic principles of the embalming operation into an applied understanding of specialized diagnostic procedures. Included are anatomical, chemical, and pathological discussions. Prerequisite: Mortuary Science 1113. Lecture 2 hour, Lecture Laboratory 2 hours.

Credit 3 hours

Mortuary Science Clinical 1011, 1021, 1031

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

Credit 1 hour

Restorative Art 1023 Restorative Art

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

Credit 3 hours

FUNERAL DIRECTORS CERTIFICATE

Introduction to Funeral Directing 114

An introduction to the field of funeral service including history, licensure requirements, computer literacy and the implementation, planning and directing of the funeral.

Credit 4 hours

Funeral Service Science 114

An integration of personal and community health as it relates to public health concerns, the nature of diseases, pathological and mortuary science considerations.

Credit 4 hours

Funeral Service Management 112

A study of funeral home management.

Credit 2 hours

Laws and Ethics 124

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

Credit 4 hours

Funeral Service Counseling 123

The role of counseling in the field of funeral service.

Credit 3 hours

Funeral Service Marketing 122

A study of funeral home marketing and merchandising.

Credit 2 hours

Comprehensive Review 121

A review of the courses covered by the State Board Examination. Satisfactory completion of exams in each subject area as well as a overall score of 80% on the Arts Comprehensive Exam and completion of the Art Practice National Board Exam.

Credit 1 hour

CONFIDENTIALITY OF STUDENT RECORDS

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

Science Lab



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Donna CollardDirector of Funeral Service Education
Tracy Hamm Allen . .Director of Mortuary Science & Alumni Relations
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B.S., Oklahoma Christian College
B.B.S., Abilene Christian
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Donna Collard.....Director of Funeral Service Education
A.A., John A. Gupton College
B.A., Trevecca University
M.B.A, Trevecca University

Shirley ConnAssistant Professor, English
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M.A., University of Delaware

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M.S., Syracuse University

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M.S., Austin Peay State University

Allen JinnetteAssistant Professor, Accounting
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Notes

Notes



JOHN A. GUPTON COLLEGE

JOHN A. GUPTON COLLEGE
1616 CHURCH STREET
NASHVILLE, TN 37203
615-327-3927
www.guptoncollege.edu