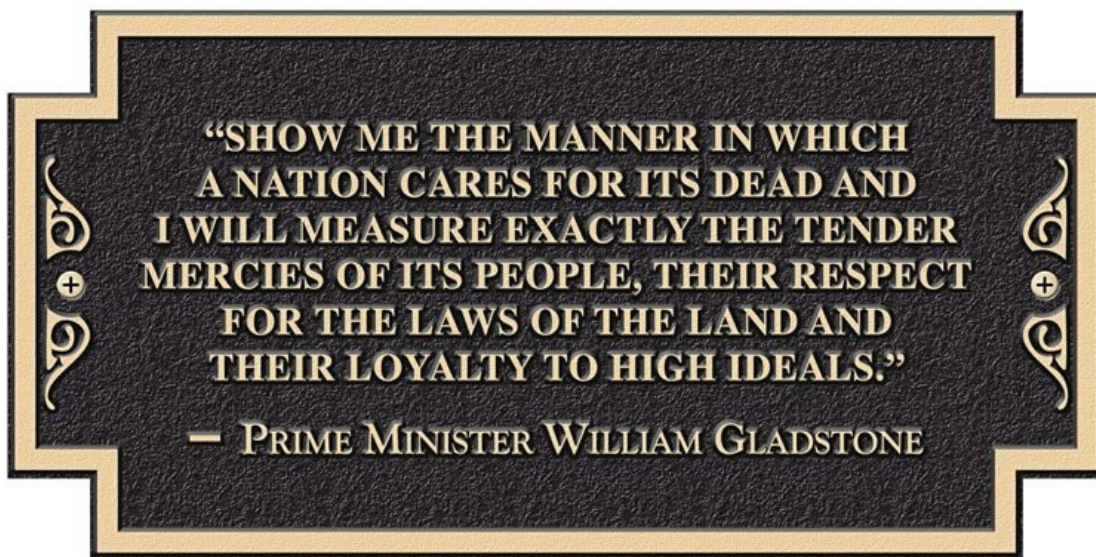




MORTUARY SCIENCE PROGRAM

STUDENT HANDBOOK

COHORT OF 2023-2024



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1.0 OVERVIEW AND GENERAL INFORMATION

1.1 WELCOME

Salt Lake Community College (SLCC) Mortuary Science faculty and staff welcome you into the Mortuary Science Program in the School of Health Sciences. The information contained in this student handbook will serve as a guide to policies, standards, and expectations of those enrolled in the Mortuary Science Program.

This handbook will be a guide for you as you progress through the Program and will be used in conjunction with the Salt Lake Community College Catalog and Program syllabi. You are responsible for adhering to these policies. Information you will need to know about college-wide policies and procedures will be contained in the catalog. You may access a copy of the current catalog on slcc.edu and keep this as a reference until you have graduated. Information specific to the Mortuary Science Program will be contained in this handbook, however 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 an informational guide to the Program requirements and expectations. It has been prepared to inform students of the rules, regulations, goals, and functions of the Mortuary Science Program. The information in the handbook applies to all Mortuary Science Program students and must always be adhered to while enrolled in the Program. Additional information concerning the Program or fieldwork policies may be requested from the Program Coordinator.

1.3 SALT LAKE COMMUNITY COLLEGE OVERVIEW

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **Collaboration** – We believe we're better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.
- **Integrity** – We do the right things for the right reasons.
- **Trust** – We build trust by working together in good faith and goodwill to fulfill the College's mission.

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

It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah's Executive Order, issued December 13, 2006.

The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

1.4 STUDENT SERVICES

The [Jordan Student Center \(JSTC\)](#) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, fitness room, and limited food service. Student Services on the Jordan Campus is located at JSTC information desk in the first-floor commons.

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

The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.

Library staff aids with e-Portfolio, research, and reference questions; inter- library and inter- campus loans; and training to assist in using the library's resources and accessing the Internet.

Patrons may access the library's online catalog and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS

The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, view [All Hours & Locations](#).

LIBRARY CARD

Your library card is your SLCC OneCard. 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. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for \$20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

Your Library ID is your student "S" number.

