Salt Lake Community College

MORTUARY SCIENCE PROGRAM

STUDENT HANDBOOK

COHORT OF 2026 - 2027

"SHOW ME THE MANNER IN WHICH A NATION CARES FOR ITS DEAD AND I WILL MEASURE EXACTLY THE TENDER MERCIES OF ITS PEOPLE, THEIR RESPECT FOR THE LAWS OF THE LAND AND THEIR LOYALTY TO HIGH IDEALS."

— PRIME MINISTER WILLIAM GLADSTONE
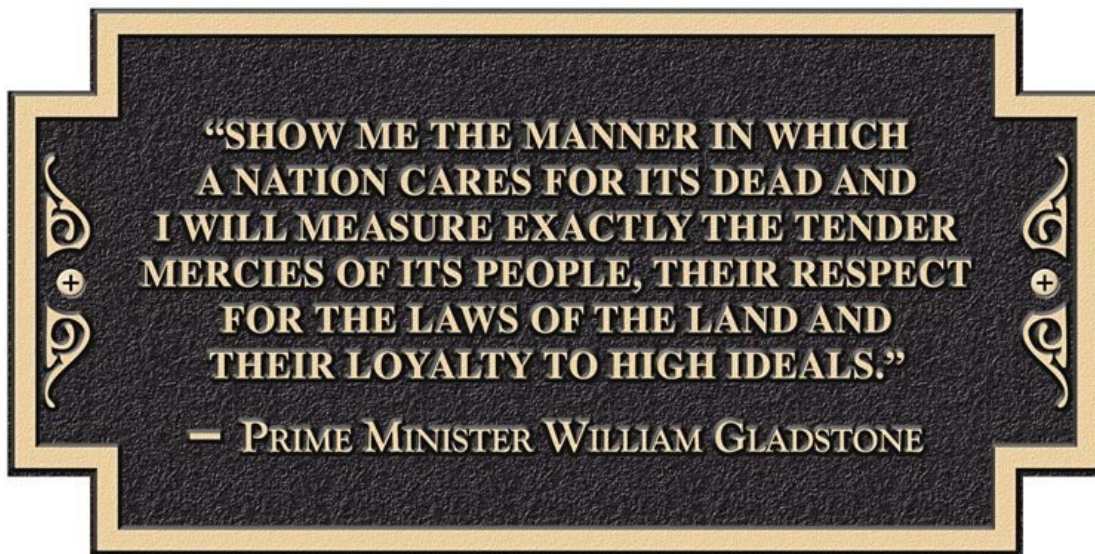
Last updated September 2025

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1.0 OVERVIEW AND GENERAL INFORMATION

1.1 WELCOME

Welcome to the Salt Lake Community College Mortuary Science Program, hereafter referred to as the Program. This handbook is a guide to policies, standards, and expectations for those enrolled in the Program.

This handbook is a guide as students progress through the Program and will be used in conjunction with the Salt Lake Community College Catalog and Program syllabi. Students are responsible for adhering to these policies. Information about College-wide policies and procedures is in the catalog. The current catalog is on slcc.edu. Information specific to the Program is in this handbook. The College and the Program faculty reserve the right to change content at any time.

1.2 PURPOSE OF THE HANDBOOK

The purpose of the student handbook is to provide students with Program requirements, expectations, rules, regulations, goals, and functions. The information in the handbook applies to all Program students and must be adhered to while enrolled in the Program. Students are responsible to be familiar with and understand the information in this handbook. Additional information concerning the Program or policies may be requested from the Program Coordinator.

1.3 SALT LAKE COMMUNITY COLLEGE OVERVIEW

Salt Lake Community College's Vision, Mission, and Values can be found here: slcc.edu/about/mission-vision

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

- Students develop quantitative literacies necessary for their chosen field of study.

- Students think critically and creatively.

- Students develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners.

- Students develop the knowledge and skills to work with others in a professional and constructive manner.

- Students develop information literacy.

- Students develop computer literacy.

- Students develop the attitudes and skills for lifelong wellness.

SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including sexual misconduct, sexual harassment, relationship/sexual violence and stalking. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint, please contact Title IX Coordinator Cindy Cole, 801-957-4561 or ccole58@slcc.edu.

REPORTING INCIDENTS OF HATE OR BIAS

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty, and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

Students may use the Online Reporting Form. Students may also report incidents to a SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to the following site: What Does Title IX Mean For You?

1.4 STUDENT SERVICES

The Tim and Brenda Huval Student Center (JSTC) on the Jordan Campus offers services including College cashier, health center, bookstore, fitness room, and limited food service. Student Services on the Jordan Campus is located at the JSTC information desk on the first floor. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC Current Student webpage describes these student services in detail.

A. LIBRARY

An overview of the SLCC Libraries can be found here: libweb.slcc.edu/about-us.

LIBRARY LOCATIONS AND HOURS

The SLCC library system has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, view the Locations Page.

LIBRARY CARD

Your library card is your SLCC OneCard, and your library ID is your student S number. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood and in room W175 at South City. Call 801-957-4022 for more information.

LIBRARY STAFF

Need assistance? Please contact the library staff in the Jordan Health Science (JHS) building, room 235, 801-957-6202.

B. ADVISING AND COUNSELING SUPPORT SERVICES

The following services provide support for students enrolled in any class at the college.

- Center for Health and Counseling: If you find yourself struggling with your mental or physical health, the Center for Health & Counseling (CHC) provides convenient and affordable health care, mental health counseling, massage therapy services, and healthy lifestyle programs on campus. CHC is staffed by experienced, licensed professionals who are attuned to the needs of college students. The services are low-cost and completely confidential. The CHC is located at the Taylorsville/Redwood, South City, and Jordan campuses. For CHC hours, information about CHC services, or to book an appointment, please call 801-957-4268 or visit slcc.edu/ chc. If you wish to talk with someone immediately, you may start a free chat or call a licensed crisis counselor 24/7 through the SafeUT App or by calling 800-273-8255.

- Veterans Services: assists hundreds of students in using their VA education benefits each semester.

https://www.slcc.edu/veterans/

- **Academic Advising**: helps students plan, explore, make decisions, access resources, and evaluate their academic and career goals. To make an appointment with Academic Advising and a variety of other Student Support Services, you can use MySuccess. To access MySucces, log in to your MySLCC portal, select the Advising Tab, and click "Login to MySuccess" under the Find your Advisor section. Your homepage will have your Primary Academic Advisor listed at the top (along with a list of services below and a search bar to find other staff and services). Click on your Primary Advisor's name to see their availability and to book an appointment. Check your Bruinmail for an email confirmation.

C. LEARNING SUPPORT AND TUTORING SERVICES

The following services provide support for SLCC students enrolled in any class at the College. All resources are provided free of charge. Ask your instructor about discipline-specific learning support and tutoring services.

- **Tutoring**: index of all tutoring resources.
- **STEM Learning**: provides free tutoring and assistance in math and science courses at five campus locations.
- **Student Writing & Reading Center**: provides in-person and online feedback on all writing and reading assignments.
- **Library Services**: provides research help, print and online resources, computers, and study space.
- **ePortfolio**: provides assistance for all ePortfolio questions.
- **SLCC Online**: provides support for navigating online classes.
- **Business Resource Instructional Center**: provides tutors and study space for students in Business and CSIS courses.
- **Academic Calendar**: provides important dates for the academic year.
- **Bookstore**: find course materials and SLCC merchandise as well as information on store hours.

D. FINANCIAL AID

Information about financial aid provided through SLCC and other venues can be found on the College website: slcc.edu/financialaid. For more information/assistance, contact the Financial Aid Office in the Student Center at the Redwood/Taylorsville Campus.

You may access information about your aid application and financial awards by logging in to:

MySLCC ➔ Student tab ➔ Financial Aid

E. SLCC TODAY BLOG

Interested in library news and tutorials? Check out SLCC Today.

1.5 STUDENT SUPPORT SERVICES

A. GENDER & SEXUALITY STUDENT RESOURCE CENTER (GSSRC)

The Gender & Sexuality Student Resource Center (GSSRC) works holistically with students navigating gender- and sexuality-based experiences, needs, and barriers throughout their educational experience.

The GSSRC is located at the SLCC South City Campus in SCM 1-140 and at the Taylorsville Redwood Campus in STC 101T.

To receive support or get involved, contact: GSSRC@slcc.edu; slcc.edu/GSSRC; 801-957-3143; Instagram & Facebook (@SLCCGSSRC).

B. ACCESSIBILITY AND DISABILITY SERVICES (ADS)

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact Accessibility and Disability Services:

Phone: 801-957-4659

Email: ads@slcc.edu

Website: www.slcc.edu/drc

C. FOOD, CHILDCARE, AND CRISIS RESOURCES

There are several resources available for students at SLCC:

- For information about SLCC's food pantry for students, please visit the Bruin Pantry.
- For childcare assistance, please visit Child Care and Family Services.
- For information about campus safety, please visit #SLCCSAFE.

D. STUDENT ENGAGEMENT, EXPERIENCE, AND ACHIEVEMENT

Student Engagement, Experience, and Achievement (SEEA) is committed to supporting, advocating and celebrating the multicultural experiences of all our students through holistic approaches within the Dream Center, Gender and Sexuality Student Resource Center, and the Student Involvement and Culture Center. For more information about SEEA or to get involved, visit http://www.slcc.edu/SEEA 801-957-4954.

E. THE DREAM CENTER

The SLCC Dream Center works holistically with undocumented students (with or without DACA) and members of mixed-status families to achieve their personal and academic goals. If your immigration status presents significant obstacles to your success at the College, confidential arrangements may be requested from the Dream Center. Arrangements made with the Dream Center will not jeopardize your student status, access to scholarships, or any other part of your residence. To learn more, contact the Dream Center by emailing dreamcenter@slcc.edu, or on Instagram @slccdreamcenter.

1.6 SECURITY AND PARKING

A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

Emergencies: 911

Jordan Campus Police: 801-957-3800 (Non-emergency)

Animal Control: 801-840-4000

B. PARKING

SLCC's Parking Services regulates the sale of digital parking permits, and enforcement of parking rules, including patrolling parking lots, and administering fines. Students need a digital parking permit to park on any SLCC campus except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. Designated student parking is shown on the Jordan Campus Parking Map.

Disclaimer: SLCC is authorized to regulate parking and traffic and to issue citations on all SLCC campuses by Utah State Code 53B-3-103, 106. Rules and regulations may change at the discretion of the SLCC administration. The college is not responsible for theft or damage to vehicles parked on campus. Overnight parking is prohibited, and vehicles left overnight will be impounded.

1.7 TITLE IX

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind, including sexual misconduct, sexual harassment, relationship/sexual violence, and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint, please contact: Director EEO/Title IX

Students may also use the Campus Discrimination, Harassment, or Retaliation Reporting Form.

Students may also report incidents to an SLCC faculty or staff member, who is required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to the following site: What Does Title IX Mean For You?

REPORTING INCIDENTS OF HATE OR BIAS

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty, and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

This form may be used to make the College aware of any incidents of hate or bias: https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=90

1.8 STUDENT RIGHTS AND RESPONSIBILITIES

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline, outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure "due process" which protects accused students from the unfair imposition of penalties and sanctions. The Code outlines the rights that students are guaranteed and the responsibilities students have as community members. It outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

All students are expected to follow the Code of Student Rights and Responsibilities.

2.0 OVERVIEW OF PROFESSION

Funeral service professionals provide a calm voice, high levels of sensitivity, and strong organizational skills to help families through the difficult time of the death of a loved one. They serve families by providing professional

care of the deceased, coordinating the funeral ceremonies, preparing necessary legal documents, and arranging for burial or cremation.

Career Opportunities

Career opportunities include funeral director, embalmer, grief facilitator, pre-need funeral sales, funeral home ownership and management, and cemetery management.

2.1 PROFESSIONALISM AND ETHICAL PRACTICE

Interpersonal relationships with the family and co-workers are important. Behavior and manner of communication should reflect professionalism, care, concern, confidence, and efficiency.

Ethical Practice Statement

Faculty and students in the Salt Lake Community College Mortuary Science Program will display professional and ethical behavior at all times. Program faculty and students shall:

- Demonstrate concern for the well-being and safety of the recipients of their services.

- Refrain from actions that cause harm.

- Display respect towards the deceased and their family, the public, peers, the mortuary, and the Program.

- Keep personal information about the deceased, their family, and peers confidential.

- Provide service in a fair and equitable manner.

- Comply with institutional rules and local, state, federal, and international statutes and laws.

