

STUDENT HANDBOOK & SAFETY MANUAL

2015-2016 Academic Year



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FMC



FINE
Mortuary
College

FINE Mortuary College, LLC: A Private Two Year College

Equal Opportunity Policy

It is the policy of FINE Mortuary 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, veteran status and any other class of individuals protected from discrimination under state or federal law.

Environmental Policy

FINE Mortuary 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.

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The Student Handbook is designed to familiarize students with FMC standards of conduct, academic requirements, practices, policies, and procedures. Students are expected to adhere to the standards set forth in this Handbook. Failure to adhere to these standards may result in disciplinary action up to suspension. The content of the Student Handbook is subject to continuous review by the leadership and governance of FMC. Handbook content may be changed without notice by the leadership and governance. Comments and criticism may be directed to the leadership of FMC.

This Handbook has undergone annual revisions. The Handbook does not constitute a contract between FMC and the student, but rather, it has been prepared to assist the student in the process of being a successful student at FMC. Students are responsible for their interactions with the College, and this Handbook serves as a guide to these interactions. We encourage students to familiarize themselves with the information contained within this Handbook. The most up-to-date Handbook is on the FMC website.

Dear Student,

Welcome to the Funeral Service Program and FINE Mortuary 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 almost 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 Student Handbook to help you navigate your FMC experience. We ask that you view this handbook 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 Examination (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 life and career, we believe you have unlimited potential to become an outstanding funeral service professional. 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 educational program 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 in this handbook.

Again, welcome and enjoy the experience.

Sincerely,

President Sherry Jones
FINE Mortuary College, LLC: A Private Two Year College

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Fall 2015 Academic Calendar

Milestone	Week	Fall '15
Orientation Day	B (Break)	Wednesday, August 26, 2015
First Day of Term / Classes Begin	1	Monday, August 31, 2015
Last Day to Drop/Add without penalty	1	Thursday, September 03, 2015
Labor Day - College Closed	2	Monday, September 07, 2015
Midterms (Week of)	5	Monday, September 28, 2015
Registration week begins for next term	7	Monday, October 12, 2015
Finals (Week of)	10	Monday, November 02, 2015
Last Day of Term	10	Thursday, November 05, 2015
Grade Reports Posted	B	Thursday, November 12, 2015
Break Week	B	Monday, November 09, 2015
Break Week	B	Monday, November 16, 2015

Please Note. The College's Academic Calendars are subject to change at administration's discretion, and from time to time, weather and other events may require the College to adjust regularly scheduled classes, events, and other College activities. All students are expected to monitor College communications for updates regarding any changes.

Spring 2016 Academic Calendar

Milestone	Week	Spring '16
Orientation Day	B (Break)	Wednesday, February 17, 2016
First Day of Term / Classes Begin	1	Monday, February 22, 2016
Last Day to Drop/Add without penalty	1	Thursday, February 25, 2016
Midterms (Week of)	5	Monday, March 21, 2016
Registration week begins for next term	7	Monday, April 04, 2016
Finals (Week of)	10	Monday, April 25, 2016
Last Day of Term	10	Thursday, April 28, 2016
Grade Reports Posted	B	Thursday, May 05, 2016
Break Week	B	Monday, May 02, 2016
Break Week	B	Monday, May 09, 2016

Winter 2015-2016 Academic Calendar

Milestone	Week	Winter '15
Orientation Day	B (Break)	Wednesday, November 18, 2015
First Day of Term / Classes Begin	1	Monday, November 23, 2015
Thanksgiving Holidays Start	1	Wednesday, November 25, 2015
Last Day to Drop/Add without penalty	2	Monday, November 30, 2015
Classes Resume	2	Monday, November 30, 2015
Midterms (Week of)	4	Monday, December 14, 2015
Winter Holidays Break begins	5	Thursday, December 24, 2015
Classes Resume	6	Monday, January 04, 2016
Registration week begins for next term	7	Monday, January 11, 2016
Finals (Week of)	10	Monday, February 01, 2016
Last Day of Term	10	Thursday, February 04, 2016
Grade Reports Posted	B	Thursday, February 11, 2016
Break Week	B	Monday, February 08, 2016
Break Week	B	Monday, February 15, 2016

Summer 2016 Academic Calendar

Milestone	Week	Summer '16
Orientation Day	B (Break)	Wednesday, May 11, 2016
First Day of Term / Classes Begin	1	Monday, May 16, 2016
Last Day to Drop/Add without penalty	1	Wednesday, May 18, 2016
Memorial Day - College Closed	3	Monday, May 30, 2016
Midterms (Week of)	5	Monday, June 13, 2016
Registration week begins for next term	7	Monday, June 27, 2016
Independence Day - College Closed	8	Monday, July 04, 2016
Finals (Week of)	10	Monday, July 18, 2016
Last Day of Term	10	Thursday, July 21, 2016
Graduation Commencement		TBA
Summer Break begins	B	Monday, July 25, 2016
Grade Reports Posted	B	Thursday, July 28, 2016

FINE Mortuary College, LLC (FMC)

2015-2016 Academic Year

August 2015						
Su	M	Tu	W	Th	F	S
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30	31					

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28	29					

March 2016						
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April 2016						
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May 2016						
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29	30	31				

June 2016						
Su	M	Tu	W	Th	F	S
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19	20	21	22	23	24	25
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July 2016						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Fine Mortuary College, LLC: A Private Two Year College (FMC)

Address

150 Kerry Place
Norwood, MA 02062

Contact Information

Phone: 781-762-1211
Fax: 781-762-7177
Email: info@fmc.edu
Website: www.fmc.edu

FMC Hours of Service

Main/Admissions/Business Office

- Monday – Thursday 8:30am – 6:30pm
- Friday – Closed

Library

- Monday – Thursday 8:30am – 9:40pm
- Friday – Closed

Financial Aid

- Monday – Thursday 8:30am – 6:30pm
- Friday – Closed

FMC Email Accounts

New students are given an FMC email account (name@fmc.edu). College faculty and staff communicate with students through these FMC accounts. Students should check their FMC account regularly and use only this account to communicate with instructors and College staff. Using their FMC account ensures that students stay up to date with College announcements, including individual messages affecting their enrollment, registration, financial aid, and progress to graduation.

Getting Help with an FMC Account

During New Student Orientation, College staff help new students set up their FMC email account. Later, if students have problems with their account, they can contact the main College office for assistance.

Important Phone #s	Important Email Addresses	Important Web URLs

FINE Mortuary College, LLC: A Private Two Year College (FMC): Institutional Goals & Objectives

- 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 instill in students a recognition of funeral service personnel as members of a human services profession;
- 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 educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;
- To provide a curriculum at the post-secondary level of instruction;
- 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.

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 program and FINE Mortuary College, LLC: A Private Two Year College (FMC) are accredited by the
American Board of Funeral Service Education (ABFSE)
3414 Ashland Ave., Suite G
St. Joseph, MO 64506
Phone: (816) 233-3747
Web: www.abfse.org

Membership Affiliations

American Board of Funeral Service Education, Inc.
National Association of Colleges of Mortuary Science
TheFuneralServiceProfessional.Com
National Funeral Directors Association
Massachusetts Funeral Directors Association
International Conference of Funeral Service Examining Boards
National Association of Student Financial Aid Administrators

2014 PROGRAM STATISTICS

# of New Students	# of Grads	Timely Grad*	% Employed	Left Before Completion**
43	16	100%	75%	5

* *Timely graduation = complete program in 1½ times designated program length.*

** *Left before completing the program; did not finish*

Source: ABFSE (<http://www.abfse.org/html/dir-ma.html>)

About FINE Mortuary College, LLC (FMC)

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 programs, FMC's graduates:

- 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;
- evidence pride in the funeral profession.

The Funeral Service Oath

I do solemnly swear by that which I hold most sacred:

- That I shall be loyal to the funeral service profession, and just and generous to its members;
- That I shall lead my life, and practice my art, in uprightness and honor;
- That 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 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 (FMC)

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.

FINE became authorized to grant an Associate Degree in Applied Science in Funeral Service in June, 2001. The student body grew from seven in 1996 to more than seventy by 2009. In 1999 FINE became eligible for Federal Financial Aid for students who qualified.

In March 2014, FINE welcomed a new Chief Executive Officer, Sherry Jones, and Chief Financial Officer, Kevin Koch. In addition, Susan Burke was appointed as Chief Academic Officer.

FMC Campus Overview

The FMC building contains four classrooms and a multimedia area including a library, computer lab, and restorative art lab.

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/mail center for student mail.

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

The College does not provide housing or arrange student accommodations.

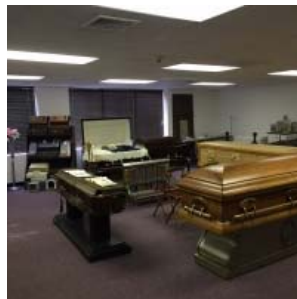
The facility provides equal access for those with physical challenges.



Parking

Parking is free in spaces designated for FMC.

The College 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 vehicle and its contents.