- Treat colleagues and other professionals with respect, fairness, discretion, and integrity.

- Remain compassionate and respect the feelings of those they serve.

- Be honest and truthful in their actions.

This code of ethics represents the values of the funeral service profession. Each principle is explained below in terms of the minimum expected behavior of students in the Program. Inability to demonstrate these standards will result in a warning, probationary status, and/or dismissal.

Qualities and professional/ethical behavior of a Mortuary Science Program student include:

Beneficence: Students shall demonstrate concern for the well-being and safety of the recipients of their services. This includes dedicating self to the study of mortuary science to benefit the families served.

- Students must be prepared for class, which means reading the text and completing assignments. S tudents are expected to get necessary class supplies in advance.

- Each student shall attend, participate in, and complete all learning experiences designed to meet the objectives of the Program.

Non-malfeasance: Students shall refrain from actions that cause harm. This relates to being competent in skills and prudent in the judgment of your own knowledge and skills. Harm can come from physical, psychological, and financial means.

- Students shall be respectful of others and not discuss gender roles, race, or cultural variations of others outside of a classroom setting in which the topic is a point of discussion.

- Students participating in group projects, carpooling to clinical sites or field trips, or other activities which

may cost money, or another resource, are expected to contribute equally.

- During clinical assignments, students are to engage only in activities for which they have been trained, minimizing the probability of physical or psychological harm to the family and liability to the mortuary.

Confidentiality: Students shall display respect regarding the personal information of the deceased and their family, the public, peers, and the mortuary. This relates specifically to maintaining the confidentiality of the families served, the mortuaries w h e r e they work, fellow students, faculty members, clinical preceptors, and colleagues.

- Information received during clinical work will be discussed privately and only for professional purposes.

- When client information must be discussed in classes or seminars it should be discussed in a way that the identity of the individual is not revealed. Documentation must not identify the client.

- Personal information involving other students must remain confidential and cannot be shared with others, including but not limited to clinical sites, clinical preceptors, job recruiters, social media, etc.

Social Justice: Students shall provide services in a fair and equitable manner.

- You are responsible for yourself and should not expect others to clean up after you. Students will clean up after themselves which includes replacing chairs, tables, equipment, and supplies to their proper place during classes and clinical work.

- Show respect for all individuals and cultures.

- Mortuary science students shall be loyal to the Program.

- Students shall be loyal to their clinical sites and place of employment.

Procedural Justice: Students shall comply with institutional rules, and local, state, federal, and international laws related to the policies and procedures of the profession.

- Students are accountable and responsible for knowing and adhering to all rules, regulations, and policies of the Program and the clinical site where they are assigned.

- Students must be aware of standards regarding dress, grooming, and customs. A family's first impression of a funeral professional reflects on the profession and the clinical site. If a family is to feel confident in the service they are to receive, they must feel comfortable with those serving them.

- If an individual is acting in an unethical, unprofessional, or incompetent manner, students have the responsibility to report the action to a supervisor, faculty, or clinical preceptor. This includes cheating, intoxication or other impairment, illegal activities, and code of conduct violations by a fellow student. This includes threats as well as actions. The student should first report to the course instructor. In the case of an instructor or clinical preceptor, the student should report to the Program Coordinator or Associate Dean.

- Students will be honest in providing criminal background status in all states and areas in which they have a positive criminal background record prior to beginning the Program. Not providing this places the Program's professional relationships with clinical sites at risk.

Fidelity: Students shall treat colleagues and other professionals with respect, fairness, discretion, and integrity. This includes being on time, attending class, calling or emailing when ill, absent, or late, and treating all members of the funeral service community with respect, fairness, discretion, and integrity.

- Students shall notify the instructor if they will not be attending a class and the reason for the absence.

- Students shall be on time for class. This means being seated and ready before class starts and returning from breaks on time.

- Students will be active participants in classes. Sleeping in class is disruptive and may result in class dismissal, being marked absent, and is considered unprofessional behavior.

- The use of technology not approved by the instructor during class time is considered unprofessional behavior. This use is disruptive, unapproved and could result in dismissal from the program. Students are responsible for asking instructors for permission before using these devices. This includes but is not limited to:
  - Taking phone calls
  - Text messaging
  - Audio recording (Requires written permission from the instructor)
  - E-mailing
  - Doing coursework other than current classroom activities as directed by the instructor.

- Students will be conscientious of how their actions and comments affect other students. Using a laptop or another electronic device that is not muted is disruptive and disrespectful. Cell phones are to be placed on mute (not simply on vibrate) during class.

- Students shall initiate honest, open discussions with an instructor about any factors interfering with the completion or acceptable progress of coursework. The student should not wait until a course grade is in jeopardy before asking for assistance.

- An honest, rated, and written evaluation of each instructor and course is expected. The evaluation should accurately reflect the student's experience with the instructor related to their course management and material delivery. The course or instructor's evaluation should not reflect negative attitudes based on grades received or personal differences.

- Students shall respect the rights and professional standing of others. Students who have an issue with another individual, faculty, a grade, the Program, or a Program requirement will first address the individual. If the matter is not satisfactorily resolved, the student will follow the School of Health Sciences Appeals process. Gossip or any sort of demeaning comments (written, in person, or virtually) about faculty, clinical preceptors, or fellow students will not be tolerated and will result in disciplinary action, including but not limited to warning, probation, or program dismissal.

- Students must be respectful of fellow students' classroom and learning time. Asking personal questions or debating the correctness of a test question should not take up classroom time. These can be discussed during office hours or by appointment.

- If a student is absent or tardy, the student is responsible for obtaining information from a fellow student or instructor on what was announced or taught in class. Students must take the initiative to find out what was missed. Instructors are not responsible for re-teaching any missed material individually to students.

Compassion: Students should be compassionate and respectful of the feelings of the family.

- Always attempt to relate to the thoughts of the families served by placing yourself in their position. The family being served comes first.

- Personal and private matters should never interfere with providing quality care and service to families.

Honesty: Students shall always be prepared to admit mistakes. This is demonstrated by being upfront with faculty, the families served, co-workers, employers, and clinical site owners/managers/supervisors/preceptors.

2.2 ESSENTIAL FUNCTIONS FOR CAREER SUCCESS

All individuals, including persons with disabilities, who apply for admission to the Mortuary Science Program must be able to perform specific essential functions with reasonable accommodations. Essential functions are the basic activities that a student must be able to perform to complete the curriculum and function as a funeral service professional.

The following list contains information regarding essential skills outlining the physical abilities and behavioral characteristics necessary for the student to participate in and complete the Program successfully. It is the student's responsibility to meet these essential skills if accepted into the Program. If accommodations are necessary for the student to meet the essential functions, the student should meet with the ADS office prior to the accommodation being needed. Accommodations must be approved by the ADS office and cannot be given retroactively. If a situation arises within the Program in which the student will have difficulty meeting any of the essential functions, the student should consult with the Program Coordinator and/or Academic Clinical Coordinator to discuss as soon as the situation is known.

Essential Functions:

- Ability to stand for long periods of time, e.g., 4 – 6 hours

- Ability to work nights, weekends, and holidays

- Ability to operate and licensed to drive a standard vehicle

- Ability to lift 50 lbs. without assistance and and over 50 lbs., e.g., 250+ lbs. with the assistance of one other person. In funeral service, two people frequently li 250+ lbs.

- Ability to bend, twist, kneel, and/or squat while lifting, pushing, or pulling

- Ability to be punctual, including with short notice. This includes arriving at school/clinical site on time, completing school work on time, and responding in a timely manner to on-call needs while working.

- Ability to complete work on time

- Psychological ability to work in severe trauma scenarios and with people in distress

- Willingness and able to comply with conservative and professional dress code requirements

- Ability to be exposed to formaldehyde. Some people may be sensitive to formaldehyde. The Salt Lake Community College Mortuary Science Program embalming room meets all required OSHA standards pertaining to formaldehyde exposure and ventilation.

- Ability to work indoors and outdoors in various weather conditions

- Excellent communication skills

- Excellent social interaction skills

- Strong organizational skills

- Attention to detail

2.3 LICENSURE

Acceptance into, continuation in, and graduation from the Salt Lake Community College Mortuary Science Program does not guarantee employment at a funeral home/mortuary or other funeral service-related business.

Funeral service professionals in the state of Utah are required to obtain licensure through the Division of Occupational & Professional Licensing (DOPL). Licensure requirements are subject to change at the discretion of DOPL. They include:

- Graduation from an accredited program, including successful completion of an internship.
- Successfully passing the International Conference of Funeral Service Examining Boards Exam.
- Be lawfully present in the United States

It is the student's responsibility to ensure they meet all licensing requirements. To review current requirements, see https://www.dopl.utah.gov/funeral-service/.

Licensure. Licensing laws vary by state. Most require applicants to have two (2) years of formal education that includes studies in mortuary science, serve a one (1) year internship, and pass a qualifying examination. Some states require funeral directors to be licensed in embalming. Others have separate licenses for funeral directors and embalmers but require funeral directors who embalm to be licensed in embalming. Most of these professionals obtain both licenses. State board licensing examinations vary but usually consist of written and/or oral parts and may include a demonstration of practical skills. Professionals who want to work in another state may have to pass the examination for that state. Some states have reciprocity arrangements and will grant licenses to funeral directors from another state without further examination. People interested in a career as a funeral director should contact their state licensing board for specific requirements.

Passing a background check for the Mortuary Science Program does not guarantee passage of a background check in any given state.

3.0 MORTUARY SCIENCE PROGRAM OVERVIEW

The Program at Salt Lake Community College is an admission-limited, four-consecutive-semester course of study leading to an Associate of Applied Science degree in Mortuary Science. The Program prepares students to take the National Board Exam. The Program meets training requirements for graduates to apply for licensure in the state where they want to work.

Through a competitive application process, the Program is admission-limited; one cohort of up to 24 students is admitted to the Program per year. The Program starts the first day of classes of the SLCC spring semester. To graduate from the Program, the student must obtain a B grade or better in all MORT Program courses and a C or better in other required non-MORT courses.

Students must complete specified prerequisite courses prior to admission to the Program. Once admitted, the Program comprises 67 credit hours that must be completed sequentially. Research projects in the field of funeral service will be required.

Classes are taught at the Jordan Health Sciences Building on the SLCC Jordan Campus. Specific class schedules will vary each semester; however, students should plan to attend classes during the day, two days per week, for approximately 4 – 8 hours of class time per day. Students will also be required to participate in a clinical internship, which will require up to 12 hours per day of coursework to be completed at one of our clinical

sites. These hours will vary based on the student and placement site. They may include day, evening, night, or weekend hours.

3.1 ADMINISTRATION, FULL-TIME FACULTY, AND STAFF

MORTUARY SCIENCE DEPARTMENT

The Mortuary Science Program is administered by a Division Associate Dean, Program Coordinator, Academic Clinical Coordinator, and Program support. The faculty includes two full-time faculty who teach in classes and in clinical settings. All faculty are licensed in the State of Utah and are current on their professional development and continuing education.

FACULTY AND FULL-TIME STAFF

Jeff Zealley, M.B.A, M.A.
Associate Professor
Program Coordinator

Stephanie Kelly
Assistant Professor
Academic Clinical Coordinator

DIVISION OF HEALTH PROFESSIONS

Matt Harris – Associate Dean

Rebecca Goleniewski – Administrative Assistant

SCHOOL OF HEALTH SCIENCES

Robert Pettitt PhD – Dean

LuAnn Holt – Administrative Assistant

3.2 OFFICE HOURS

Faculty will post office hours at the beginning of each semester. You are encouraged to make appointments ahead of time so faculty can schedule enough time to meet your needs.

3.3 PROGRAM DESCRIPTION

The Program is designed to educate students in all phases of funeral service with special attention given to the high ethical conduct within the funeral service profession. The knowledge and skills learned allow students to acquire positions working in funeral homes. as funeral directors, embalmers, grief facilitators, and pre-need specialists. The Program is designed to develop funeral service professionals who are active in their community, who are knowledgeable and compliant with federal, state, and local area guidelines, who participate in building relationships with bereaved families and those engaged in the funeral service profession, and are sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

During the Program, students will actively participate in embalming and restorative art procedures of deceased humans through lab sessions at the school and by being placed in a funeral home for training purposes. Students are responsible for providing their own transportation to clinical sites.

The Program is designed to give students the fundamental knowledge and skills needed to acquire entry-level positions in the funeral service profession and to encourage research in the field of funeral service.