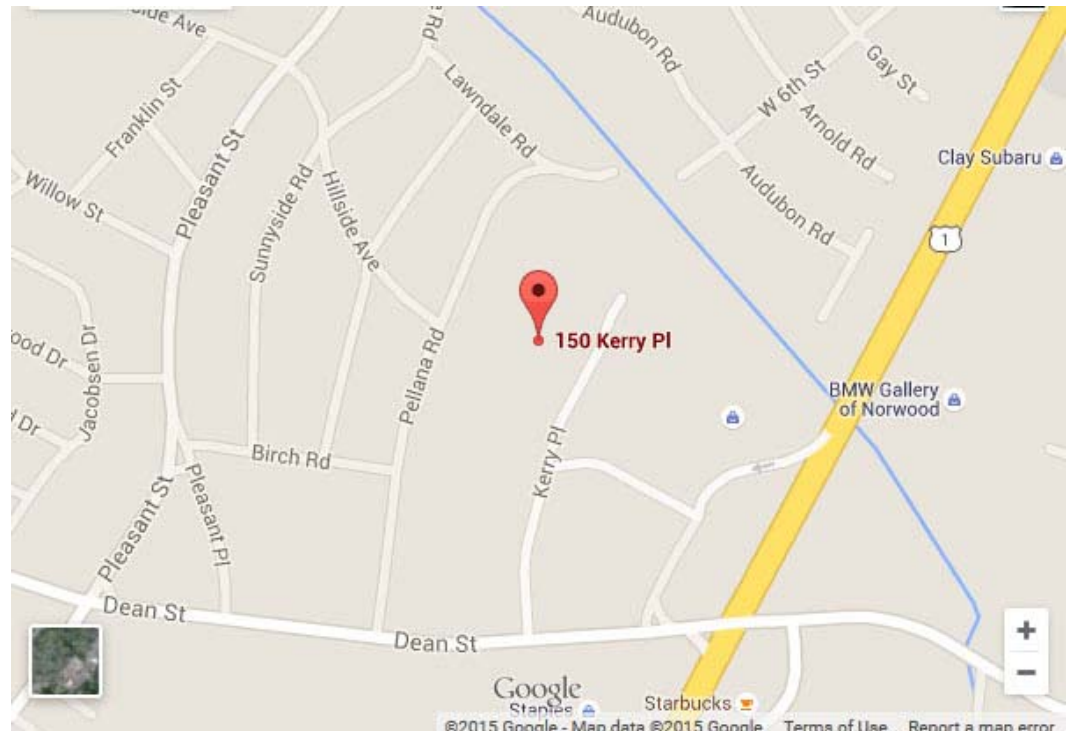


Directions to FMC

Location: 150 Kerry Place, in Norwood, MA, about 30 minutes west of Boston and about 30 minutes north of Rhode Island.

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.



Student Lounge

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

Students can use the Lounge for quiet discussions, eating, and relaxing before and after classes. Magazines, funeral service news articles, announcements, student mail files, and other items of interest to students and personnel are found in the Student Lounge.

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



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.

Upon request and time permitting, College administration and faculty may review and offer advice on students' resumes and cover letters.

Bookstore

The FMC Bookstore is located within the College building. The Bookstore is open during regular school hours and accepts payments through PayPal.

The Bookstore carries supplemental, non-required books and supplies related to mortuary studies and the funeral profession. College-related items such as FMC sweatshirts are also available.

NOTE. The costs for required textbooks for each course are included in the course cost. There are no other course textbook costs. Books are distributed in class the first week of classes and returned in class at the end of the term.

Smoking or drinking of alcoholic beverages is not allowed in the FMC Student Lounge or Kitchen.

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 Kitchen is open during regular school hours.

The Kitchen offers a large table and chairs, refrigerator, microwave, sink, and cabinets. Also found in the Kitchen are a whiteboard and a bulletin board with community information.

Students are asked to be courteous and keep the Kitchen clean and safe.

Food and drink left in the refrigerator or the Kitchen more than one week will be considered abandoned and will be thrown out.

Library & Multimedia Center (MMC)

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 & 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.

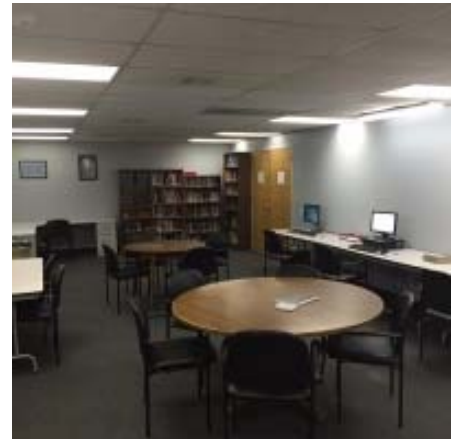
Study copies of non-circulating materials may be made at the copy machine at a cost to the student.

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.

Library Services

- *Free internet access
- *Study and work tables
- *Multiple computer stations to assist with school assignments
- *Large reference collection



Library and MMC Hours of Operation

Students may use the Library and Multimedia Center, including its computers, during normal in-session operating hours, except when reserved for use for FMC classes.



Class Cancellations

All College Meetings

The College community gathers in an All College Meeting on a regular basis. 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 announced and posted so that the College community can be aware of upcoming meetings.

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 of a class cancellation.

A copy of the phone or email chain for each course should be submitted to the Chief Academic Officer (CAO) by the end of the second week of classes.

Weather & Emergency Cancellations

For weather or other issues requiring class cancellations, the President or designee will determine a cancellation and notify 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. If possible, an announcement will also be placed on the FMC Facebook page.

Announcements & Student Messages

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

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

Students should check their FMC email account daily for any College announcements.

Crime Awareness & 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 (FMC) 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 as well as campus security reports can be found through the FMC website (www.fmc.edu), in the College Catalog, and at <http://ope.ed.gov/security/>

Fire Drills & Alarms

Students are required to exit the building immediately any time the fire alarm sounds.

Refer to the FMC Safety Manual for egress routes and instructions.

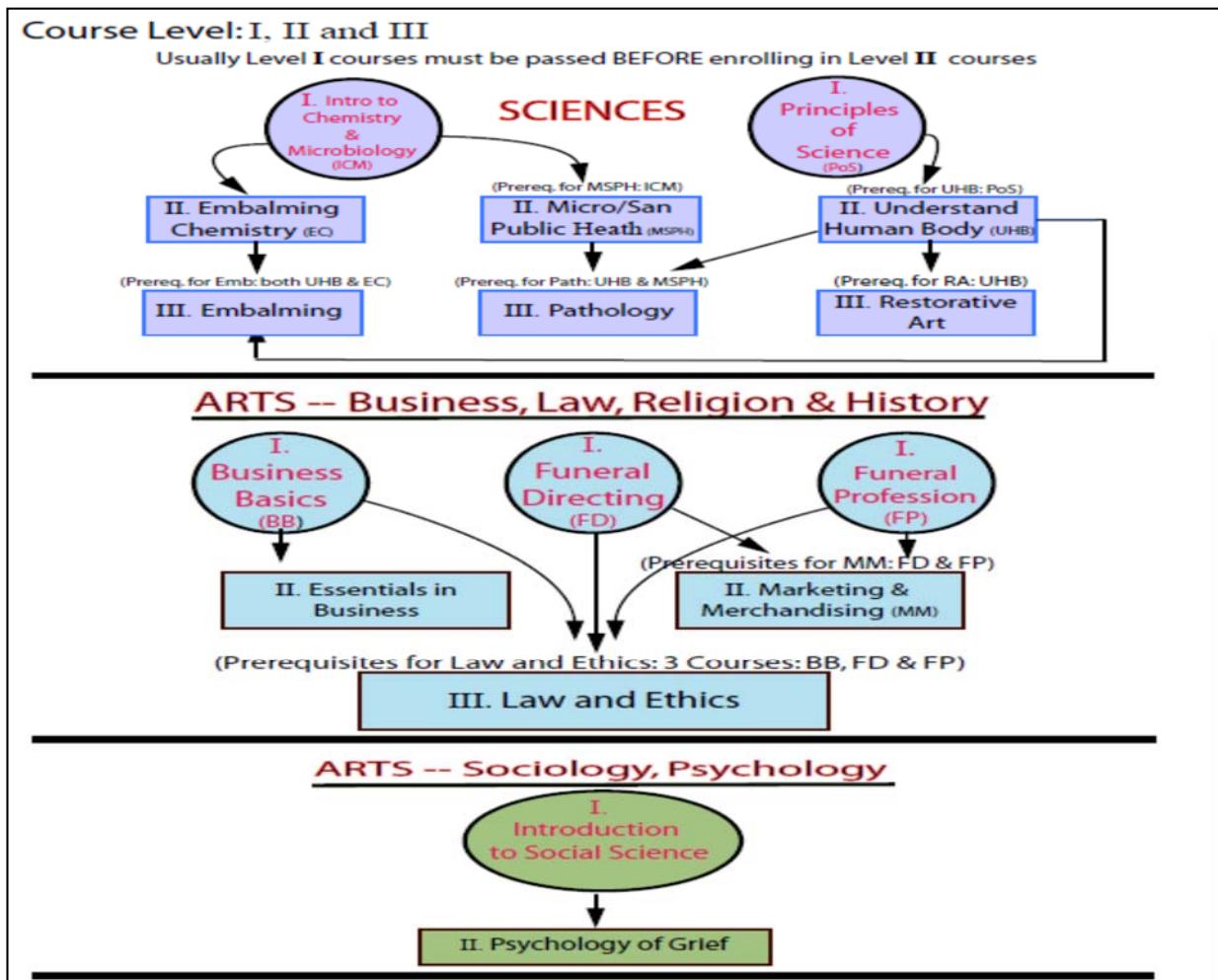
FINE Mortuary College, LLC: A Private Two Year College (FMC): Degree Program & Course Sequence Diagram

FINE Mortuary College (FMC) offers the **Associate in Applied Science in Funeral Service**. The degree program consists of 19 in-class courses at three credit hours each, plus two five-credit hour hands-on practical application courses, for a total of 67 credit hours.

FMC offers four quarters per academic year: Fall Term, Winter Term, Spring Term, and Summer Term.

The chart below will help students plan the courses they will take. Courses are divided into levels (I, II, and III). Level I courses have no prerequisites and can be taken at any time. To take a Level II course, a student must complete any Level I courses that are prerequisites for that Level II course. For Level III courses, a student must complete any Level II courses that are prerequisites for the Level III course. In the chart, levels and prerequisites are indicated by arrows.

Once students have completed all Level I, II, and III courses, they may take the final sequence of courses: two Clinical Cooperatives, Reflections, and Comprehensive Studies. These final courses are not pictured in the chart below. However, the next page lists all the courses required for an FMC degree.



List of Courses: FINE Mortuary College (FMC)

SS101	Introduction to the Social Sciences
PS101	Principles of Science
BB101	Business Basics
CM101	Introduction to Microbiology/Chemistry
SE102	Issues and Concerns for Modern Professionals
NS201	Understanding the Human Body
EC212	Embalming Chemistry
FP212	Funeral Profession
PS212	Psychology of Grief
FD221	Funeral Directing
EB221	Essentials of Business
EM221	Embalming
SP221	Microbiology/Sanitation/Public Health
LE230	Law and Ethics
RA230	Restorative Art
PA230	Pathology
MM230	Marketing and Merchandising
RF302	Reflections*
CC306	Clinical Cooperative I*
CC307	Clinical Cooperative II*
RV232	Comprehensive Studies*
SK099	Study Skills (does not count toward GPA)
DS099	Directed Studies (does not count toward GPA)

* IMPORTANT INFORMATION about final course sequence:

- A minimum of 51 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 Reflections has not already been completed in a prior term.
 - Clinical Cooperative I (CC306)
 - Reflections (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 II (CC307)
 - Comprehensive Studies (RV232)

New Student Orientation

The week before a new term begins, FMC holds a New Student Orientation to register students for their first courses, set up their email accounts, tour the College building, and prepare them for other aspects of College life. New students receive an email notifying them of New Student Orientation.

Clinical Cooperative Orientation

The FMC program culminates in two Clinical Cooperatives in which students apply knowledge learned in their courses. Students complete Clinical Cooperatives at approved funeral service sites. To ensure that students understand clinical expectations, the College requires a Clinical Cooperative Orientation the term *before* a student begins a Clinical Cooperative.

Students registered for a Clinical Cooperative receive an email with orientation information. Students are required to attend this orientation. Students who do not attend are not allowed to complete their Clinical Cooperative.

Student Advising

Beyond the required New Student Orientation and Clinical Cooperative Orientation, advising is optional for most students. However, a student may request advising any time s/he feels the need to discuss course options. Students interested in advising should contact the Chief Academic Officer (CAO).

In certain situations, students may be required to meet with an advisor. These cases include, but are not limited to, cases of low GPA, failing grades, and not making Satisfactory Academic Progress (SAP). In these situations, advising is decided on a case by case basis.

Registering for Courses

Registering promptly for courses is one way to ensure a smooth and quick progress to graduation.

New Students

New students register for their first set of courses during New Student Orientation, with the help of an advisor.

Continuing Students

Continuing students can easily register for their next term's courses:

Around the 6th week of the term, the College sends an email to students with registration information for the next term.

To register, students complete the Course Registration form sent with the registration email and also available at www.fmc.edu

Students must submit the completed Course Registration form to the main office by the end of the 7th week.

Need Advising? To discuss next term's courses, students should meet with an advisor by the end of the 7th week. Students can contact the Chief Academic Officer (CAO) to set up advising.

Returning Students

For students with a Leave of Absence (LOA), course registration for the term they return occurs during the 7th week of the previous term. LOA students should follow up with the College to ensure their registration is complete.

Students whose LOA has expired or who have left the College without an approved LOA must re-apply for admission. To return, former students must complete a new application for admission and pay the application fee.

Re-application does not guarantee re-admission.

Distance Education Policy

Students interested in registering for 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 registration.

Registration & Financial Obligations

To register for a new term, students must settle outstanding financial obligations to the College. Registration forms for the next term will not be processed until tuition and fees for the current and previous terms are paid or payment arrangements made.

Course Drop/Add

Students may add or drop courses until the end of the day on Thursday, the first week of a new term.

To drop or add a course, a student should:

- Download the Drop/Add Form at www.fmc.edu. Print forms are also available in the main office and Student Lounge.
- Complete the form (remember to sign and date the form).
- Submit the form to the main office no later than Thursday of the first week.

Fees for Course Drop/Add

If a student has registered for a course and drops that course without adding another course, s/he will be charged a fee. However, if a student drops a course before the Drop/Add period for the new term is over *and* adds a new course at the same time, s/he will not be charged a fee.

If students want to add a course beyond what they originally registered for, there is no fee. However, students must get the permission of the Chief Academic Officer (CAO) before they can add this "overload."

Repeating a Course: *What Students Need to Know*

- Three (3) is the maximum number of times a student can take a given course.
- Students may repeat a course to improve their grade.
- FMC requires that students who do not pass a course must re-take that course in sequence. To pass a course, a student must earn a minimum course average of 75% AND a minimum score of 75% on the comprehensive final exam.
- Students must pass a course within three attempts, except for the Comprehensive Review course (RV 232), which must be passed within two attempts.
- If a student fails a course a second time, s/he must take a term off before re-taking the course a third time.
- After failing a course for the second time, a student:
 - must meet with the Chief Academic Officer (CAO) to detail a new plan of study for passing the course;
 - is encouraged to seek tutoring for that course.

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

Course Textbooks

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

The first week of each term, course textbooks are distributed in each class. Students sign out for their books, which are loaned to them for the term.

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 do not return loaned textbooks to the College by the end of the term will be charged a fee for textbook and administrative costs to replace the book.



Course Repeats & Financial Aid

Repeating a course may affect a student's financial aid. Students are encouraged to consult the Financial Services Department before repeating a course.

Any exceptions to the Course Repeat Policy must be approved by the Chief Academic Officer.

Be Aware!

Attendance can significantly affect a student's grades AND enrollment at FMC. Be aware of FMC's policies for attendance and withdrawing from courses and the College as a whole. QUESTIONS? ASK.

Attendance Policy

To ensure success, students should strive to attend all class meetings. All FMC students, including those taking a course as audit, are expected to attend ALL class meetings of each course. If attendance for a course falls below 85%, the student will be administratively withdrawn from the course for the rest of the term and will receive a notation on the transcript of F* (Failure for non-attendance) for that course.

How is "Lack of Attendance" Defined?

Lack of attendance refers to missing any part of a class meeting. Arriving late to class, returning late to class after an approved break, or leaving class before it has been dismissed will be counted as lack of attendance.

Petitions for Excused Absences

In rare circumstances, a student may petition the College at least two weeks in advance of an absence to request a waiver of the Attendance Policy. Students should contact the Chief Academic Officer (CAO) for information on submitting a petition.

An attendance waiver is not guaranteed. The College will decide on the petition and advise the student in writing. If the waiver is approved, the College will define the number of times the student may be absent from class before s/he is administratively withdrawn from the class for the rest of the term. The instructor will be notified by the College in writing of the approval and terms of the waiver.

Attendance in Distance Education Courses

In Distance Education (DE) courses, student attendance is defined as active participation as outlined in the course syllabus. Students who do not maintain active participation in a DE course will be processed according to the College's Attendance Policy. As indicated in the FMC Catalog, students are required to attend 85% of the class meetings for each course unless a waiver has been approved by the College.

academics

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.

Withdrawing 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 FMC Tuition Refund Policy.

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.

Withdrawing 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 main 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.

Grading Scale: FINE Mortuary College, LLC (FMC)

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

Full-time & Part-time Status Defined

FULL-TIME is defined as taking nine (9) or more course credits per term.

PART-TIME is defined as taking fewer than nine (9) course credits per term.

Non-contributing Marks

The following are not used to calculate GPA. These marks provide no grade points per credit.

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

How to Calculate GPA

Students can calculate their grade point average (GPA) for the term by dividing the sum of the grade points by the number of credits taken that term (for grade points, see FMC Grading Scale).

Students can calculate their cumulative average GPA for their entire time at FMC by dividing the sum of all the grade points accumulated to date by the number of credits taken to date.

In calculating GPA, only courses taken at FMC are included.

How to Access Final Course Grades

After each term ends, grade reports are issued at the end of the first break (B) week (see Academic Calendar for dates).

The College does **not** allow Instructors to give out final grades before grades are formally released during the break.

Dean's List

FMC encourages students to strive for excellence in their studies. At the end of each term, students who earn a GPA for that term of 3.0 or higher will be included in the Dean's List for that term.

The Dean's List has two levels of distinction:

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



Important!

What Is a Passing Grade at FMC?

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

It is possible for a student to earn 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+ 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.

Transfer Credits: *Important Things to Know*

FMC does accept transfer credits and encourages students to ask whether any previous credits will transfer to the College.

Transfer credit is granted at the discretion of the College. In most cases, transfer credit will only be granted for credit hours earned from accredited or approved colleges, universities, or credit providers (for example, CLEP or Advanced Placement exams). Transfer credits will be noted on FMC transcripts as "TC."

Transfer Credits: What Will Transfer to FMC?

Students should be aware that the College makes transfer credit decisions on a case-by-case basis. FMC will review the following credits for possible transfer:

1. Courses listed on official transcripts from a nationally and/or regionally accredited college.
2. Courses taken **prior to** enrolling at FMC.
3. Courses with content materially identical to the course provided by FMC.
4. Courses taken within the last four (4) years, unless they were part of a program in which the student earned a degree.
5. Courses in which the student earned a minimum average course grade of "C" or 75%.
6. Credits earned through respected, recognized credit providers (for example, CLEP, AP). Official scores sent directly to FMC from the credit providing company are required. Students who have earned CLEP, AP, or similar credit should contact FMC for more information.

FMC follows these guidelines to ensure that all transfer credits meet the rigor of the same course given at FMC. These guidelines apply to both traditional classroom and distance education (DE) courses.