3.4 PROGRAM LEARNING OUTCOMES

Upon completion of the Program, you must have the skills and knowledge needed to be effective working in the field and successfully complete board exams. A successful student completing this Program will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and

communities they serve.

- Identify standards of ethical conduct in funeral service practice.

- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.

- Apply principles of public health and safety in the handling and preparation of human remains.

- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.

- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.

- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.

- Describe methods to address the grief-related needs of the bereaved.

- Explain management skills associated with operating a funeral establishment.

- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

3.5 PROGRAM CURRICULUM

Course Schedule for AAS Mortuary Science Program

FIRST YEAR

Spring Semester Courses	Credit Hours
MORT 1100 Grief, Death and Dying	3
MORT 1200 Microbiological Studies	3
MORT 1500 Anatomic Principles for Mortuary Science	3
HS 2050 Ethical, Societal, and Legal Issues in Health Care	3
OR MKTG 1960 Professionalism in Business	
Total	**12**

Summer Semester Courses	Credit Hours	
MORT 1300 Pathology for Funeral Service	2	
MORT 1400 Embalming I	3	
MORT 1405 Embalming I Lab		1
MORT 1600 Thanatochemistry	2	
MGT 2050 Legal Environment of Business	3	
Total	**11**	

SECOND YEAR

Fall Semester Courses	Credit Hours	
MORT 2330 Funeral Service Psychology and Counseling	3	
MORT 2400 Embalming II	3	
MORT 2405 Embalming II Lab		1
MORT 2600 Restorative Art	3	
MORT 2605 Restorative Art Lab	1	
COMM 1010 Elements of Effective Communication OR		
COMM 1020 Principles of Public Speaking OR		

COMM 2110 Interpersonal Communication OR any
COMM course   3
Total   **14**

Spring Semester Courses	Credit Hours
MORT 2700 Mortuary Law and Ethics	3
MORT 2730 Funeral Home Management and Merchandising 4	
MORT 2750 Funeral Directing	4
MORT 2755 Funeral Directing Lab	1
MORT 2770 National Board Exam Review	2
Total	**14**

3.6 ACCREDITATION

The American Board of Funeral Service Education (ABFSE) serves as the national academic accreditation agency for college and university programs in Funeral Service and Mortuary Science Education. ABFSE is the sole accrediting agency recognized by the U.S. Department of Education and the Council on Higher Education Accreditation in this field.

The Mortuary Science associate degree program at **Salt Lake Community College** is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

3.7 PROGRAM ADMISSIONS

A. GENERAL ADMISSIONS REQUIREMENTS

- Be admitted to SLCC as a matriculated student. Declare Health Science as your Area of Study and Mortuary Science as your Program of Study (see http://www.slcc.edu/apply/index.aspx).

- High school graduate or equivalent.

- For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite coursework has been completed. Send to: SLCC Office of the Registrar and Academic Records, 4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130-0808.

- A request to have an OFFICIAL evaluation of a student's transcript(s) must be submitted to the SLCC Transfer Evaluation Office. The form is located at: http://www.slcc.edu/transcriptevaluation/. This process may take 4-6 weeks and must be completed before a student's application will be considered.

- Complete Program pre-requisites with a grade of C or better except for MORT 1010 which must be completed with a grade of B or better.

- Complete a job shadow at a funeral home/mortuary and submit the Job Shadow Form with the application.

- Attend an applicant Multiple Mini Interview and Information Session.

B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

The following courses and labs (or equivalent transfer credit, AP, or CLEP) must be completed prior to the start date of the Mortuary Science Program. Each course and lab must be completed, with a C grade or better, except for MORT 1010, which must be completed with a B grade or higher. Courses not completed with a required

minimum grade or better will not be considered.

COURSE NUMBER		CREDIT HOURS
Any ENGL Composition Course	ENGL 1010 recommended	3
MATH 1010 or higher	MATH 1035 recommended	4
ACCT 1110 or ACCT 1250	ACCT 1250 recommended	2 or 3
Any Life Science 4 Credit Course	BIO 1610 and 1615 recommended	4
MORT 1010	Introduction to Mortuary Science	3

NOTE: The Program has both priority and final deadlines. All prerequisite courses must be completed prior to the final application deadline. It is the student's responsibility to examine each course description for details of other prerequisite classes. Those prerequisites must be satisfied before the designated Program prerequisite course may be taken. All Program applicants must be at least 18 years old by the start of the Program.

C. CONDITIONAL ACCEPTANCES

Notification of acceptance into the Mortuary Science Program is sent to students' Bruinmail accounts.

Acceptance into the Program is given on a conditional basis. Students must complete the following within the allotted time noted in their conditional acceptance letter to receive a full acceptance:

1. Order Complio compliance package.

2. Order background check.

3. Upload and enter documentation showing compliance for immunizations.

4. Complete drug screening (directions are provided in the conditional acceptance letter).

Once all the above items have been completed, the student must contact the Admissions Office for verification of compliance. If compliant, a full acceptance letter will be sent with additional instructions for anything else that must be completed before the Program begins.

Students must read all emails carefully and thoroughly to make sure they do not miss any information. If additional seats become available, new candidates will be accepted based on their place in the applicant ranking system.

Students are not to initiate any of the compliance tasks unless they have received a conditional acceptance letter.

D. ADDITIONAL REQUIREMENTS AND DOCUMENTATION IN COMPLIO

Complio is a comprehensive online software solution in which the Program requires students to track compliance with immunizations, background checks, and drug screens. It provides a comprehensive online database in which these documents are tracked.

Students applying to the Program are required to purchase a COMPLIO (American DataBank) Compliance Package through https://login.complio.com and submit the following in COMPLIO:

- Proof of all required Program vaccinations and/or proof of immunity.

- Certification must not expire while in the Program.

- Purchase and complete background checks through SLCC's authorized vendor (American DataBank). Failure to pass background checks may result in Program dismissal.

- Upon notification, purchase and complete drug screening through SLCC's authorized vendor. Failure to pass the drug screen may result in Program dismissal. Students are not to purchase the drug screen package until notified.

- Students are fiscally responsible for complying with requirements specific to working in clinical settings. The following are estimated costs. Actual cost and frequency are determined by vendors and specific clinical facilities. Estimated costs include:

  o Background check - $30

  o Drug Screen Package - $35

  o Compliance Package - $15/yr.

  o Immunizations (Cost varies considerably based on insurance coverage, past vaccinations, and personal immunity)

I.   DRUG TEST

The Salt Lake Community College Health Sciences programs conform to the common health profession requirement for drug screening. Both enrollment in the Program and subsequent placement at clinical sites are contingent upon the presentation of a negative drug screen. This Program supports and enforces a zero-tolerance drug policy.

The drug test is part of the admissions process. Upon registering with Complio, a student has 24 hours to complete the drug test at a site designated by Complio. Therefore, do NOT register with Complio on a Friday as testing facilities are closed on weekends. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per Program requirements including, but not limited to, timing and location. Failure to meet these requirements will result in the student's dismissal from the Program.

Students taking prescription medication must provide the lab with a copy of the physician's script or a prescription label before the screening. A student taking prescription medication may be contacted by the testing facility's physician for verification and confirmation of the prescribed substance. Students taking prescribed marijuana or ADHD medications must upload their medical card or a letter from their physician to Complio.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the Program unless documentation justifying the positive result is provided by the testing facility to the College's Risk Department or Division Office.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the Program. If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first. If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

II.   CRIMINAL BACKGROUND CHECK

Students entering the Program will be subject to a background check prior to their first semester of study. The background check will be paid at the student's expense and must be completed through the school-approved vendor.

Students with a history of misdemeanor or felony charges involving drugs, alcohol, sexual misconduct, or moral turpitude may not be eligible for admission into the Program due to clinical site restrictions. Some criminal charges and convictions may result in the student being immediately dismissed from the Program.

Students with a positive criminal background should meet with the Associate Dean for Health Professions before being admitted to the Program. A positive criminal background may affect Program standing, eligibility for clinical placements, and Program completion. Students admitted to the Program with positive criminal backgrounds must meet with the Associate Dean for Health Professions to be approved for clinical placement. Students refusing to submit to a background check will not be allowed in the Program.

Students aware of minor infractions that will come up on a background check are encouraged to investigate the state expungement process if they qualify. Expungement may help to avoid issues related to background checks.

The clinical site will make the final decision about accepting students for placement at their facility and may decline to have a student placed at their facility based on the criminal background and drug testing record of the student. This action may cause the student not to be able to complete all the Program requirements.

The Program is not responsible for any placement issues arising from information found in a student's background. Students are advised to consult with the division associate dean regarding any questions.

III.   IMMUNIZATION

Health care professionals are often required to demonstrate immunity/exposure before practicing in the health care field; the Mortuary Science Program requires the same. Immunizations, titers, and other testing requirements have been aligned with our clinical site requirements. Although a student may complete a personal exemption for any of the immunizations/titers/tests, doing so may affect their ability to be placed in a clinical site. The inability to place a student in a clinical site will result in their being ineligible for graduation.

Upon acceptance into the Program, the following tests/immunizations are required (fees required). Students must upload official documentation to the Complio website. Failure to complete all immunization/immunization series before the commencement of clinical experiences will result in the student being unable to complete the required work in clinical sites, which will stop their progress in the Program.

- Tuberculosis Skin or Blood Test: Required Annually

  o Proof of a negative 2-step PPD, QuantiFERON TB Gold test or T-SPOT TB; if positive or you have had a past positive test, you must submit a negative chest x-ray. This requirement also includes international students who have had the BCG immunization. X-ray results are good for three years. If you choose to do a PPD, the PPD is a two-step test, the first step must be done no sooner than the dates specified in Complio, and the second step is required within 1 - 3 weeks after the first step is read. Results are good for one year.

  o A two-step PPD test requires four office visits: 1) Test is administered, 2) Test is read, 3) Second test is administered, 4) Test is read. The annual TB test would be a one-step PPD, QuantiFERON or T-SPOT.

- Hepatitis B vaccination series:

  o You must provide proof of a Hep B titer (blood draw) with a positive (reactive) result. If your titer is negative (non-reactive) or equivocal, you will need to reinitiate the shot series and provide

proof of that series and a repeat titer. Plan ahead so this does not delay or jeopardize your clinical placement. The titer (and the repeat doses, if you need to repeat the series) must be completed before the end of the summer semester.

A student may refuse any of the tests/immunizations by signing a waiver and release form. R efusal to meet the minimum requirements for tests/immunizations may affect the student's ability to be placed in a clinical site, and thus, the student may not be able to complete the Program. Please contact the Associate Dean's office prior to entering the Program if a waiver is requested.

Curriculums in the Program include clinical experiences for students. C linical experiences are off-campus and require contractual agreements with funeral homes. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is all students must be compliant with immunization and certification requirements before being placed.

Immunization requirements may change after students enter the Program due to current health issues and/or clinical requirements. Students must comply at their own expense. Failure to do so will result in dismissal from the Program.

3.8 EDUCATION AND CAREER PATHWAY ADVISORY COMMITTEE

The Education and Career Pathway Advisory Committee (ECPAC) exists to assist in the direction of the Program. The ECPAC is composed of community leaders and students. A student representative will be chosen to serve on the ECPAC during their time in the Program. The ECPAC generally meets three times a year during the fall and spring semesters. The student's role will be to bring the concerns and recommendations of the students to the ECPAC.

3.9 CANVAS LEARNING MANAGEMENT SYSTEM

Canvas Learning Management Software is the primary software used within SLCC classes. Although other software or programs may be used to supplement course material, grading and online course discussions will be run exclusively through the Canvas platform.

Postings on Canvas will be considered relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.

4.0 PROGRAM ADMINISTRATION AND ACADEMIC POLICIES

4.1 POLICIES AND PROCEDURES

A. STUDENT CONDUCT

The Code of Student Rights and Responsibilities governs the behavior of the student body. As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community come obligations, which are consistent with goals of personal and academic excellence. These obligations include acceptance of a code of civilized behavior as defined by the Code of Student Rights and Responsibilities.

SLCC extends the privilege of attendance to those persons who meet entrance requirements, standards of health, character, and prior appropriate conduct. The student enters college by choice and is not required by law to attend. Students are subject to federal, state, and local laws, as well as college rules and regulations.

Appropriate standards of campus "good citizenship" are expected as outlined in the Code of Student Rights and Responsibilities. Students found guilty of violations of college rules and regulations are subject to disciplinary action as outlined in the College policy, department policy or procedures (including this handbook), clinical policy or procedures, and/or instructional syllabi.