Official transcripts are required for all transfer credit evaluations. Students should be aware that FMC may contact the school from which the transfer credit is requested and ask for additional information about the college and/or the courses involved. The College may also ask the student to provide additional information about the college and/or its courses.

For transfer of credits for courses tested on the National Board Examination (NBE), the student will need to have met the requirements above AND also will need to arrange for, take, and pass a Challenge Exam on the topic being considered for transfer. Students can find more information about Challenge Exams in the FMC Catalog (www.fmc.edu).

What Is an *Official Transcript*?

An **official transcript** is one sent directly from a school. To transfer credits to FMC, students must submit official transcripts from previous schools.

Official transcripts can be sent by regular mail directly to FMC (ATTN: Chief Academic Officer). Also acceptable are official transcripts sent securely online through transcript providers used by the previous school.

Transcripts sent by email or fax or sent by the student are NOT considered official.

Will My Credits Transfer to FMC?

Will My FMC Credits Transfer to Another School?

Transfer credits are an excellent way for students to maximize return on their previous courses and to move more quickly to graduation. However, **no** school can guarantee that credits earned at one school will transfer to another school.

Transfer credit are always awarded at the discretion of the school that will **receive** the credits. This means that students who want to transfer credits from another school to FMC should contact FMC to determine if the credits will transfer. Just as important, this means that students who want to transfer credits earned at FMC to another school must contact the other school to find out if that school will accept FMC credits.

Skills Assessment in English & Math

New students may be asked to demonstrate basic skills in English and math.

Before beginning studies at FMC, a student must transfer in college-level math and English credits, provide other evidence of academic readiness, or take and pass the **Skills Assessment** administered as part of the FMC admissions process.

FMC's **Skills Assessment** is a diagnostic exam in English and math administered by the College Board (www.collegeboard.org). Each diagnostic lasts an hour and is completed online. Students receive their results at the end of the exam. Exam results are sent to FMC.

Students who demonstrate basic skills in English and math can begin their FMC courses with no remedial support. If the diagnostic indicates a student needs remedial support, s/he is placed in MyFoundationsLab, an online program that the student completes concurrently with their first term at FMC.

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.



Midterm & Final Exam Reviews

After receiving a grade on a midterm or final exam, a student may wish to review the exam with the instructor. An exam review allows students to study an exam in more detail and receive feedback from the instructor.

To set up an exam review, a student should contact the instructor directly to find a time convenient for both to meet. If a student contacts the instructor by email, s/he should use an FMC email account to ensure the College has a record of the request and any follow-up emails.

Exam reviews last for 30 minutes, and provide a great opportunity for students to better understand the course material.

NOTE. To maintain the security of FMC exams, students are not allowed to keep their completed, graded exams.

Academic Good Standing

Students remain continuously enrolled at the 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 higher.

Academic Progress

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 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 Chief Academic Officer's discretion.

Students who earn less than a 2.0 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 (DE) courses.

Leaving Academic Probation

Students are removed from academic probation 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.

Reactivation of Enrollment: How to Return after Leaving the College

There are several reasons a student might leave the College. A student might:

- take time off with an approved Leave of Absence (LOA);
- leave the College without an approved LOA;
- be administratively withdrawn or dismissed from the College for academic or other reasons.

If a student has an approved LOA and returns from the LOA *on time*, continuing classes at FMC is relatively easy (see LOA section in this handbook).

If a student wants to return after an LOA *has expired*, left without an LOA, or was administratively withdrawn or dismissed, this student must re-apply for admission. The student must also pay the application fee once again.

To re-apply and "reactivate" his or her enrollment, a student must:

- download the Application Packet at www.fmc.edu;
- fill out the application for admission;
- pay the application fee;
- submit the completed application and fee to the College.

Re-application does not guarantee re-admission.

Note

If a student has been away from FMC for less than 6 months, in general, s/he only needs to submit a completed application and fee. The student's medical forms and other application materials will still be current from the earlier application.

However, if a student had been away from FMC for more than 6 months, s/he will have to complete the entire application process again, including medical forms and other application documents.

Maximum Time to Complete Degree

To be eligible for an FMC degree, a student must complete all coursework within three (3) consecutive years of starting at the College.

Students may petition the Chief Academic Officer (CAO) for an extension to the three-year limit.

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

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



National Board Examination (NBE) Requirement

Students must take the comprehensive National Board Examination (NBE) as a condition of graduation from FINE Mortuary College, LLC: A Private Two Year College (FMC).

Graduation Requirements

To be cleared for graduation, a student must:

1. Complete all courses leading to the FMC 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).
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.

Students who meet these conditions are ready for graduation. Students who want to plan their path to graduation or find out if they have been cleared for graduation should contact the Chief Academic Officer (CAO).

National Board Examination (NBE) Pass Rates

National Board Examination scores, graduation rates, and employment rates for FINE Mortuary College, LLC: A Private Two Year College (FMC) and other ABFSE-accredited programs are available at www.abfse.org.

To request a printed copy of the FMC program’s scores and rates, students can go to the main office of FMC (150 Kerry Place, Norwood, Massachusetts), contact the College by e-mail at info@fmc.edu , or contact the College by telephone at 781-762-1211.

Students should review and sign the NBE Requirement form at the end of this handbook.

Graduation Ceremony

The College holds a formal commencement ceremony at the end of the academic year. The graduation date is announced in advance.

Graduates are encouraged to attend and celebrate their achievement.



Honor Society

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

Membership indicates that a student has shown outstanding merit in scholarship and has exhibited good citizenship conduct. To apply for membership, students should contact the Chief Academic Officer (CAO).

Graduating with Honors

FMC is proud to offer Graduation with Honors to its high-achieving students. FMC offers three levels of distinction:

- Summa Cum Laude: 4.00-3.75 GPA (cumulative)
- Magna Cum Laude: 3.74-3.50 GPA
- Cum Laude: 3.49-3.25 GPA

Requesting FMC Transcripts

The College's goal is to provide prompt and efficient release of official student transcripts. Transcripts are normally processed, printed, and sent within five teaching days of receipt of a student's or graduate's request.

There is a fee for transcripts.

The Transcript Request Form is available on the FMC website (www.fmc.edu).

Transcript Release: Protecting Privacy

In compliance with the Family Educational Rights and Privacy Act (FERPA), FINE Mortuary College, LLC (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.

How to Request an FMC Transcript

- Download the Transcript Request Form at www.fmc.edu
- Complete the form (including signature and date) and send to FMC with the appropriate fee.

NOTE.

By law, transcript requests by phone, fax, or email cannot be honored.

A transcript will not be released until all obligations to the College, including financial, are resolved.

QUESTIONS?

Students with questions about requesting a transcript or submitting a Transcript Request Form can contact the College by phone or email.

FINE Mortuary College, LLC (FMC): Financial Services Department



Financing a college education is an important concern for all students. FMC's Financial Services Department assists students in planning how to pay for their education.

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.

Options for Financing Your FMC Education

Financial Aid Accepted at FMC

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

- Federal Student Aid: Title IV programs providing grants and loans for those who qualify.
- FMC 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.
- Veterans Benefits: FMC participates in federal Veterans Benefits programs for those who qualify.
- Additional Loan Sources: Students may apply for loans from a variety of private and public sources.
- Credit card payments are accepted through PayPal.
- An FMC-arranged payment plan is available.

Scholarships

FMC Financial Services coordinates scholarship applications from a variety of sources, which may include:

- American Board of Funeral Service Education, Inc.
- Service Corporation, Inc. (SCI).
- International Conference of Funeral Service Examining Boards, Inc.
- Some state funeral service associations.
- Local organizations in student's town (student must identify and apply for these).
- References in local public libraries for scholarships based on special requirements (student should check local library and online sources).

**FMC's FAFSA
School Code:
033164**

***For assistance or more
information about
Financial Aid
at FMC:***

Email:

financialaid@fmc.edu

Phone:

781-762-1211

Fax:

781-762-7177

Web:

www.fmc.edu/financial-aid/

Federal Financial Aid: *What Students Need to Know*

Financial Aid is awarded based on two time periods: Federal Award Year and FMC Academic Year. The Federal Academic Year is July 1-June 30 each year. The FMC Academic Year is three (3) terms based on a student's start date.

The process of applying for financial aid begins with the completion of the Federal Application for Federal Student Aid (FAFSA), found at www.fafsa.ed.gov

Students can complete the FAFSA at any time after January 1 to receive funds for the following award year, but students should apply as early as possible since some grants funds are distributed on a first come, first served basis. Students must complete a FAFSA each award year. Students can be awarded Federal Direct Student Loans for the FMC Academic Year. Federal Pell Grants 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.

Applicants for financial aid will first be considered for Pell Grants based on their financial need. Unsubsidized Direct Loans and Subsidized Direct Loans will be awarded to those students meeting all eligibility requirements who exhibit financial need. There are limited FSEOG funds available, and they will be awarded to the neediest students who are also Pell Grant recipients.

Financial Assistance for Veterans

FINE Mortuary College, LLC (FMC) is approved by the Massachusetts Department of Higher Education Office of Veterans Education, which allows eligible veterans to apply for and receive a variety of veterans' educational benefits as defined by the Massachusetts Department of Veterans Affairs.

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.

To receive federal student aid at FMC, a student must:

- Demonstrate financial need.
- Have a high school diploma, hold 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: students 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 (see <http://studentaid.ed.gov/eligibility/non-uscitizens>).
- Have a Valid Social Security number.
- Register with the Selective Service if required. Students can use the paper or electronic FAFSA to register, they can register at <http://www.sss.gov/>, or they can call 1-847-688-6888.
- Maintain Satisfactory Academic Progress (SAP) once in school (students can view the SAP policy at <http://www.fmc.edu/financial-aid/>).
- Certify that s/he is not in default on a federal student loan and does not owe money on a federal student grant.
- Certify that s/he will use federal student aid only for education purposes.