B. PREGNANCY POLICY

Our ADS advisors are trained to assist with pregnancy-related accommodations in addition to disability-related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify ADS. This will allow preventative measures to be taken, safety processes to be put in place to protect the student and the unborn child and allow for accommodations if necessary.

Due to the risk of fetal exposure to chemicals while in the Program, it is strongly recommended that pregnant students work closely with ADS. Phone: 801-957-4659. Email: ads@slcc.edu Website: www.slcc.edu/ads.

C. STUDENT HEALTH

I. STUDENT INSURANCE

Students are responsible for their own medical insurance coverage. Information about available plans can be found at https://www.healthcare.gov.

II. SLCC – WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses and helps offset lost wages for employees who experience work-related injuries or illnesses. Volunteers and students participating in clinical work may also receive medical benefits for injuries or illnesses that occur during volunteer or clinical assignments. Lost wage benefits are not available to volunteers or students.

Workers' Compensation Claims: https://www.slcc.edu/risk-management/services/workers-compensation.aspx

Report injuries immediately to the Academic Clinical Coordinator; also report to SLCC Risk Management by the next business day.

III. STUDENT ILLNESS POLICY

In order to protect students, the public, and staff:

- A written note from a physician is required if a student must be absent three (3) or more days from clinical work. Students are required to inform the Academic Clinical Coordinator and clinical preceptor.

- Students with communicable diseases or illnesses lasting more than seven days must present a written diagnosis. The student may be able to continue in clinical work with direction regarding patient care from the student's physician or the student may be asked or elect to drop the clinical course until the illness is resolved. All information is confidential and not released unless mandated by law.

D. OCCUPATIONAL EXPOSURE/EMERGENCIES

Any individual with a known communicable disease that is transferred by air or contact is required to inform the clinical/lab course instructor as per the Attendance Policy.

Every precaution must be taken when working around blood and body fluids to avoid exposure to bloodborne pathogens. The Program will provide you with specific training and procedures related to exposure to bloodborne pathogens. You should always have personal protective equipment (PPE) available. Please keep the following procedures readily available and follow them immediately if you feel you have been exposed to a

bloodborne pathogen. Even though training has been completed and PPEs used, it is possible you may have an accidental exposure to bloodborne pathogens.

I.   BLOODBORNE   PATHOGENS

SCHOOL OF HEALTH SCIENCES EXPOSURE CONTROL PLAN

Each program within the School of Health Sciences is responsible for implementation of the SECP.

Program Administration: The School of Health Sciences Dean is responsible to update and maintain this procedure. The School recognizes that changes to protocol may change over time based on new standards of infectious control.

Those students who utilize the onsite lab spaces and/or participate in off-site clinical experiences in which there is the potential for exposure to Blood Borne Pathogens must comply with the procedures and work practices outlined here.

For onsite labs, each program will ensure program personnel and students have access to all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and hazardous waste disposal bags as required by the standard. The division or departments using these materials will ensure adequate supplies of the aforementioned equipment are available in the appropriate sizes.

In clinicals and fieldwork experiences, students will be supplied with PPE and will adhere to protocol as directed by the site.

Students with Known Communicable Illness:

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Any individual with a known communicable disease which is transferred by air or contact are required to inform the clinical/lab course instructor as per the Attendance Policy. A written note from a physician may be required per program policy. Please see individual program handbooks for additional information on missing clinical/lab courses.

Methods of Implementation and Control:

Airborne Precautions:

Airborne precautions are required to be used when working with individuals whose symptoms, travel or exposure history, or other circumstances suggest the possibility of airborne contagious disease. Both the potentially infectious individual and those within the same room as this individual are required to don appropriate PPE as indicated by the clinical site.

Universal Precautions:

All students will utilize universal precautions. The concept of universal precautions states that all potentially infectious materials (PIM) must always be treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

- PIM include:
    - Blood
    - Saliva in dental procedures
    - Vomit
    - Urine and Fecal Material
    - Cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid and amniotic fluid.
    - Semen/vaginal secretions o All body fluids in situations where it is difficult or impossible

to differentiate between body fluids o Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Engineering Controls and Work Practices:

Engineering controls and work practice controls are the responsibility of the clinical placement sites.

- Faculty/staff/students who are working with PIM must wear appropriate PPE at all times for the specific task or procedure being performed.

Vaccinations

Students are required to provide proof of immunity, completion of required vaccination, verification of working towards immunity, or exemption before participating in course work that will require risk of exposure to any pathogen or PIM. Please see the School of Health Sciences vaccination requirements listed on the program websites.

Exposure Protocol

Should an exposure incident occur, the student must immediately follow the emergency procedures as noted by the CDC https://www.cdc.gov/niosh/topics/bbp/emergnedl.html, and notify the clinical/lab course instructor who will in turn report the incident to the Associate Dean. The clinical course instructor may assist the student to submit the appropriate reports to the Office of Risk Management.

- Emergency procedures following exposure:

- Wash needlesticks and cuts with soap and water

- Flush splashes to the nose, mouth, or skin with water

- Irrigate eyes with clean water, saline, or sterile irritants

- Report the incident to your supervisor

- Immediately seek medical treatment

If exposure occurs on SLCC property:

The student is required to complete an SLCC incident report form which will be maintained by the program, the division, and the Office of Risk Management. It is advised that the incident report form is completed and submitted to Risk Management within 24 hours of the incident. It must be submitted no later than 180 days after the incident.

The clinical/lab course instructor will:

- Assure the student has submitted the incident report form to the Office of Risk Management.

- Notify Risk Management of the event and obtain information and instruction on testing sites.
    - For an exposure event on SLCC campus both the source individual and the exposed individual will need to be tested for evaluation purposes. For exposure events that do not involve risk for blood borne pathogens testing can be completed at WorkMed. For exposure events that involve risk for blood borne pathogens testing will need to be completed at University Hospital Infectious Disease Clinic.

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. If the source individual is already known to be HIV, HCV and/or HBV positive new testing need not be performed.

- Assure that results of the source individual testing be made available to the exposed student. The student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual (i.e., Laws protecting confidentiality).

- Recommend that the student follow up with their primary care provider for baseline and follow-up testing and advisement on further medical action needed.

If exposure occurs on an off-site student placement: The student will follow the clinical placement facility policy for the clinical affiliate. The clinical affiliate will treat the student with post exposure procedures and follow-up.

The student is required to complete an SLCC incident report form which will be maintained by the program and the Office of Risk Management. The incident report form must be fully completed and submitted to Risk Management no later than 180 days after the incident.

- [Salt Lake Community College Bloodborne Pathogen Exposure Control Plan](#)
- [Salt Lake Community College Risk Management Incident Report Form](#)
- [Salt Lake Community College Workers Compensation Claim Form](#)

School of Health Sciences Student Requirements for Bloodborne Pathogens:

- The student is required to follow the clinical affiliate's written exposure control plan.

- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.

- The student is required to use personal protective equipment to include eye protection, gloves, gown, mask and face shields when exposure is suspected.

- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical preceptor. The clinical affiliate will treat the student with post-exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

II.   UNSAFE PRACTICES

The Program prioritizes the safety of the students, faculty, and others involved in the education of our students. Any action constituting unsafe practices may result in disciplinary action, up to and including dismissal from the Program. Dismissal for unsafe practices may occur at any time during the academic semester. Dismissal is based on unsafe behavior demonstrated by the student as determined by the Program faculty or clinical site.

Examples of unsafe behavior include, but are not limited to:

- Failing to follow Universal Precautions and PPE standards as required.

- Failure to follow dress code in the laboratory and clinical setting.

- Failure to ensure proper supervision before performing procedures.

- Failing to properly dispose of sharps or contaminated supplies.

- Failing to notify instructor/preceptor immediately upon spill or environmental contamination event.

- Failure to follow instructor direction.

- Failure to abide by the Policies and Procedures of SLCC and the Mortuary Science Program.

III.   UNIVERSAL PRECAUTIONS

All students will utilize universal precautions. The concept of universal precautions states that all other potentially infectious materials (OPIM) must always be treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

- OPIM include:

- o Blood

- o Saliva

- o Vomit

- o Urine and fecal material

- o Cerebrospinal fluid, synoval fluid, pleural fluid, pericardial fluid, peritoneal fluid and amniotic fluic.

- o Semen/vaginal secretions

- o All body fluids in situations where it is difficult or impossible to differentiate between body fluids

- o Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

E. ALCOHOL AND DRUG POLICY AND PROCEDURE

Students are prohibited from attending class or clinical sites while under the influence of alcohol, marijuana, illegal drugs, or prescription drugs. A drug prescribed by a licensed practitioner is permitted, provided such use does not adversely affect the student's performance or endanger the health and/or safety of others.

Faculty will take immediate action if they suspect a student of drug intake, use, or abuse, as identified by performance problems or displayed behavior (on a reasonable cause basis). Two or more faculty members or administrators will collaborate on the need for a student to have an additional drug screen. The student will be responsible for paying the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation is arranged to transport the student to the designated drug screen site.

If a student is intoxicated or under the influence of illegal substances during the clinical experience, the clinical site will contact the Academic Clinical Coordinator, who will arrange for transportation.

While serving in a capacity representing the College as a student, professional behavior is expected. A student is responsible for refraining from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence of drugs or alcohol on College campuses, clinical sites, and other sites where the student is representing the College (including but not limited to conference attendance, meetings, and study groups). Students who violate this will be subject to discipline, including Program dismissal. The Program has a zero-tolerance drug policy. Violation of the alcohol, tobacco, and other drug policies will be handled through the Dean of Students. The sanctions taken may include but are not limited to referral for assessment by Health and Wellness Services, appearance before the Student Standards Committee, probation, or expulsion.
 https://www.slcc.edu/policies/ policies/student_affairs/8.1.030.aspx.

F. SMOKING

Smoking is discouraged. It is harmful to health, and we should serve as positive role models for a healthy lifestyle. If you do smoke, do so within the guidelines of Salt Lake Community College. Please be mindful that it is common for individuals to be sensitive to the odor of tobacco products. If you choose to use these products, please be very mindful of any odor that remains with you. This is especially important while on clinical sites and working with families.

G. WORK POLICY

While employment may be a financial necessity for some students, working full-time while enrolled in the Program is difficult. Students in the Program will not be excused from clinical or classroom activities to pursue

employment. If students work, they must do so only during times when it does not conflict with Program activities. S hould a student be employed by a clinical affiliate of the Program, they may not use any "employer time" to substitute for Program clinical time. At no time in the Program will a student be scheduled for more than 40 hours per week of class and/or clinical work.

H. HOLIDAYS AND VACATION

The Program will observe all holidays as listed in the SLCC Catalog, including all holidays granted and observed by the State of Utah.

Students may schedule vacations between semesters and during breaks (see catalog and/or website for dates of breaks between semesters and for fall and spring break). Vacations may not interfere with courses, clinical rotation, or mandatory Program events. Absences due to a vacation are not excused.

I. CELL PHONE AND ELECTRONIC DEVICE POLICY

Technology use in the classroom creates opportunities for both learning and distraction. Use of technology in the classroom is restricted to curriculum purposes and must not distract from learning or distract others.

The following policies are in effect in all Program courses.

- Electronic devices (excluding ADA-authorized devices) must be silenced before entering the classroom. Electronic devices that create noise or distraction are not permitted in the classroom.

- Cell phones must be turned off or silenced and put away during class. Cell phones may **not** be on the desk. Using a cell phone without instructor approval during class is prohibited and can result in your being asked to leave the class and being counted absent from the class. If you have an emergency and must use your cell phone, please exit the classroom.

- Laptops/Tablets may only be used during class to enhance a student's learning experience if permitted by the instructor. Engaging in computer activities not directly related to the class is prohibited and can result in your being asked to leave the classroom and being recorded as absent from the class.

- College-provided devices may not be used for personal use at any time.

- Recording devices cannot be used in class or during clinical activity due to the potential for discussing confidential content. However, persons with special needs, as documented by Accessibility and Disability Services, can use an approved recording device in class.

- You may not record or publish information from any Program course without written authorization from the course instructor. This includes video or recordings and photographs. U s e o f course material without authorization violates Privacy/Intellectual Property Rights and you will be subject to disciplinary action up to being dropped from the Program. Publishing includes posting course material online.

- Instructors have the right to permit or restrict the use of technology in the classroom.

J. SOCIAL MEDIA POLICY

Students in the Program are invited to join/follow the official college and Program Instagram and Facebook pages at:

- https://www.instagram.com/slcc_hs/
- https://www.facebook.com/groups/slccmortuaryscience/

Students in the Program have the right to develop social media accounts. If a page is created by an individual student, it shall not include the name Salt Lake Community College or Mortuary Science anywhere on the page. Students in the Program shall understand that the page is not an extension of the Program, the classroom, or the College.

At no time may confidential or personal information about classmates, faculty, or information of a private nature discussed in class be posted on social media. Students violating this policy will be placed on immediate probation and/or dismissed from the Program. Confidential or personal information includes but is not limited to:

- Name, age, weight, address, medical information, family members of the deceased, or anything that can possibly identify the deceased.

- Business practices or financial information of the clinical site.

- Any embalming procedures performed on the deceased at a clinical site or at work in a mortuary/funeral home.

- Lecture content of embalming procedures.

- Personal information of a classmate, faculty, and clinical preceptor.

- Academic information of classmates.

- Derogatory comments of a classmate, faculty, and clinical site personnel.

- Classroom discussion/pictures or videos of procedures performed during clinical education.

- Information about the clinical site, patient information, and any other information that may be obtained through the student practicum.

Social media constitutes the following but is not limited to Facebook, X, MySpace, Instagram, Pinterest, LinkedIn, Reddit, TikTok, Lasso, or Vero.

K. STUDENT RECORDS

A cumulative record is kept on each student in the Program. This record contains admission applications, personal references, immunization records, and other pertinent information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in the program coordinator's files for seven years and then archived. Transcripts requests or grades must be referred to the Registrar (801-957- 4298).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) – Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except "Directory Information," which may be released upon request unless the student specifically withholds permission to do so (directory information restriction***). Information that MAY be released about a SLCC student includes:

- Student name(s)
- Address**
- Telephone number**

- Date of birth

- Major field of study

- Dates of attendance

- Enrollment status

- Degrees and awards received

- Most recent previous school attended

- Participation in activities/sports

- Email address

- Student photograph

**Address and telephone numbers will not be released except in circumstances described in the School of Health Sciences (SHS) Release of Information form. This form is provided at the SHS Orientation.*

***No information may be released on a student with a "directory information restriction."*

Further information available about FERPA and student records retention is available on the website for the Office of the Registrar and Academic Records.

Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.

Students may not provide personal information (phone numbers, addresses, email addresses, etc.) regarding fellow students to any source other than Program faculty and fellow mortuary science students. Classmate information cannot be shared with extern sites, clinical personnel, supervisors, job recruiters, etc.

L. PROFESSIONALISM

PROFESSIONAL CONDUCT

Professional conduct for mortuary science students encompasses standards of behavior related to ethics, morals, actions, knowledge, and practices that have been established as the accepted way funeral professionals should conduct themselves.

UNPROFESSIONAL CONDUCT

References to "person" in the below list include simulations in the classroom setting. This includes faculty, students, and volunteers who work with students on and off campus related to their coursework. Students will have participated in unprofessional conduct will therefore be subject to probation or immediate dismissal by:

- Cheating on quizzes or exams.

- Participating in conduct that is lewd, indecent, obscene, or inappropriate.

- Failing to utilize appropriate judgment or exercise technical competence in administering safe lab or clinical practice.

- Failing to follow School/Program/course policies or procedures designed to ensure a person's safety.

- Failing to adhere to dress code standards of the Program or clinical site.

- Failing to follow OSHA standards or failing to use PPE properly as required.

- Failing to safeguard each person's dignity and right to privacy.

- Violating the confidentiality of information or knowledge concerning others.

- Verbally or physically abusing a body or person.

- Performing techniques or procedures without proper education, supervision, and preparation.

- Failing to observe instructions and expectations set forth by a supervising instructor, preceptor, or other designated person.

- Being unfit to perform because of physical or psychological impairment.

- Violating state or federal laws.

- Using alcohol or other drugs in violation of professional ethics or the Code of Student Rights and Responsibilities.

- Manipulating documents or a person's records as a student.

- Falsifying records.

- Committing an act or participating in a practice that adversely affects the physical or psychosocial welfare of another person.

- Delegating functions, tasks, and/or responsibilities to others would constitute a breach of the standard of care and job descriptions and/or to the detriment of safety.

- Leaving a class, task, or assigned clinical site without properly notifying supervising personnel.

- Misrepresenting yourself as a professional while in the role of a student.

- Failing to report, through the proper channels, known facts regarding incompetent, unethical, or illegal practices of another person.

- Using mental, physical, written, or verbal abuse that threatens or is perceived as threatening or endangering to the health, safety, and wellness or promoting hatred or prejudice towards another.

- Participating in any other acts that could constitute a breach of standard of care in relation to unprofessional practice.

AUTHORITY AND RESPONSIBILITY

All members of the College community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. SLCC reserves the right to take any necessary and appropriate action to protect the safety and well-being of the campus community.

M. LANGUAGE

All classroom and clinical instruction will be conducted in English. By accepting a position in this Program, the student acknowledges this and accepts the responsibility for enough proficiency in the English language to be able to complete the Program successfully.

N. ACADEMIC STUDENT ADVISING

Program faculty are involved in student advising and may act as advisors for students regarding questions directly related to the Program. An Academic Advisor for Salt Lake Community College, located on the Jordan Campus, is also available for issues related to both the Program and the College.

Specific difficulty with course/ clinical content is to be addressed to the faculty providing the instruction. However, the student's advisor may be consulted by the student and/or other faculty to discuss and assist with study habits, tutoring, study materials, etc.

Student counseling is available in several forms. The program coordinator provides academic counseling specific to student progress in Program courses at least once a semester. At this time, the student is advised of his or her progress in the course and notified of any deficiencies.

Special counseling may be done at any time during the Program to document and attempt to remedy any difficulties the student is having in any area of the Program. This type of counseling will state the problem, notify the student of any action necessary to correct the problem, give a time frame for correcting the problem, and state the consequences of not correcting the problem.

O. STUDENT PROFESSIONAL DRESS CODE

As representative students of the Program at Salt Lake Community College, we are concerned about students' professional appearance. We feel that pride in appearance reflects pride in our profession and institution. Students must meet the professional dress code of the Program and their clinical site. It is the student's responsibility to observe these dress code standards. Professional appearance is always subject to the approval of the Program instructors and/or clinical supervisor.

Students are not required to wear dress clothes to class except when attending field trips, working at clinical sites, when guests are present at the school, and on days designated by the course instructor. Refer to the guidelines below. The guidelines are based upon acceptable practice within the funeral service profession. Failure to abide by this policy may result in the exclusion from certain activities within the Program.

I. GENERAL

- Practice good hygiene for both appearance and protection.

- It is recommended to have a change of clothing while attending laboratory sessions.

- Each student will be required to dress professionally for graduation.

- Scented products, if used, should be of a light scent.

- Tattoos on the arms, torso, legs, and feet are to be covered for professional meetings, field trips, clinicals, and when guest speakers are present. Visible tattoos that could be deemed offensive, vulgar, etc., are to be covered at all times. Such tattoos on the hands, wrist, face, head, or in other areas not able to be effectively covered by clothing must be covered with makeup. The faculty and/or clinical staff can ask at any time for any tattoo to be covered.

II. FEMALE

- Dresses or pantsuits – clean and wrinkle-free. Dresses are to be no shorter than two inches (2") above the knee. Pant uniforms should be two-piece tops that extend to approximately the level of the hips. No jeans, shorts, mid-calf pants, leggings, tights, spandex, or sweatsuits.

- Appropriate closed-toed dress shoes are to be clean and polished. Clogs, crocs, or sandal-type shoes are not permitted.

- Fingernails are to be kept clean and trimmed short. Bright finishes and/or ornamentations are not recommended.

- Use discretion when applying make-up. Heavy eye shadow is not appropriate.

- Body piercing fillings of any form are not permitted with the exception of one pair of small, simple earrings, one per lobe.

III. MALES

- Suit coat, pants, tie, and dress shirt – clean and wrinkle-free.

- No jeans or corduroys.

- Shoes are to be dark-colored, smooth leather loafers or ties. Tennis shoes, biking shoes, sandals, boots, etc. are not acceptable.

- Socks and appropriate undergarments are to be worn at all times.

- Hair should be of reasonable length, preferably no longer than the bottom of the earlobe.

- Mustaches and/or beards are allowed if kept neatly trimmed and well groomed. Beards are to be no longer than 2 inches in length.

- Fingernails are to be trimmed short and clean.

- Body piercings of any form cannot be visible.

P. STUDENT & FACULTY SAFETY

The safety of the faculty and students in the Program is of paramount concern to the department and the College. While work in this field carries a certain amount of risk from such sources as physical, chemical, or biological factors, adherence to CDC and OSHA guidelines will help to ensure the safety of all involved. Every attempt will be made to ensure the safety of everyone involved in a laboratory setting. Safety guidelines for students and faculty include:

- Strive to maintain optimal health through lifestyle and good nutrition.

- Show evidence of all immunizations required by the Program before starting clinical courses.

- Students must always be supervised by a faculty member while in a lab or clinical setting.

- Always wear OSHA-required PPE when exposure to body fluids may occur.

- Accidental exposure to physical, chemical, or biological materials presenting a risk of injury or possible harm will be reported to Program faculty, Program Coordinator, and the College's Risk Manager immediately. Protocol mandated by the College must be implemented.

CYBERBULLYING

The SLCC Mortuary Science Program prohibits bullying of any variety. Due to the relatively high incidence of online or cyberbullying that has been reported nationwide, special attention must be paid to avoidance of this behavior. Cyberbullying is defined as "intentionally or knowingly, or with reckless disregard, using the internet, cell phone, or other communications technology to send or post any text, video or image with the intent to hurt, embarrass, or threaten an   individual. The victim's consent, including the victim's voluntary access of the electronic   communication,   is   irrelevant."   Utah   Code   Annotated,   53A-11a-102(3)).   https:// www.criminaldefenselawyer.com/resources/teen-cyberbullying-and-harassment.htm

Using online resources (such as social media, texting, email, etc.) to harass any individual will not be tolerated. This behavior is considered unprofessional behavior and as such, students engaging in said behavior will be subject to removal from the Program. Examples of cyber-bullying include, but are not limited to:

- Hacking into another person's online account (social media, email, school account, etc.).

- Posting derogatory or embarrassing comments, including the use of false profiles to do so.

- Texting or e-mailing embarrassing, threatening, or otherwise unwanted messages.

- "Outing" someone's sexual status or health status (i.e., STI status) online regardless of whether the information is factual or fictional.

Q. GENERATIVE AI POLICY

Generative artificial intelligence (AI) software (e.g., ChatGPT) is a rapidly emerging tool students may be interested in using. Unless an assignment specifies the use of AI content is permitted, the use of generative artificial intelligence is not allowed in Program courses and is considered a form of academic dishonesty. SLCC students must adhere to the same standards as the Code of Student Rights and Responsibilities statement on plagiarism. Presenting generative AI software content as your own violates academic integrity. If you use generative AI in your work, when permitted, you must indicate that you have done so.

R. INSTRUCTIONAL CONTINUITY PLAN IN THE CASE OF CAMPUS CLOSURE

Instructional delivery, course requirements, deadlines, and grading policies are subject to change in the event of a campus closure that disrupts academic activities. In case of such an event, your instructor will communicate information about course changes as soon as possible via email or Canvas.

4.2 ACADEMIC STANDARDS:

The Program demands a high level of academic success. Minimum scores for successful completion of each course are clearly set and limits on the ability to retake have also been put in place. For more detailed information on SLCC academic policies please see the Academic Standards Policy https://www.slcc.edu/academic-standards/index.aspx.

A. GRADING POLICY

Program Expectation		Acceptable		Below Acceptable	
95 – 100%	A	80 – 82%	B−	70 – 74%	C−
90 – 94%	A−	78 – 79%	C+	66 – 69%	D+
87 – 89%	B+	75 – 77%	C	64 – 66%	D
83 – 86%	B			60 – 63%	D−
				59 and below	E

B. COMPLETION OF ASSIGNMENTS

Responsibility for participating in class activities/assignments, out-of-class assigned work, and clinicals rests upon the student. Students are required to attend and participate fully in class, student clinical/lab activities, and student practicum. Students are expected to complete all required reading, media, and assigned out-of-class work by their due dates.

Faculty will provide instructions and due dates, and answer questions students have about assigned work and completion times. The workload for each class is balanced based on the credit hour/contact hours for a given course.