How to Apply for Financial Aid at FMC

To apply for financial aid:

- Download the FMC Application Packet at www.fmc.edu
- Complete the Financial Aid Status Form in the Application Packet.
- Complete the free Federal Application for Student Assistance (FAFSA) at <https://fafsa.ed.gov/>

What happens next:

Upon receipt of FAFSA documentation, students (and parents, if applicable) meet with FMC's Financial Services staff. Students and/or parents should bring the following to this meeting:

- Signed copy of student's most recent Federal Income Tax Return, if filed, including all schedules and W-2 forms.
- Signed copy, if applicable, of parent's most recent Federal Income Tax Return, including all schedules and W-2 forms.
- Most recent Federal Verification Worksheet (Dependent Students).
- Most recent Federal Verification Worksheet (Independent Students).
- Most recent First Year Authorizations Form.
- Most recent Business/Farm Supplement and corresponding Corporate or Partnership federal tax returns complete with schedules.
- Estate and Trust Information (if student, siblings, or parents are beneficiaries of an estate or trust, submit a copy of the appropriate Schedule K-1 of Form 1041 or Form 4970).

**FMC's FAFSA
School Code:
033164**

Need Forms? More Information?

FMC offers detailed information about the financial aid process on its website and in its Catalog.

Please visit www.fmc.edu to access the Catalog, financial aid forms, helpful links to federal financial aid information, and other useful resources.

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.

Questions? Contact Financial Services

781-762-1211 (phone) | 781-762-7177 (fax) | financialaid@fmc.edu | www.fmc.edu/financial-aid/

Maintaining Financial Aid

Applying for financial aid is the first step to funding a college education. Once a student has put together a financial package, s/he must maintain this aid until graduation. This pages highlights issues that students will want to watch out for as they seek to maintain their aid. These issues are covered in detail in the FINE Mortuary College, LLC (FMC) Catalog, available at www.fmc.edu

Financial Aid—and Enrollment--May Be Affected by:

- **Not Meeting Payment Deadlines.** Students must settle outstanding financial balances or make payment arrangements in order to register for a new academic term. Students will not be permitted to attend classes the next week after a payment goes into arrears.
- **Not Making Satisfactory Academic Progress (SAP).** At FINE, SAP is measured at the end of every Academic Year (3 terms). To make SAP, a student must meet have a minimum of 2.0 (C letter grade) cumulative GPA; have successfully completed a minimum of 67% of the courses attempted; and 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. Failure to make SAP leads to SAP Financial Aid Suspension or SAP Financial Aid Academic Probation.
- **Taking a Leave of Absence (LOA).** Financial aid is neither awarded nor disbursed for LOA periods. Students not returning from an LOA will be withdrawn. Loan repayment will begin once the student is withdrawn.
- **Repeating a Course.** The first two course attempts are covered by financial aid, but the third course attempt is not. Try to pass each course on the first or, at the most, second attempt.
- **Taking Too Many Credits, Taking Too Long to Graduate.** Financial aid programs set limited on the number of credits and length of time for which students may receive financial aid. Students are encouraged to complete their courses in a timely way to avoid “maxing out” their financial aid.



SAP: What Students Need to Know

SAP is closely tied to financial aid. Every year, student records are reviewed to ensure that each student is making Satisfactory Academic Progress. Students not making SAP receive a letter from the College alerting them to this problem and its effect on their financial aid.

Academic probation status is assigned to students who do not make SAP. Students on academic probation work with the College to develop a plan to support their academic success. At the end of the probationary period, students must meet the SAP requirements or may lose eligibility for federal financial aid or may have their enrollment terminated.

Problems with SAP are avoidable! Student who receive a letter from the College stating that they have not made SAP should contact Financial Services immediately to discuss their options.

Applying for financial aid is the first step to funding a college education. Once a student has put together a financial package, s/he must maintain this aid until graduation. This pages highlights issues that students will want to watch out for as they seek to maintain their aid. These issues are covered in detail in the FINE Mortuary College, LLC (FMC) Catalog, available at www.fmc.edu

Financial Aid—and Enrollment--May Be Affected by:

- **Changing a Class Schedule, Adding/Dropping Courses.** Financial aid eligibility is based on the number of credits a student is 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. If a student is enrolled on this date, the financial aid award will be adjusted to reflect his or her actual enrollment and eligibility. Some or all of a student’s financial aid may be canceled based on these adjustments.
- **Withdrawing from the College.** Regulations require that financial aid be awarded under the assumption that a student will attend the institution for the entire period for which assistance was awarded. If a student withdraws or is withdrawn for any reason prior to completing at least 60% of the term, s/he may no longer be eligible for the full amount of financial aid that s/he was originally awarded. This rule is in effect even if the student is involuntarily withdrawn (i.e., academic dismissal, termination) for a low GPA, lack of attendance, conduct issue, or other reason.
- **Not Completing Verification.** The U.S. Department of Education (ED) selects about 30% of all applicants each year for a process called verification. ED determines which data elements that were reported on the FAFSA must be confirmed. FMC will notify a student if s/he is selected for verification and which data elements must be verified. If a student does not provide the documentation required for verification, s/he may not be eligible for financial aid.

Results of Not Maintaining Financial Aid Eligibility:

- Not maintaining financial aid eligibility can lead to not being allowed to attend class, not being able to register, or late fees (late payment fees are applied to unpaid balances after the first class meeting).
- Without financial clearance, students are not allowed to progress to the next term.
- Grades, transcripts, diploma or degree, and certification to sit for the National Board Examination (NBE) are withheld for students with delinquent accounts.



Avoid these problems! Contact Financial Services if you have questions or concerns about financial aid.

Financial Aid Checklist

Applying for Financial Aid:

- Download the FMC Application Packet at www.fmc.edu
- Complete the Financial Aid Status Form in the Application Packet.
- Complete the free Federal Application for Student Assistance (FAFSA) at <https://fafsa.ed.gov/>
- Meet with FMC's Financial Services staff to determine eligibility for financial aid.
- Research scholarships for funeral service education.
- Veterans: Research Veterans Benefits for funeral service education.

Maintaining Financial Aid:

- Meet payment deadlines.
- Complete the Verification process if the Department of Education selects you for Verification.
- Make Satisfactory Academic Progress (SAP).
- If you take a Leave of Absence (LOA), know how an LOA can affect your financial aid.
- Know what a Financial Hold is and how to avoid one.
- If you repeat a course, know how repeating a course can affect your financial aid.
- Know how much time you have to graduate before your financial aid runs out.
- Know how many credits you can take before your financial aid runs out.
- Know how dropping or adding courses can affect your financial aid.
- Know how withdrawing from college can affect your financial aid.

Each item on this checklist is explained in more detail in the FMC Catalog and website (www.fmc.edu).

Important! Financial Holds

- Students not current on financial obligations or payments to the College may be put on **Financial Hold**.
- Financial Hold can result in blocks on registering for courses, receiving grades, ordering transcripts, receiving a diploma/degree, being cleared to sit for the National Board Exam (NBE), and other aspects of enrollment. These holds continue even after a student leaves the College (i.e., former students on Financial Hold cannot order FMC transcripts).
- Financial Hold can also result in suspension or dismissal from the College.
- Students who receive notification that their account has been placed on Financial Hold should contact the College immediately to discuss their options.

FMC’s reputation for excellence in the community, the state, and the nation is sustained by the commitment embodied in its mission statement to “...advance the stature of the funeral profession. ...to provide both a rigorous academic education and a strong program of practical training.” Executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to maintain the highest ethical standards in all policies, practices, regulations, laws, and professional endeavors. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards when reacting to that situation. Actions in accordance with these standards will be upheld by the College.

Conflicts of Interest and Commitment

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College hold positions of trust and should conduct their activities accordingly. They must strive to avoid conflict between private and official responsibilities. Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the College should be avoided.

Harassment and Abuse of Power

FMC supports an environment in which harassment of others is not tolerated. Executive officers, faculty, staff, students, employees, and others acting on behalf of the College may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations, College policies or practices.

Laws, Grants, and Contracts, Regulations, Policies and Procedures

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to comply with relevant laws, contract requirements, regulations, policies and practices, and all applicable College professional standards. No unethical practice will be condoned on the grounds that it is “customary” or that it serves worthy or honorable goals.

Stewardship

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College have a responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the College may be used for personal or illegal gain. Permission must be obtained for personal use of facilities and equipment, in compliance with applicable procedures. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

Reporting

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to report violations of these or other applicable standards to appropriate College offices, e.g., the employee’s supervisor. Confidentiality of individuals reporting violations of these standards will be maintained whenever possible.

Civility

All executive officers, faculty, staff, students, employees, and others acting on behalf of the College are expected to promote an environment of collegiality and responsibility. Uncivil actions toward others will not be tolerated. Individuals are expected to accept responsibility for their actions.

Listed above are some of the most prevalent areas of concern. This list is not intended to be comprehensive.

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.

FINE Mortuary College, LLC 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 to the following:

1. Freedom 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. Freedom from personal violence, force, or any type of harassment by groups or individuals.
3. Protection from unlawful search and seizure.
4. Privacy of personal information.
5. Freedom to carry on individual or organized activity expressing grievances within the limits of the democratic process or freedom of speech, assembly, and petition.
6. Due process.
7. Petition the College for redress of grievances (see Grievance Procedure in this Handbook).

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 the responsibility for the following:

1. Display good character and moral, ethical, and honest behavior.
2. Present identification to authorized officials of the College.
3. Refrain from any action denying others their rights.
4. Refrain from the use of force.
5. Refrain from abusing or harassing anyone.
6. Respect the property of others and preserve the right of privacy to all persons.
7. Respect the confidentiality of personal information.
8. 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. Smoke only in the permitted area outside the building and use the provided receptacle for cigarettes and cigars.
10. 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.