Students are responsible to ensure they complete assignments. Students are to use wise time management

and look ahead to determine what their workload will be. All assignments are loaded onto Canvas course sites with instructions and due dates. The built-in features in Canvas (calendar, reminders, to-do lists, etc.) can help you stay on track with assignments.

Assignments are to be completed on time. Homework turned in late will receive a zero. It is at the instructor's discretion to make exceptions in extenuating circumstances.

Due dates are subject to change. If a change is required, students will be notified via Canvas, and in the case of face-to-face classes, the changes will also be announced in class. Faculty work hard to minimize these changes and strive to give sufficient advance notice.

C. TESTING AND COMPETENCY POLICY

The classroom door will be locked when exams start. Anyone arriving to class late will not be allowed to take the exam. When students are done with an exam or quiz, they can stay at their desk doing something that does not involve using a device (computer, tablet, cell phone, etc.) or they can leave the classroom. If they leave, they cannot come back in until everyone has finished the exam or quiz so as not to disrupt those still taking the exam. Exam and quiz results will be locked until the class period is over. Missed quizzes cannot be made up.

Program exams will be worth 100 points at the most and Program quizzes will be worth 15 points at the most.

Students with testing accommodations, e.g., minimal disturbances, extra time, etc., must take exams and quizzes in the Assessment Center. If students with testing accommodations wish to take exams or quizzes in class, they may but testing accommodations can only be provided if the exam or quiz is taken in the Assessment Center.

D. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Program will follow institutional policy regarding course withdrawals, administrative drops for non-attendance, and failure to drop/withdraw.

I.   INCOMPLETE GRADES

Incomplete grades are only granted under the following circumstances:

- Emergency circumstances as identified by the Program Coordinator in consultation with the Academic Clinical Coordinator.

- Seventy-five percent of the course must be completed with a current passing grade (minimum of a "C" or 75%).

- Student must meet with the Program Coordinator and Academic Clinical Coordinator and request deferment if choosing to withdraw and then continue.

- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, and with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the Program until the course is completed successfully since coursework is sequential. Students have one year to complete an incomplete grade. If the student chooses to continue with the Program, consult the Program Coordinator for advisement on the paperwork required.

II.   ADMINISTRATIVE DROPS FOR NON-ATTENDANCE

To maximize registration opportunities for all students, students are required to attend the first scheduled class

of the semester that meets once per week or at least one of the first two class meetings of any regularly scheduled class that meets more than once per week. Students who cannot attend the initial class meetings must inform the instructor or department office, preferably in writing, that they intend to attend subsequent meetings and do not want to be dropped. Students who fail to attend the initial class meeting(s) and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.

For online classes, class accessibility begins on the first day of each term. Students are expected to access online classes on the first day. Students must log into online classes within the first five days of the term, or they may be dropped.

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for non-attendance. Students who receive an administrative drop for non-attendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor's discretion during the first 20% of the term. Review the SLCC Academic Calendar for specific dates.

III.   FAILURE TO DROP/WITHDRAW

Students must not assume classes are automatically dropped for non-attendance or nonpayment. Although students may be dropped for non-attendance, this must not be assumed. Students are ultimately responsible for dropping or withdrawing from classes they are not attending or do not intend to complete in the current semester.

Students who stop attending a course without completing the formal drop or withdrawal procedures by the published deadlines will be responsible for all tuition and fees associated with the course and will receive a failing grade of 'E' for the course with the last date of attendance. Students planning to drop/withdraw from a course must drop/withdraw as early in the semester as possible. Tuition will be charged for classes not dropped by the end of the third week of or 20% of the semester.

E. ACADEMIC PROGRESSION

A grade of "B" (83%) or better is required in all Program (MORT) courses. A grade of "C" (75%) or better is required in required courses that are part of the Program curriculum but are taught through another department, e.g., MGT, HS, and ACCT courses. A "C-" is not considered a "C" grade. If a student earns below a "C" in a course taught in another department, the student must petition the Program Coordinator in writing to continue in the Program. A review and consideration will then be given by the Program Coordinator. If the student is allowed to continue, the student will be required to retake the course and receive a "C" or better on the second attempt. A written contract specifying a timeline of completion for the course(s) will be agreed upon by both the Program Coordinator and the student. All coursework must be completed by the end of the fourth semester of the Program. Failure to attain these grade requirements, complete courses on time, and denial of t h e petition will result in dismissal from the Program.

Individuals dropped from the Program will be allowed to reapply only once and the application will be reviewed for re-admittance in the fall semester proceeding the spring semester of the new academic year. Students will reenter the Program at the point in which dismissal took place (See Readmission Policy).

Note: Students are able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, the faculty and student are expected to discuss performance and set up a learning contract in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

F. TRANSFER OF CREDIT

It is the student's responsibility to make sure their transfer credit has been fully transferred to SLCC prior to the Program's application deadlines.

If a student has courses they are transferring from another school, their transcripts must be evaluated by the SLCC Transfer Evaluation Office and their grades must be posted to SLCC DegreeWorks (their MySLCC account) before the Program's application deadline (priority and final application deadlines apply). It can take several weeks for transcripts to be evaluated.

Students should declare Health Sciences as their Area of Study and Mortuary Science as the Program of Study when applying to SLCC. If the correct information is not submitted within the transfer evaluation request, courses applicable to the Program may not be transferred to SLCC.

G. SCHOLASTIC INTEGRITY

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. Any student violation of scholastic integrity for academic misconduct as defined below is subject to Program dismissal.

Students must do their own work. If someone else's ideas are used in written work, they must be referenced accordingly. All students are expected to be academically honest. Every effort will be made by faculty to discourage any type of cheating. Cheating includes but is not limited to copying or printing exam questions from Canvas, sharing data with other students about exams, copying tests, assignments, etc., collaborating with another student during an exam or in preparing academic work, or otherwise practicing scholastic dishonesty. Awareness of academic dishonesty by a classmate is considered the equivalent of cheating unless it is reported.

Copying and pasting Instructor notes to complete assignments is considered plagiarism. Copying each other's work is cheating. Complete assignments in your own words while utilizing instructor notes.

DEFINITIONS OF ACADEMIC MISCONDUCT

- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge the material or information will be used to deceive faculty. Students are encouraged to safeguard passwords and passcodes that grant access to College resources, databases, email, and other systems. The sharing of passwords and passcodes that lead to academic dishonesty is grounds for disciplinary action. Aiding a student in cheating on a quiz or exam.

- **Cheating:** Includes, but is not limited to, using notes or study aids during a quiz or exam, opening an internet tab/browser/page during a quiz or exam other than the one on which the quiz or exam is posted, acquiring information from another student or their quiz or exam during a quiz or exam, obtaining a copy of a quiz or exam or questions from a quiz or exam prior to taking the quiz or exam, altering or copying work completed by someone else and then submitting it as one's own, allowing another to take a quiz or exam in one's name, submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.

- **Data Misrepresentation:** Fabricating data, deliberately presenting in an assignment data that was not gathered in accordance with assigned guidelines or was deliberately fabricated, or providing an inaccurate account of the method by which the data was gathered and generated.

- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person

without customary and proper acknowledgment of that person's authorship is considered plagiarism. Presenting generative AI software content as your own violates academic integrity and is also considered plagiarism. If you use generative AI in your work, when permitted, you must indicate that you have done so. Students who are unsure of what constitutes plagiarism must consult with their instructors. Claims of ignorance will not excuse the offense.

- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization, copying or modifying the College's computer programs or systems without authorization, releasing or dispensing information gained through unauthorized access, or interfering with the use or availability of computer systems or information. Also, when College-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying, or altering of those institutions' computer records, systems, or programs would similarly constitute a violation of academic integrity.

- **Unprofessional or Inappropriate Behavior within a Clinical Experience:** Conduct considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards, or a violation of clinical or other affiliated site expectations or guidelines, or a violation of federal or state laws.

H. GRADUATION REQUIREMENTS

Meeting graduation requirements as stated in the Salt Lake Community College Catalog is the individual student's responsibility. Graduation from the Program mandates that students complete all the requirements as outlined in the Program handbook, published College Program standards, and any additional requirements or standards as mandated by the accrediting body. As these may change, students are required to seek consultations with an academic advisor and the Program Coordinator. Students should familiarize themselves with the graduation requirements and check with the registrar to determine if they meet the requirements.

Students must complete a minimum of 67 credit hours for the AAS degree with a grade of "B" or higher in all MORT Program courses and with a grade of "C" or better in all required courses taught outside of the Program. In addition, students must complete the National Board Exam administered by the International Conference of Funeral Service Examining Boards within 30 days of completion of program course requirements to be eligible for graduation.

Students must meet all clinical Program requirements.

I. RE-ADMISSION POLICY

Re-admissions are expected for students who have been authorized a deferment. Students who have withdrawn from the Program may reapply to the Program the following year. A student choosing to reapply to the Program must meet all requirements for admission including any changes to requirements from previous admission. Upon readmission, the student will be required to take all Program coursework if re-admittance is beyond one year.

Students who do not complete the Program for reasons other than unprofessional or unethical behavior will be allowed one (1) readmission contingent on space availability within the program. The most qualified applicants will be readmitted first. Students being readmitted will compete with all other applicants requesting entrance into the Program. It is recommended that no more than twelve (12) months will have elapsed between the

successful completion of the last Mortuary Science Program course taken and readmission to the Program. Placement in the Program will be made according to current Program objectives as well as space availability. Proficiency exams will not be allowed following a failed course within the Program. The student who wishes to apply for readmission must notify the Program Coordinator in writing and submit a new application for the current year to the Admissions Office.

To assure both clinical competence and preparedness for the conference examination, any student readmitted to the Program may be required to repeat one or more of the MORT course(s) that were previously completed successfully. This determination will be based on the following: student's prior academic performance in the Program, including overall GPA, length of time elapsed between readmission, last MORT course successfully completed, and competency testing, as needed to assess the student's current level of knowledge and skills.

Students who voluntarily withdraw from the Program related to reasons of unprofessional or unethical conduct may apply for readmission and will be subject to readmission policies.

Students dismissed from the Program due to unprofessional or unethical conduct or where a student's conduct would serve to bar the student from obtaining the necessary clinical experience for completion of the Program will not be readmitted to the Program.

The readmission process may not be used to seek reconsideration on an appeal of the underlying dismissal and the Program is bound by the decisions of the administration issued pursuant to the appeal process. An individual will be deemed to have fulfilled the one readmission opportunity upon application for readmission, even if the Program denies the application. Otherwise, applications for readmission will be reviewed on an individual basis.

Funeral Service Education Program Transfer Policy

Students transferring from another funeral service education program to Salt Lake Community College's Mortuary Science Program must complete the regular admission procedure. Transfer students in health professions programs are eligible for admission if they meet all the admission requirements. The admission process for transfer students who left their last college under any condition other than good standing will include a review of why they left or were dismissed. It is recommended that no more than twelve (12) months will have elapsed between the successful completion of the last mortuary science course and admission to the Program at Salt Lake Community College. A minimum of 17 credit hours must be taken at SLCC for graduation eligibility.

Transfer students will be admitted on a space-available basis. Acceptance of transfer credits will be determined individually by joint agreement of the appropriate Program Coordinator and the registrar. Placement in the Program will be made according to current Program objectives.

J. DEFERMENT POLICY

1. Students who wish to defer their placement in the Program to a future academic year must do so with sound reasoning. Some reasons for deferment include:
   - Prolonged illness, injury, or disease that is expected to improve
   - Religious mission opportunities
   - Military deployment
   - Pregnancy
   - Another reason as agreed upon and collaborated between the student and the Program
2. Students who are approved for a deferment will have their slot held for one year. Slots requested to be

held beyond one year will require an appeal made by the student to the Associate Dean.

3. Students must be considered in good standing or receiving a grade of a B (80%) or higher in all Program courses at the time of a deferment request to be approved. If a student is not receiving a B (80%) or higher in all classes at the time of their deferment request, Program deferment will not be approved, and the student will withdraw Program placement and need to reapply for re-entry in a future academic year.

K. PROGRAM AND COURSE WITHDRAWAL

It is the student's responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal, as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an "E" on the student's transcript.

It is the student's responsibility to request a withdrawal or drop from each individual instructor.

- Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor's class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed.

- Unless a student has never attended class, faculty will not automatically withdraw or drop individual students from courses or the Program without a written request and completed paperwork.

- If the student has attended class and does not initiate a drop or withdrawal, a failing grade for the coursework could result.

- Faculty will not sign a withdrawal if the student is not in good standing or is failing the course at the time of the request. This is College policy.

L. PROGRAM DISMISSAL

See Section 8, Disciplinary Procedures

M. ACADEMIC APPEAL PROCEDURE

The School of Health Sciences Appeal Procedure (the Procedure) functions in accordance with the Salt Lake Community College Student Code of Conduct (the Student Code), https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx., Section III.B.4.c

For the purposes of this procedure, business days are based on the college's academic calendar and exclude weekends, holidays, and official college break periods and closures.

The following levels may be completed by students who have the right, as per the Student Code, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study.

INFORMAL COMPLAINT: Issues between students and a faculty/instructor, staff member, or administrator should be first discussed between those involved in the issue, if at all possible. For most issues, it is anticipated that a resolution between the student and the faculty/instructor, staff member, or administrator can be reached with an informal discussion of the issue. In the case that the student is unable to address the issue directly with those involved, or the issue is addressed but not resolved, the student may opt to escalate the concern through the following process.

LEVEL ONE:

- If a successful resolution is not forthcoming with the individuals directly involved, the student may choose

to make an appointment with the program coordinator to address their concerns.

- The student is held to the standard within the program handbook regarding the process for appeal to the program coordinator.

- If the issue is with the program coordinator, and a resolution was attempted and failed in the informal stage, the student may move directly to level two.

LEVEL TWO:

- If the program appeals process outcome is not to the student's satisfaction, the student has (5) business days from receiving the outcome to submit a written appeal to the Associate Dean that includes a statement of the issue and any evidence in its support, and the resolution sought, and the student's signature.

- The Associate Dean will request documentation and evidence from any faculty members involved in investigating a student appeal request.

- The Associate Dean will notify the student through a formal letter within five (5) business days of their decision whether a conference with the student is warranted and, if so, will schedule a conference date.
  - If a conference is not warranted, this letter will notify the student of the Associate Dean's decision on the matter.
  - If a conference is warranted, it will be scheduled, and the Associate Dean will notify the student through a formal letter within five (5) business days of completion of the conference of their decision to approve or reject the student's appeal.

LEVEL THREE:

- Within five (5) business days after the receipt of the formal letter from the Associate Dean, the student may submit a written appeal to the Dean of the School of Health Sciences.

- The Dean will review the appeal and all evidence and render a decision to the student within ten (10) business days of receiving the formal letter from the student.

- The Dean will notify the student, in writing, of his/her decision to uphold, modify or dismiss the decision and possible sanction(s) imposed by the faculty member.

- The decision of the Dean is final and cannot be appealed.

- NOTE: The SLCC School of Health Science Appeal process and the SLCC grievance procedures are separate and distinct from any formal legal proceedings. These procedures are designed to provide students with due process, procedural fairness, and developmental growth opportunities and ensure equal protection for all students. Due to this expectation, legal counsel is not assumed to be present during any scheduled meetings in the appeals process. If either party determines that legal counsel is necessary, this must be relayed during the scheduling of the meeting to provide adequate notice and allow for time to secure equivalent counsel if desired by both sides.

4.3 PARTICIPATION AND ATTENDANCE STANDARDS

A. PARTICIPATION AND ATTENDANCE

Students are to be seated and ready for class before the posted start time of class. Students are expected to be prepared, attend, and actively participate in all classroom, laboratory, clinical, and field trip activities. Attendance is vital to be successful in the Program. Absences interfere with one's ability to meet required class/lab course objectives. Absences and tardies are neither excused nor unexcused. A student will be marked tardy for being late to class, for returning late from a break, or for leaving class early. In some cases, being late

to class, not coming back on time from break, or leaving early may be marked as an absence and is up to the instructor's discretion.

Program courses that meet twice a week:

- Two (2) absences in one class will result in a Letter of Warning.
- Four (4) absences in one class will result in probation in the Program.

Program courses that meet once a week:

- One (1) absence in one class will result in a Letter of Warning.
- Two (2) absences in one class will result in probation in the Program.

For all program courses:

- Two (2) tardies equal one absence. Arriving more than 15 minutes late will be considered an absence.
- One additional absence, two tardies, or the issuance of a second letter of probation after a student is placed on probation will result in removal from the Program.

There will be outside educational experiences offered throughout the program, such as guest speakers, the Annual Utah Funeral Directors Association Convention, and field trips. These events are for the purpose of providing or enhancing required educational material in one or more courses. Attendance is required at these events. If you will not be able to attend an event, you need to notify the instructor in advance. The absence from an event may result in the loss of points from the class(es).

Some field trips may have costs involved including food, travel, etc. These costs are considered part of the student's education and are not available for reimbursement by the College or the Program.

B. MILITARY LEAVE

- Students will receive an excused absence from each class for a two (2)-week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks after their return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student's standing in the Program.
- Students absent over two (2) weeks and up to a year will receive a Program withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed. 1. Example--if withdrawn in the 4th semester of the Program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year. 2. Example--if returning before the 4th semester of the Program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.
- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year's cohort but must begin with first-semester courses. Contact the SLCC Veterans Services for tuition waiver opportunities.
- Students deployed over two (2) years will need to reapply to the Program.

C. JURY DUTY

Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon the student's return. Preference

is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student's standing in the Program. Students are required to provide written evidence of jury duty.

Extended jury duty over two weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.

D. FUNERAL LEAVE

Students will be allowed three days of absence to make arrangements for and to attend the funeral of an immediate family member. If there are circumstances that require a greater amount of time, additional time may be allowed at the discretion of the program coordinator and shall be governed by individual circumstances. Where the time needed to accomplish normal arrangements for and to attend the funeral is less than three days, it is expected that students will take only the amount of time that is required. Immediate family members include spouse or domestic partner, child, parent, sibling, grandparent, and grandchildren.

5.0   LABORATORY EXPERIENCE

Each student is required to actively participate in the arterial and cavity embalming of at least ten (10) deceased human bodies under the direct supervision of a licensed funeral director/embalmer preceptor. This requirement must be completed to graduate from Salt Lake Community College Mortuary Science Program. There is no exception to this requirement, including the minimum amount of embalmings required.

A. EMBALMING LABORATORY RULES

- The laboratory is to be maintained clean and orderly so it remains a safe area.
- Under no circumstances may body material be removed from the laboratory.
- Students may not take photographs or use cell phones in the embalming laboratory. Audio or video recording in the embalming laboratory by students is prohibited.
- Only authorized personnel are allowed into the embalming laboratory.
- There shall be no smoking, use of tobacco products, eating, chewing gum, or drinking in the laboratory.
- All persons in the laboratory will maintain a professional demeanor and maintain proper respect for the deceased human body. This includes covering the genitals of the deceased and refraining from disrespectful comments about the deceased.
- A professional attitude will be maintained outside the laboratory setting. Discussing events or situations from the embalming laboratory in public areas, such as non-Program course classrooms and restaurants, or on social media, may result in probation or dismissal from the Program.
- It is the responsibility of each student to follow all directions of the instructor and to maintain a clean environment in which to work.
- It is recommended that students have a separate change of clothing and pair of shoes to wear when embalming and when handling human remains or body fluids. Shoes that entirely cover the student's feet are required. Sandals, open-toed shoes, Crocs, high heel shoes, and clogs are not allowed.
- When embalming, students must wear required personal protective equipment (PPE). This includes disposable gowns, gloves, shoe covers, and face shields. These are to be worn at all times when embalming. Gloves are to be worn when handling human remains or body fluids, instruments, or garbage, or when cleaning. At no time is (PPE) to be worn outside the laboratory.
- All jewelry MUST be removed prior to putting on your PPE to prevent cross-contamination. This

includes rings, earrings, watches, bracelets, and exposed neck chains. The Program, the College, and the lab instructor are not responsible for lost or stolen personal effects during laboratory sessions.

- Under no circumstances shall the deceased human remains be removed from the cooler until the lab instructor has arrived to supervise the movement of the body.

- Soft contact lenses are not recommended during the embalming process since they will absorb preservative chemicals.

- Sharps are to be disposed of in a sharps container.

Failure to follow the above-listed requirements may result in the individual student being dismissed from the lab and no credit given for that lab session.

B. LABORATORY ENVIRONMENT

The laboratory is to be maintained in a clean and orderly manner so it remains a safe area throughout the year.

- It is recommended that students have a change of clothing to wear in the laboratory environment when embalming a deceased human body and when handling human remains or body fluids.

- It is recommended students have a clean change of clothes to change into after laboratory sessions. At no time is personal protective equipment (PPE) to be worn outside the laboratory. Students must have a separate pair of shoes to wear in the laboratory. Shoes that entirely close the student's foot are required. Sandals, open-toed shoes, or clogs are not allowed.

- Upon arrival to the embalming laboratory setting, immediately place proper protective equipment on. This includes disposable gowns, gloves, shoe covers, and face shields. These are to be worn at all times when embalming.

- Under no circumstances shall the deceased human remains be removed from the cooler until the lab instructor has arrived to supervise the movement of the body.

- Soft contact lenses are not recommended during the embalming process since they will absorb preservative chemicals.

- All jewelry MUST be removed prior to putting on your PPE to prevent cross-contamination. This includes rings, earrings, watches, bracelets, and neck chains that are exposed. The Program, the College, and the lab instructor are not responsible for lost or stolen personal effects during laboratory sessions.

- All sharps are to be disposed of in the proper sharps container as directed by the lab instructor.

Failure to follow the above-listed requirements may result in the individual student being dismissed from the lab and no credit given for that lab session.

C. ILLNESS IN THE LABORATORY

If you experience illness within the laboratory setting despite the protective measures outlined above, have a known sensitivity to any of the chemicals, or have a latex allergy, notify the lab instructor immediately.

If you sustain a wound while embalming, report this to the lab instructor. The lab instructor will assist the student and will call 911 if necessary or requested. Any injuries must be reported to Risk Management immediately by both the instructor and the student.

Please review the college policy at http://www.slcc.edu/risk-management/services/reporting- risk-issues.aspx. For more information, please contact the Office of Risk Management at 801-957-4533 or bruce.eliason@slcc.edu.

6.0 CLINICAL EDUCATION STANDARDS

6.1 PROFESSIONALISM

Mortuary Science students represent the Program, the profession, Salt Lake Community College, and all clinical affiliates; therefore, students are expected to conduct themselves in a dignified manner t h a t c o n f o r m s t o t h e e t h i c s o f t h e p r o f e s s i o n a n d instills confidence in their abilities. Any student who does not adhere to the scholastic and professional standards of the school and its clinical affiliates is subject to written warnings, probation and possible dismissal. If the situation is based on unacceptable, intolerable, illegal, or unprofessional actions by a student which violate the clinical policies set forth in the Student Handbook or violate any local, state, or federal laws, the student will not be allowed to re-enter the Program at any time in the future.

6.2 CLINICAL EXPECTATIONS

All students must participate in the clinical experience. Students will be required to report to their assigned clinical sites as scheduled. The following guidelines must be followed:

- All clinical sites must be pre-approved by the Salt Lake Community College Mortuary Science Program.

- Students will be assigned to a funeral home by the Academic Clinical Coordinator to complete their clinical tasks.

- Complete the required clinical tasks as assigned by the MORT 2405 Lab instructor.

- Assist in embalming a minimum of 10 cases under the direct supervision of the assigned preceptor. This may require the student to work evening, night, and weekend shifts.

- Students must not be paid during the time spent completing coursework requirements. If students are employed by their field site, they must clock in/out of regular employment when completing educational requirements. The preceptor is responsible to authorize and supervise that process.

- Students must follow directions given by the clinical site preceptor and other designated   personnel of the assigned funeral home during the clinical period.

- Students must report any absences or lateness to a clinical site preceptor.

- Students must comply with all clinical site policies, procedures, and dress codes as directed by the clinical site.

- Students may not disclose any personal information regarding the deceased or the client family outside of the lab/clinical or classroom setting. Violation will result in immediate probation in the Program.

- Students must be able and willing to comply with conservative dress code requirements.

A list of performance and competencies required for each student to perform while in attendance at the clinical site will be given to the student the first week of the semester of clinical by the MORT 2405 Lab instructor. Clinical hours and work requirements are determined by the individual funeral home.

Students must have transportation readily available during times of availability to the clinical site. Students must report to the clinical site within one hour of being called by the clinical site.

Students must be able to comply with essential functions as defined in this Handbook.

Students should be available to the clinical site a minimum of 20 hours per week in minimum time spans of five hours each.