FMC students are expected to conduct themselves as funeral service professionals in training, according to 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 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.

Student Code of Conduct continued on next page . . .

Student Code of Conduct continued . . .

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 or designee.



The funeral service profession is one in which the public invests an enormous amount of trust. Funeral professionals are held to a standard of ethics and behavior unmatched by most other professions.

For this reason, funeral service professionals must be aware of specific standards regarding dress, grooming, and customs. A family's first impression of a funeral professional reflects on the profession as a whole. If a family is to feel confident in the service they are to receive, they must feel comfortable with those serving them.

Interpersonal relationships with both the family and professionalism with co-workers are of vital importance. Behavior and manner of communication should reflect care and concern, and at the same time, confidence and efficiency. The family has every right to considerate, respectful, and competent care.

- Students are expected to learn, practice, and adhere to the policies set forth in this handbook and other College and professional documents. These policies include, but are not limited to, the following:
- Guidelines of the American Board of Funeral Service Education (ABFSE) and other professional organizations;
- The Funeral Service Oath, included in this handbook;
- Federal, state, and local laws governing the funeral service profession; and
- FMC policies such as the College's Statement of Ethical Conduct, Student Code of Conduct, Student Rights and Responsibilities, Dress Code, and other College policies applicable to a student's development as a professional.

Graduates of FMC's program will be held responsible, from both a moral and legal standpoint, for adhering to standards of professional conduct throughout their careers. We at FMC believe that professional conduct begins when one is still a student and, therefore, we expect our students to adhere to the standards of the profession in which they will practice.



FINE Mortuary College, LLC: A Private Two Year College (FMC) aims to provide students with the technology and computers needed to meet their educational goals. To assist the College in supporting their education, students are expected to uphold high ethical standards while using the College's technology and computers. Students should be aware that this policy applies to all students and any of their guests who use the College's technology and computer systems, on or off campus.

Definition

The College defines **technology and computers** broadly, to include, but not be limited to all computers, computer systems, networks, hardware, software, peripherals, 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 the College and its systems. This definition also includes all institutional data, user data, programs or system software, or configuration files that are contained in or transmitted via FINE computers, networks, devices, or other information systems.

Guidelines for Technology & Computer Use

All FMC technology and computers are the property of the College and are for College use only. This policy applies to College technology and computers present or accessible both on and off campus. Acceptable use of FMC's technology and computers includes, but is not limited to, compliance with the following guidelines:

- **Access on Campus.** Students may use the FMC computers and other equipment located in the Library/Multimedia Center, classrooms, student lounge, and other public areas during normal in-session operating hours, except when these facilities are reserved by faculty or staff.
- **Internet Access.** Accessing the internet through FMC technology and computers should be for academic reasons only, and users should ensure that their Internet use is ethical and lawful.
- **Email.** Upon enrollment, each student is issued a unique FMC email address (studentname@fmc.edu). All communication to students from FMC will be through students' FMC email addresses. Students are expected to use their FMC account for all communication with the College.
- **Software/Programs/Apps.** Upon enrollment, students are given access to software, programs, or apps (for example, Microsoft Office 365) that will greatly enhance their ability to complete high-quality academic work. These programs are not to be used for purposes other than stated in the license agreements.
- **Social Networking.** All information posted on the College'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 laws and regulations.

Technology Policy continued on next page . . .

Technology Policy continued . . .

- **Harassment & Other Illegal Activity.** The College does not tolerate abuse of its technology and computer systems to engage in any form of harassment or illegal activity, including, but not limited to use of its systems for personal gain, hazing, bullying, to advance individual views, or for any other inappropriate or illegal purpose.
- **Privacy.** All FMC student accounts (email, social media, software, network, etc.) are for academic use only and may be monitored by the College. There is no implied or expressed right to privacy with respect to College technology systems, including use of the internet, email, or social media through FMC systems.
- **Downloading & Uploading Files & Other Media.** Only files and media needed for academic purposes can be downloaded or uploaded. This guideline refers, but is not limited to videos, music and other audio, wallpaper, screen savers, jokes, games, and copyrighted files. These are not permitted to be installed on FMC computers, downloaded, or uploaded.
- **Viruses.** No viruses are to be intentionally loaded to any FMC technology or computer system. Students are responsible for scanning for viruses before using any FMC systems. For the security of their own information, students should scan files, drives, media, etc. that they use on the FMC systems, upload to the systems, and download from the systems.
- **Security.** At all times, care should be taken to guarantee the security of all FMC technology and computer systems. This includes the theft of FMC computers, files, data, and passwords. For their own protection, students are not to share their passwords or access to any FMC systems.
- **Respect for Property.** Students should exercise care in the use of FMC technology and computers. Unauthorized use or removal of FMC property from the premises is prohibited. FMC property issued to a student must be returned at the time of termination or graduation. Any costs incurred by FMC for damage to its systems or for any property not returned may be billed to the student. Failure to pay may result in not obtaining a release to take the National Board Exam (NBE) and/or not graduating.
- **Reporting Problems.** If a student has questions or is concerned about any aspect of this policy, s/he should contact the Chief Academic Officer (CAO) as soon as possible to discuss these concerns.

Disciplinary Action

The College expects that all students who use its technology and computer systems will follow this policy. All instances of technology and computer use that violate this policy are grounds for disciplinary action by the College. Instances of abuse may result in civil and/or criminal proceedings.

FMC Email Accounts

All students are given an FMC email account (name@fmc.edu).

Students are encouraged to check their FMC account regularly and use only this account when communicating with instructors and College staff.

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 to afford 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 income tax purposes;
5. to comply with a judicial order or lawfully issued subpoena; and
6. as otherwise permitted by FERPA.

The College annually informs students of their FERPA rights through a variety of methods such as the FMC website, Catalog, Student Handbook, and on campus via the Chief Academic Officer (CAO).

Some information in the College's "directory" may be made public without a student's permission. This information may include name, last known address, last known email address, major field of study, participation in officially recognized activities, and 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 through the internet at any time for any reason.

Official transcripts of academic records are sent only on written, signed 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 Transcripts & Student Records

Official transcripts of academic records are sent only on written, signed request of the student, to the student or to the party designated by that student. Requests for transcripts are not accepted by phone or email.

Because of its sensitive interactions with the public, the funeral service profession is an extremely conservative one. As an FMC student, you represent the College and the funeral service profession. Your dress, grooming, and behavior reflect on the College and your profession as a whole. For these reasons, FMC has instituted a Dress Code for both on-campus and off-campus College activities. The guidelines below are based upon acceptable practice within the funeral service profession.

This Dress Code applies to all College-related activities, including, but not limited to, the following:

- **On-campus** classes, meetings, graduation ceremonies, campus visits by professional guests, and other activities taking place on the FMC campus.
- **Off-campus** professional site visits, field trips, Clinical Cooperatives (i.e., activities in the office/reception rooms, not preparation room), College meetings or ceremonies that occur off campus, and other College activities taking place away from the FMC campus.

Note. When off campus, individual facility rules and regulations regarding clothing and/or grooming override the guidelines contained in this Dress Code.

General Guidelines

- Fingernails are to be kept clean and trimmed short. Bright nail polishes, finishes, and/or ornamentations are discouraged.
- Use discretion when applying make-up. Use natural colors and apply them moderately. Heavy eye shadow, lipstick, or other cosmetics are not appropriate, and if used, scented products should be of a light scent.
- Perfumes and colognes should be avoided. Strongly scented soaps, cosmetics, lotions, aftershave, etc. should be avoided.
- For men, hair should be a reasonable length, preferably no longer than the bottom of the earlobe. For women, hair of any length should be well groomed and neat.
- Mustaches and/or beards are allowed if kept neatly trimmed and well groomed.
- Although more culturally accepted now, tattoos are still frowned upon in professional settings, especially conservative professions such as funeral service. For this reason, tattoos are to be covered at all times for all formal events on and off campus.
- Jewelry (necklaces, rings, bracelets) should not be distracting and should be kept to a minimum.
- Restrict visible body piercings to ears only, one pair of small, simple earrings, one per ear lobe, of a short length. Tongue piercings are considered visible and unacceptable.

Remember

If you have to ask about a specific grooming practice or article of clothing, it is probably not appropriate for the funeral profession. When in doubt, be cautious and dress conservatively.



Please Note

This Dress Code applies to the FMC campus and to professional environments where you will complete Clinical Cooperatives and activities associated with your development as a funeral service professional.

College Dress Code continued . .

Guidelines for Class Meetings

- Students are encouraged to wear professional dress clothes to class. For classes, students may also wear casual clothing that is neat and conservative.
- When attending class, students should practice good hygiene and grooming that follow the General Guidelines in this Dress Code. Following these practices while a student will make the transition to the funeral service profession easier.



Guidelines for Funeral Homes & Formal Environments

Note. These guidelines are *in addition to* the General Guidelines in this Dress Code.

- Suit coat, pants, tie, and dress shirt should be worn, clean, and wrinkle-free.
- Dresses or pantsuits should be clean and wrinkle-free. Dresses should be no shorter than knee-length.
- Plain, undecorated hose or stockings should be worn with skirts or dresses. If wearing pants and shoes, socks are to be worn.
- No jeans, corduroys, shorts, mid-calf pants, leggings, tights, spandex, or sweat suits.
- Appropriate dress shoes are to be worn: clean and polished, not visibly “worn” (scuff marks, loose seams, worn-down soles). Shoes are to be dark colored, closed toe, 3” heels or lower, smooth leather loafers, or dress shoes. Clogs, crocs, sandals, running/tennis/biking shoes, boots, etc. are not acceptable.