6.3 CLINICAL PLACEMENT

A. FUNERAL HOME PLACEMENTS

Students are assigned by the Academic Clinical Coordinator to an approved funeral home. Time spent completing required clinical tasks will be the laboratory sessions for MORT 2405. The Academic Clinical Coordinator will arrange a placement. Students will be placed in facilities in which the SLCC Mortuary Science Program has contracted for student placement.

If the Program is unable to place a student in a clinical site after three attempts, the Program is not obligated to pursue other clinical sites. Reasons why the Program may not be able to place a student include but are not limited to:

- The clinical site does not feel the student is a good fit due to personality, appearance, social media postings, etc.,

- Criminal background issues,

- and/or Student is incapable of reporting to the clinical site within one hour of being called by the clinical site.

A student may look for a clinical site on their own but if they are unable to find a clinical site within two weeks of the Program's inability to find a clinical site, it will result in Program dismissal. See the Student Handbook concerning due process.

Several factors are used in determining the placement of students. These include but are not limited to the following:

- Needs of the funeral home

- Individual student needs

- Employment situation of the student

- Location of the funeral home

- A student may be reassigned for unlawful or unethical behavior towards or observed by the student at the clinical site.

If a student is dismissed from a clinical site due to behavior, attitude, professionalism, performance, violations of the clinical rules, or student misconduct, they may be subject to the dismissal and readmission policies. Violations may include unprofessional conduct, failure to report during the time of designated availability, or any other reason the clinical site merits dismissal. If dismissed for these reasons, the student is subject to probation or dismissal from the program. If the student is allowed to continue in the Program, it is the student's responsibility to find another clinical site to finish the required clinical tasks. The reason(s) why the student was dismissed from the first clinical site will be shared with the second clinical site prior to the student starting at the new site. If, after two weeks from dismissal from a clinical site, the student cannot find another site, the student will be dismissed from the Program for failure to complete required clinical tasks and failing the course.

A more complete listing of requirements will be given before the start of the clinical work.

Due to contracts and regulations with some of our clinical partners, there may be additional tests or screens you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not

to complete these additional tests, you will be placed at another facility.

CRIMINAL BACKGROUND ISSUES

If the student has a criminal background issue, placement for clinical education would be dependent on finding a site that allows a student with a positive criminal background, which may not happen depending on the particulars of the crime.

The Program is not required to reassign a student to another site due to issues in a student's background if a site refuses to take a student due to a background issue. The Program will attempt to find one placement for each student but cannot accommodate multiple attempts to place students at alternate sites due to background issues.

A criminal background check may also be completed by the clinical site in which the student must participate and may be asked to pay for it. Expungement of the offense is suggested before entering the Program.

It is the student's responsibility to check the licensing agency of the state in which he/she wishes to practice, determining that state's requirements.

B. ACADEMIC CLINICAL COORDINATOR RESPONSIBILITY

- Notify the student who is out of compliance with Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance for student placement if non-compliant.
- Complete t h e required paperwork and refer the student to the Division if any additional paperwork or review is required.
- Assure no student is placed at a clinical site until full compliance is met or the student is cleared through the Division office.

COMMON REASONS FOR NONCOMPLIANCE

- Paperwork has not been uploaded or uploaded into the wrong area.
- Dates not entered for each entry.
- Overdue dates for annual immunizations/certifications.
- Not completing paperwork with the Division office.

WHAT TO DO IF SHOWING NONCOMPLIANT IN COMPLIO

- Contact your Academic Clinical Coordinator immediately.
- Non-compliance will cause the student to be held from clinical experiences until they are in compliance. Students unable to complete clinical experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger the loss of a clinical site, resulting in student dismissal from the Program for lacking expected professional behavior.

6.4 DRESS CODE

All students, without exception, will follow a dress code while assigned to a clinical affiliate. The clinical site's dress code will take precedence while the student is at the clinical site.

Students must adhere to the clinical affiliate and SLCC Mortuary Science Program dress code.

In all situations, dress must conform to what is normally acceptable within a professional environment. If a student refuses to adhere to the dress code, appropriate disciplinary action will be taken, which includes a written warning and progressive disciplinary action. Students may be asked to leave their clinical site for a violation of the dress code.

6.5 CLINICAL SUPERVISION

Students must always be supervised during school-related clinical assignments. It is the student's responsibility to ensure procedures are not performed unsupervised.

6.6 ACCIDENTS/INCIDENT REPORTS

All accidents that occur while on clinical assignments involving bodies, persons, personal injury, and/or damage to equipment must be immediately reported to the clinical affiliate supervisor, the MORT 2405 Lab instructor, and the Program's Academic Clinical Coordinator. Documentation of the incident will be completed in accordance with institutional policy.

The risk of injury or exposure to body fluids is an inherent risk in the health care profession. Health care workers, however, can limit and decrease the risks by following facility guidelines for the use of personal protective equipment (PPE) and through quick action when a significant exposure occurs. Clinical is defined as "a required period of supervised practice off campus." If students experience a significant injury or exposure, they must immediately notify their clinical preceptor. The clinical faculty will notify employee health or risk management. The clinical faculty will direct students to the appropriate care facility.

6.7 CONFIDENTIALITY POLICY

As part of your educational and professional duties, you will have access to information about the deceased human body that is considered confidential, and every attempt needs to be made to ensure that this information remains confidential. At no time shall any personal information about the deceased or information about procedures performed regarding the deceased leave the classroom/clinical facility. Nothing personal to the deceased body shall leave the embalming lab except when performing services that are contracted through mortuaries in which the Program has an affiliation agreement and the deceased's family requests a viewing at our facility. Any violation of this confidentiality will result in immediate probation and possible dismissal from the Program and may expose the student to civil liability.

6.8 MEDIA POLICY

To maintain the privacy, dignity, and confidentiality of decedents, families, and clinical partners, Mortuary Science Program students are prohibited from taking photographs, videos, or any other form of visual or audio recordings while at clinical sites or in the Mortuary Science Program embalming laboratory. This includes, but is not limited to, embalming rooms, preparation areas, funeral services, and any location affiliated with clinical training, which include graveside services, religious facilities, Office of the Medical Examiner, removal locations, etc. **Exception:** Photographs, videos, and other forms of visual or audio recordings at a clinical site can only be taken when written permission is granted by the clinical site owner or manager. This permission must be obtained in advance and clearly specify the scope and purpose of the photography, video or audio recording. Verbal consent is not sufficient. Violation of this policy will result in disciplinary action, up to and including dismissal from the program.

7.0 PROGRAM EVALUATION

Salt Lake Community College Mortuary Science Program will evaluate their educational effectiveness through the survey of currently enrolled students, graduates, alumni, and employers.

All evaluations are confidential, and only summarized results are utilized to evaluate the curriculum and determine the need for Program improvement. Students will have several opportunities to evaluate the Program.

Students will evaluate course content, instructors, practicum settings, clinical experience, and educational material at the end of each semester and at the conclusion of the completed program.

Program evaluations are completed by graduating students at the time of Program completion and within six months post-graduation. The completion of the evaluations is required and must be submitted.

Employers of Mortuary Science Program graduates have the opportunity to complete a performance evaluation six months post-graduation of each graduate.

8.0 DISCIPLINARY PROCEDURES

The process for imposing disciplinary sanctions is designed to provide students with due process, procedural fairness, and developmental growth opportunities as well as ensure equal protection for all students. Therefore, the procedures provide that the imposition of disciplinary sanctions must be based upon considerations of all circumstances in a case, including a student's prior record of misconduct, if any.

The Program is dedicated to the safety of all students/faculty/patients and fairness to all students within the Program. As such, any student actions constituting unprofessional conduct, using unsafe practices, violating academic honesty, or in any way violating the Student Code of Rights and Responsibilities will be subject to disciplinary procedures.

A. PROBATION POLICY

Students will follow guidelines and understand their rights and responsibilities regarding grades and professional/ethical behaviors. Failure to follow guidelines will result in probation and/or dismissal from the Program. Probation will supersede direct dismissal from the Program unless indicated in other policies. Probationary status can be the result of any one or more of the following reasons, as noted below. Reasons for probationary status have been outlined in this student handbook. Unprofessional behaviors can directly result in probation or dismissal based on the severity and implication of the offense. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and may need to be dealt with on an individual basis. Once a student is on probationary status, they will remain on probation for the duration of their enrollment in the Program until officially graduated.

Probation will result from:

- Four (4) absences in one Program course that meets twice a week. Two (2) tardies equal one absence. Arriving more than 15 minutes late will be considered an absence.

- Two (2) absences in one Program course that meets once a week. Two (2) tardies equal one absence. Arriving more than 15 minutes late will be considered an absence.

- One violation of the Program's Professionalism Policy. The standard of ethics and conduct for the Mortuary Science student are dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.

- Violation of the SLCC Student Conduct Code.

- Improper professional conduct in the classroom or clinical setting exhibiting disrespectful behavior to funeral home staff and families.

- Inappropriate or disruptive behavior in the classroom or clinical setting.

- Plagiarism.

- Removal from a clinical site by the clinical staff due to behavior, attitude, professionalism, or performance.

- Refusing to participate in client care, not showing eagerness or willingness to engage, or not being at a level reflective of the time in clinicals leads to dismissal.

- One violation of the Confidentiality Policy.

- One violation of the Media Policy.

- Unprofessional conduct as outlined in this handbook.

- Election to withdraw or walk out from a clinical placement.

- Any other circumstance outlined in this handbook.

Probationary Procedure

A verbal warning or email from an instructor or Program Coordinator may or may not precede a formal letter of probation, depending on the circumstances and/or severity of the situation.

- The student will be asked (via email or verbally) to meet with the Program Coordinator and one other college employee. The student will be verbally informed of probation status in this meeting. If the student refuses to meet or is unable to schedule within the time period established, an email will be sent requesting a meeting.

- An official letter from the Program notifying the student of the probationary status will be given to the student. The terms and reasons for probationary status will be outlined in the letter.

- Students may elect to meet with the Program Coordinator to develop a behavioral contract and should do so within five (5) academic days of receipt of the letter of probation. A contractual agreement demonstrates the student's initiative to remain in the program and graduate since it identifies areas of needed improvement and the student's willingness to make a positive change.

- A meeting to discuss the contract must be scheduled by the student and attended within ten (10) academic days of initial notification/contact.

- The student, Program Coordinator, and any involved faculty or college employee will sign the contract.

- Probationary status will remain in effect throughout the Program. A student on probation is not considered in "good standing" with the Program.

B. PROGRAM DISMISSAL

Dismissal is serious and practice/behaviors as outlined below have zero tolerance. These practices indicate the student has committed a violation that requires automatic and immediate dismissal from the Program. Being dismissed means not attending any more class sessions, receiving a failing grade in current course work, and not fishing the semester or the Program. A student dismissed for unethical or unprofessional behavior is not

allowed to reapply to the Program again through selective admissions. A dismissed student is not allowed in the physical space of the Program.

A student can be dismissed from the Program for any of the reasons listed below.

- Cheating

- Two (2) letters of probation

- One (1) Program (MORT) course grade below "B" competency

- Twice receiving a grade below a "C" in a required course taught outside of the program

- The inability of the Program to reassign a student to another clinical site due to a student being dismissed from a clinical site for reasons including but not limited to behavior, attitude, professionalism, or performance.

- Alcohol or drug intoxication or abuse in the program or public

- Unsafe behavior practiced in the classroom, laboratory, or clinical site as defined below:

  - One (1) potentially life-threatening incident

  - One (1) accident contributing to the injury or death of another

  - One (1) incident of placing someone in a clinical setting, fellow student, or faculty in harm's way

- Insubordination, rude or discourteous behavior toward management, funeral home staff, families or the public at a clinical site, fellow students, or other allied health professionals in the following ways: verbal arguments, failure to participate in assignments, use of abusive and/or threatening language

- Unlawful conduct

- Intoxication/substance abuse

- Misusing or intentionally damaging property belonging to the funeral home, its employees, or clients

- Falsification of personnel or funeral home records

- Violation of the Confidentiality Policy

- Violation of the Media Policy

- Proven sexual harassment as determined by the SLCC Title IX office

- Failing to cooperate with Program policies and procedures

PROCEDURE FOR DISMISSAL

- Completion of an incident report by a faculty describing the incident. Incident reports may also come from a clinical educator.

- A meeting between the student and Program Coordinator will occur immediately upon receipt of the form and occur no later than five (5) academic days following the incident. A decision by the Program Coordinator will be rendered immediately following the meeting.

- If dismissal is the recommended action, an appeal may be initiated by the student. *See Grievance Procedures in this handbook.