Equality & Non-Discrimination Policies FINE Mortuary College, LLC: A Private Two Year College (FMC)



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.

Disability Accommodations Policy

FMC fully supports and makes every reasonable effort to provide equal access to its programs for students with disabilities. The FMC Policy is rooted in guidelines provided by the Association on Higher Education and Disability (AHEAD).

To initiate accommodations for a disability, a student must present the following to the Chief Academic Officer (CAO):

- 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.

Once the student presents this information to the CAO and it has been approved, the College and student can begin developing a plan to address the student's needs.

FMC seeks to provide its students with a learning environment that is supportive, safe, and free of discrimination and harassment. To achieve this goal, FMC has instituted policies related to campus security, harassment, bullying, hazing, and drug and alcohol abuse and prevention. These policies can be found in the FMC Catalog available on the FMC website at www.fmc.edu

Plagiarism

FMC defines **plagiarism** as the intentional and unintentional use of another person's words and ideas as one's own. FMC defines plagiarism broadly to include, but not be limited to, the following:

- Presenting another person's work as one's own, including the use of another person's words, ideas, structural devices (paragraph structure, section headings, outline, etc.), design elements, and any other aspect of another's work that could reasonably be seen as originating with that person. This includes information that someone finds on the Web and that has no author listed.
- Using or stealing the work of another student (current or formerly enrolled) and presenting this work as one's own.
- Collaborating, without permission or authorization, on assignments for a course, including homework, exams, essays, reports, etc.
- Asking or hiring another person to complete work for a course and presenting that work under one's own name.

Please Note

Plagiarism does **not** include the use of **common knowledge** that one can reasonably assume most readers will know. Examples: meaning of well-known acronyms (USA, NBE); common scientific or technical terms; important dates in history; important historical figures; and other information that most readers would already know without looking up.

Tip

If you have to look up a piece of information, it is probably not common knowledge, and you should identify or "cite" the source of this information.

Cheating

FMC defines **cheating** to include plagiarism as well as further unauthorized use of another's words, ideas, and any other aspect of another's work that could reasonably be seen as originating with that person.

Cheating includes the use or stealing of another's work, unauthorized collaboration on an assignment, bringing "cheat sheets" or other unauthorized materials (print or digital) into a quiz or exam, bringing unauthorized communication devices (phone, computer, tablet, watch, etc.) into a quiz or exam, copying another's work or answers, or asking or hiring another person to complete an assignment.

Cheating can occur on any course assignment, graded or ungraded, large or small (quizzes, homework, tests or exams, etc.). Cheating can occur not only in traditional classroom courses but in online courses, clinical courses, reviews, board exams, or any other assignment or activity required by FMC.

Copyright Policy

FMC respects the intent and the letter of copyright and intellectual property law. All members of the FMC community, including students, 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.

Important Information about LOAs

Students may apply for a Leave of Absence (LOA) for a **maximum of two consecutive terms** following their last enrolled term at FMC.

Students may request only one Leave of Absence while studying at FMC.

Students granted two consecutive terms for a LOA are free to return after taking only one term on a LOA. 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.

Requests for a 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. Approval will be at the College's discretion, based on the worthiness of the request.

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, including the Comprehensive Studies course (RV232), to complete his/her coursework.

Returning from an LOA

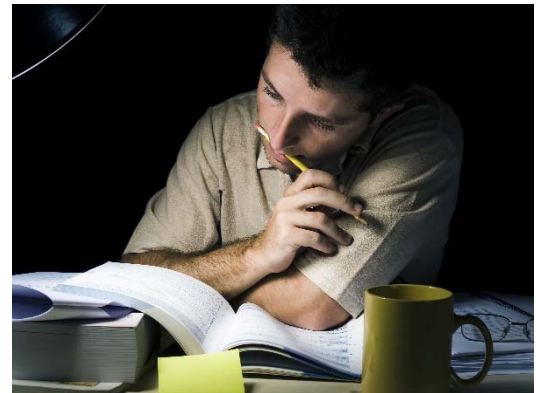
Students not returning from an LOA as scheduled will be withdrawn from the College. Loan repayment will be based on the last date of attendance or participation in an academically related activity prior to the approved LOA.

Financial Aid & LOAs

Students should know that an LOA may affect their financial aid status.

Students seeking an LOA are encouraged to meet with the Financial Services Department to review the Federal Financial Aid Grace Period policy.

Financial aid is neither awarded nor disbursed for LOA periods.



Steps for Applying for an LOA

- First, submit a written request for an LOA to the Chief Academic Officer (CAO).
Note. Submit your petition by FMC email or print letter delivered by mail or in person at the FMC office. LOAs cannot be requested by phone call or verbally in person. Written requests are required.
- Your LOA request will be reviewed by the College, and you will receive a letter either approving or denying the LOA.
- If your LOA is approved, carefully review the letter of approval so that you know the terms of your LOA and the steps to return from the LOA.
- If your LOA is approved, you should contact the Financial Services Department to discuss the effect of an LOA on your financial aid.

Funeral service is an extremely important and extremely intimate profession that requires much of its students. FMC students will work in clinical settings, including funeral homes, where they will be exposed to many diseases and chemicals.

As part of the admissions process, FMC requires that students submit information regarding their medical history, immunizations, allergies, disabilities, and other medical conditions that may bear on their ability to function as students of the funeral profession. This information must be certified by a physician and is required before a student may begin classes at FMC.

The medical Information and forms required of FMC students are included in the FMC Application Packet, available at the FMC website (www.fmc.edu).

Once a student begins classes, s/he must inform the College if a medical condition arises or changes that could affect the student's ability to complete studies in the funeral profession.

Student Pregnancy Policy

If a student is or becomes pregnant while in training, she will be expected to immediately notify the Chief Academic Officer (CAO) in writing.

Students who are pregnant or become pregnant during the time of enrollment with FMC may be limited or restricted to some activities within the program. These limitations include all embalming activities in which a student may be enrolled, including clinical experiences with host funeral homes.

These restrictions result from research pertaining to the use of formaldehyde as well as other chemicals that persons are exposed to during the embalming process. Additionally, certain lifting restrictions will be in place.

A student may be allowed to voluntarily withdraw from the program and may reapply for admission when she is medically able to resume the program.

A student who opts to remain in the program will be required to provide the College with a waiver releasing the College and its funeral affiliates from any responsibility for medical problems that may arise with the pregnancy that could be attributable to education activities (formaldehyde exposure, etc.). The waiver will be prepared by the College and will be signed by the student.

Please review and sign the Student Pregnancy Policy form at the end of this handbook.

Confidentiality Policy

As part of their studies, students will have access to information about the deceased human body that is considered confidential. Students will also have access to confidential information required for effective family services coordination and delivery, including discussions, deliberations, records, and information generated or maintained in connection with these activities.

Every attempt needs to be made to ensure that this information remains confidential. At **NO TIME** shall any information or anything personal to the body leave any clinical site or related setting. In addition, **ANY** form of audio or video recording by students is prohibited in any clinical site or related setting.

Students must not divulge any information or records concerning any activities that occur within the clinical site or related setting. Students must recognize that any discussion of or release of information concerning a deceased person, client-family, employees, and processes or procedures to any unauthorized person is forbidden. Any violation of this confidentiality may be grounds for immediate dismissal from the FMC program and/or legal action, including, but not limited to, civil and criminal liability and fines.

Please review and sign the Confidentiality Policy form at the end of this handbook.

Termination of Enrollment: Causes

Ideally, each student’s path to a degree will be smooth. However, students should be aware that enrollment at FMC can be terminated for several reasons.

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

- Violating the Student Code of Conduct.
- Failure to maintain Satisfactory Academic Progress (SAP).
- Failure to return from a Leave of Absence (LOA).
- Failure to make timely payments due the College.
- Violating any institutional policies.
- Actions or behavior that undermine the College’s ability to protect and ensure a safe and intellectually sound learning environment.

Students are encouraged to know the causes of termination so that they can avoid these obstacles to graduation.

Appealing Termination: Procedure

If a student is terminated for failure to progress or for a behavior issue, s/he may appeal the termination to the Chief Academic Officer (CAO) in writing.

This appeal should follow the College’s policy for Grievances and Appeals. The Grievances and Appeals Policy can be found in this handbook and the FMC Catalog.

Important Information for All Students Desiring Re-Admission

All students desiring re-admission after termination must meet the terms and policies set forth in the current Application Packet, 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 FMC after termination of enrollment are subject to space availability. Re-admission decisions will be made at the College’s discretion.

Re-Admission Policy

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

Termination for Failure to Progress

With the approval of the Chief Academic Officer, students terminated for failure to make Satisfactory Academic Progress (SAP) may be re-admitted. They will return on Academic Probation, during which time they are ineligible for Federal Student Aid.

This probationary period will be one term. At the conclusion of the re-admission probationary period, if the requirements for 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 Chief Academic Officer. Re-admission will require the student to document social improvement and may require a Behavioral Contract for a probationary period.

The objective of this Grievances and Appeals Policy is to ensure that students have the opportunity to present grievances and appeals to the College regarding a certain action, inaction, or decision by the College or one of its members. The College seeks to resolve grievances fairly and with justice for all parties.

Informally Resolving an Appeal or Grievance

Before filing a formal appeal or grievance, students are encouraged but not required to appeal or address the grievance, in person or in writing, with the person whose actions, inactions, or decisions led to the appeal or grievance.

The discussion should be held as soon as the student first becomes aware of a matter that s/he wishes to appeal or file a grievance for. The person alleged to have caused the appeal or grievance should respond to the student promptly, either orally or in writing.

If both the student and other person involved are satisfied with the informal resolution, the matter will be considered resolved.

Formally Resolving an Appeal or Grievance

A student may initiate a formal appeal or grievance in writing to the Chief Academic Officer (CAO) or designee, who will act as administrator for this process. This written appeal or grievance should explain the matter being appealed or grieved in enough detail to present a clear, accurate account of the matter. The appeal or grievance must be received within 15 calendar days after the student first becomes aware of the matter that led to the appeal or grievance.

The Chief Academic Officer or designee will conduct an investigation as needed into the matter being appealed or grieved. Based upon this investigation, the CAO or designee will submit a decision in writing to the student and to the person alleged to have caused the appeal or grievance.

The written decision will include the reasons for the decision, indicate the remedy, if any, and inform the student of the right to seek review by the College's President or designee.

Appealing a Decision

A student who is not satisfied with the decision of the CAO or designee may appeal the decision by submitting the written appeal or grievance, together with the CAO's written decision, to the College President or designee.

The President or designee will submit a decision in writing to the student, the person alleged to have caused the appeal or grievance, and the CAO or designee. The written decision will include the reasons for the decision, and it will indicate a remedy, if any.

The President's or designee's decision will be final.

Student Handbook Certification

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

I certify that I have read this **Student Handbook** and now understand what is expected of me as a student enrolled at FINE Mortuary College, LLC: A Private Two Year College (FMC). I also certify that I understand that I may ask questions about the information in this Student Handbook so that I may gain a full understanding of all its terms. I further agree to abide by all of the terms included in this Student Handbook.

Student (signature)

Date

Student (print name)

When you have completed and signed this form,
submit it to the Chief Academic Officer (CAO) of the College.

National Board Examination (NBE) Requirement

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

I certify that I understand that as a requirement for graduation from FINE Mortuary College, LLC: A Private Two Year College (FMC), I must sit for the National Board Examination (NBE) prior to the granting of my degree from the College. The cost of this exam is my responsibility as a student. Upon notification from the International Conference of Funeral service Examining Boards, Inc. regarding my completion of the examination, FMC will then be able to grant the degree if all other requirements for the degree are or have been met.

Student (signature)

Date

Student (print name)

When you have completed and signed this form,
submit it to the Chief Academic Officer (CAO) of the College.

Student Pregnancy Policy

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

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I certify that I have read this Student Pregnancy Policy, understand it, and agree to abide by its terms.

Student (signature)

Date

Student (print name)

When you have completed and signed this form,
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Student (signature)

Date

Student (print name)

When you have completed and signed this form,
submit it to the Chief Academic Officer (CAO) of the College.



FINE Mortuary College, LLC: A Private Two Year College

SAFETY MANUAL

2015-2016 ACADEMIC YEAR

Phone

781-762-1211

Fax

781-762-7177

Email

info@fmc.edu

Web

www.fmc.edu

150 Kerry Place
Norwood, MA 02062

Introduction

This Safety Handbook should be read carefully before you begin classes or begin employment at FINE Mortuary College, LLC: A Private Two Year College (FMC). The handbook contains information that will help to ensure your safety while you are at the College.

The College has been approved as a safe building by the Norwood, Massachusetts (MA) Building Inspector and fire officials. All materials used in the building meet or exceed the building codes of the Commonwealth of Massachusetts and the Town of Norwood, Massachusetts. The building has been approved for occupancy. There is an alarm system, which protects the site.

Emergency Numbers: Locations on Campus

Emergency numbers for Norwood, MA are located in the following locations:

- On the main bulletin board in the Student Lounge.
- In the Faculty Office of the College.
- In the Main Office of the College.

Local Hospitals

Local hospital addresses and telephone numbers:

Newton-Wellesley Hospital

2014 Washington Street
Newton, MA 02161
<http://www.nwh.org/>
(617) 243-6000

Norwood Caritas Hospital

800 Washington Street
Norwood, MA 02062
<http://www.norwood-hospital.org/>
(781) 769-4000

Health & Counseling Services

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.

Responding to an Injury

What to do when an injury occurs:

- If the lesion is not severe but is open, wash the affected area thoroughly and apply a bandage from the First Aid Kit if necessary.
- Application of a cold pack from the refrigerator in the kitchen is recommended in the case of a bump, bruise and/or sprain.
- If the lesion is severe and bleeding, apply pressure to reduce the bleeding and call 911 yourself or have someone else call the number.
- In the event of any other serious condition or illness, call 911.
- Report any injuries immediately to College personnel in the Main Office.

Emergency Egress Procedures

Following are the procedures to be followed in the event of an emergency at FINE Mortuary College, LLC (FMC) when the building must be evacuated:

- When the alarm is sounded or verbal instructions given to leave the building, all staff, faculty, and students are to leave IMMEDIATELY.
- Egress routes are displayed in each classroom, office, and common area at the College.
- Egress should be orderly but quick. Do NOT go to another room to retrieve belongings or find a friend.
- Faculty should take their attendance sheet with them. Attendance should be taken at the gathering site so a determination can be made that no student has been left in the building.
- All staff, faculty, and students then proceed across the parking lot to the far side of Kerry Place. The instructor and the students in his/her class should remain together and the teacher should take attendance. All classes should stay in class groups until approval is given to leave the group and return to the building.
- Emergency Coordinators will take control of the situation, will take attendance of staff and other administrators, will address any concerns, and will issue information on the situation, as appropriate. NO ONE is to leave the premises/area until given authority to do so.

EMERGENCY COORDINATORS: The primary Emergency Coordinator at FMC is Kevin Koch, the College's Executive Vice President. Secondary Coordinators are faculty members at FMC at the time. Emergency Coordinators are responsible for getting everyone out of the building and taking control of the situation. They will take attendance of students, faculty, staff, and administrators. They will form a liaison with emergency personnel and the building owner, if appropriate. They will address any concerns and issue information on the situation, as appropriate.

Emergency Drills

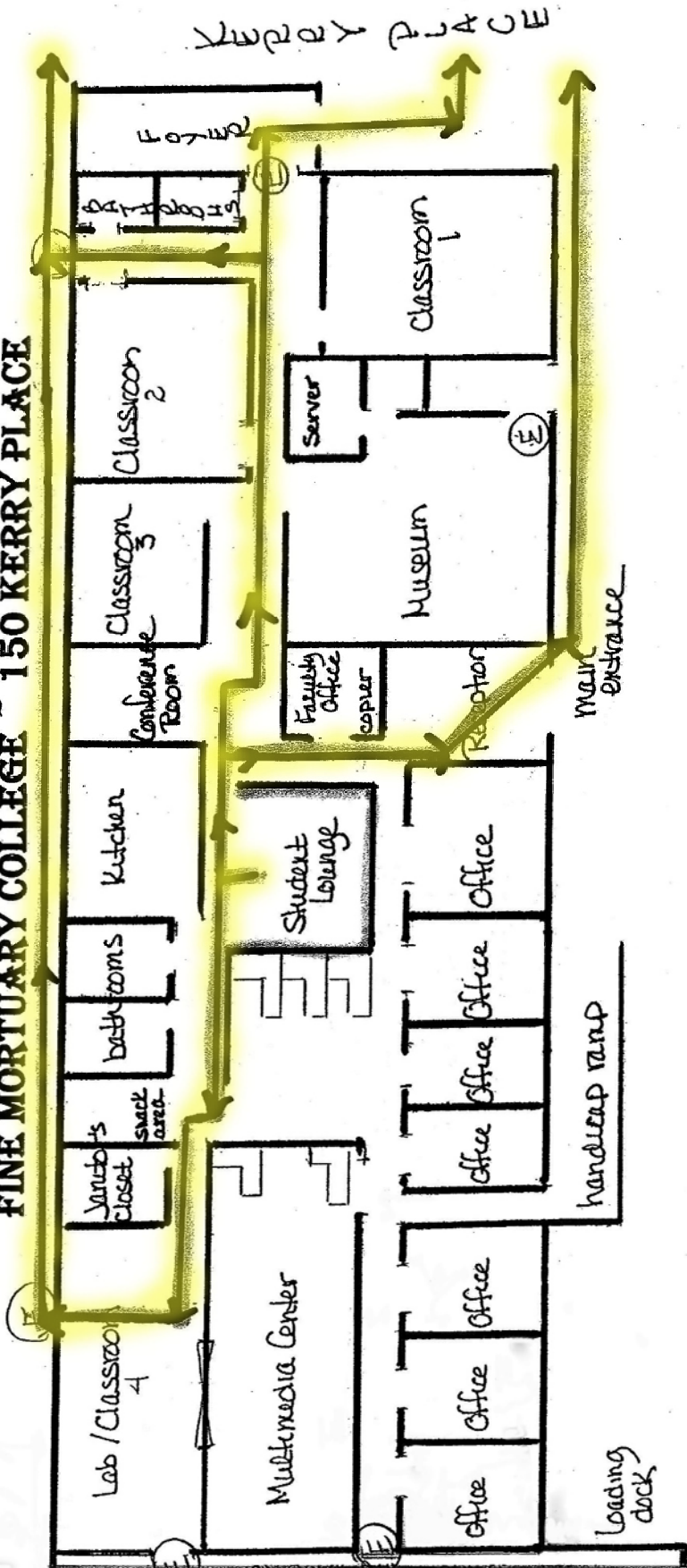
FMC will periodically conduct emergency drills and will keep a file of documentation on all drill and emergency activity.

Fire Drills & Alarms

Students are required to exit the building immediately any time the fire alarm sounds.

EMERGENCY EGRESS

FINE MORTUARY COLLEGE ~ 150 KERRY PLACE



- ↑ proceed away from the building, following the arrows above
- ↑ remain with your class until you are told to return to the school or given other instructions
- ↑



The function of education is to teach one to think intensively and to think critically. Intelligence plus character- that is the goal of true education.

Martin Luther King, Jr.



FINE Mortuary College, LLC: A Private Two Year College