LIBRARY STAFF

Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are 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 this semester, the Center for Health & Counseling (CHC) provides convenient and affordable health care, mental health counseling, massage therapy services and healthy lifestyle programs right here 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 with a licensed crisis counselor, 24/7 through the [SafeUT App](#) or calling 1 (800)273- 8255.

- [Veterans' Services](#): assists hundreds of students in using their VA education benefits each semester.
 - [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 MySuccess, 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.
 - [Academic Achievement Center](#): helps students achieve GPA requirements for graduation.
-

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 Resources](#): 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 Lab](#): provides drop-in assistance for all ePortfolio questions.
- [eLearning Support](#): provides support for navigating online and hybrid classes.
- [Business Resource and Innovation Center](#): provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.
- [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 in the current SLCC College Catalogue. If a student needs more in-depth information/assistance, he/ she should contact the Financial Aid Office in the Student Center at the Redwood/Taylorville 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 has a strong initiative to enhance the quality of life and educational experience for minoritized gender and sexuality populations. We intentionally serve Womxn and LGBTQ+ in an environment that is welcoming, positive, and safe, by increasing the SLCC community's awareness, understanding, and integration of minoritized gender and sexuality. We will achieve this mission by providing:

- Educational and empowering programs and events
- Resources to Womxn and LGBTQ+ students
- Resources to allies, faculty, staff, and employees
- Awareness and advocacy on terminology, history, empowerment, and systemic change
- A physical space to connect with like-minded individuals, community, and resources at South City Campus in SCM 1-140

To receive support or get involved, contact us: GSSRC@slcc.edu; slcc.edu/GSSRC; 801.957.3143; Instagram & Facebook (@SLCCGSSRC).

B. THE DISABILITY RESOURCE CENTER

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 the Disability Resource Center:

Phone: 801-957-4659

Email: drc@slcc.edu Website:

www.slcc.edu/drc.

Watch the following video to learn more about the DRC: [DRC Accessibility](#)

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 and Family Care Services](#).
- For information on other crisis resources, please visit [Crisis Circumstances](#).
- For information about campus safety, please visit [#SLCCSAFE](#).

D. THE OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS

The Office of Diversity and Multicultural Affairs (ODMA) provides holistic educational support to Black, Indigenous, and Students of Color at Salt Lake Community College. We empower students to explore and embrace their intersectional identities as a fundamental step for achieving success. We promote this model of student development by offering a welcoming space at the Taylorsville Redwood Campus (STC 236), pairing students with student success coordinators, organizing cultural programming, and providing student leadership experiences and opportunities. For more information about ODMA or to get involved, please visit us at www.slcc.edu/diversity, 801.957.4954, or on Instagram/Twitter @SLCC_Diversity, or Facebook: /slccdiversity

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, whether that is engaging in particular activities, fulfilling specific course criteria, or impacting your academic career in any other way, confidential arrangements may be requested from the Dream Center. Please know that 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 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 [Online Reporting Form](#).

Students may also report incidents to an 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?](#)

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 unfair imposition of penalties and sanctions. The Code outlines the specific rights which students are guaranteed, and the responsibilities students have as a community member. It also specifically 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

Morticians and funeral directors provide a calm voice, high levels of sensitivity, and strong organizational skills to help families through their most difficult time, the death of a loved one. Funeral service professionals 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 both the family and professionalism with co-workers are of vital importance. Behavior and manner of communication should reflect care and concern, and at the same time, confidence, and efficiency. The family has every right to considerate, respectful, and competent care.

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, their family, 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, local, state, federal, and international 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 of the principles is explained below in terms of the expectations of behaviors (at a minimum) expected with the designation of a mortuary science student in the professional program. The behaviors listed should be demonstrated in public and private, within the classroom, at fieldwork sites, while participating in field trips or other activities in which you are involved both in your professional and personal life. Inability to demonstrate the abilities will result in a warning, loss of professionalism or participation points in a class at the discretion of the faculty observing the offense, probationary status, and/or dismissal.

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

Beneficence: Mortuary science students/funeral service personnel shall demonstrate a concern for the well-being and safety of the recipients of their services.

Demonstration of this principle includes dedicating self to the study of mortuary science in order to benefit the families we serve.

- Each student must be prepared for a scheduled class period, which means reading the text and completing assignments prior to class. If the student is required to obtain supplies outside of class, each is expected to come prepared and not use class time to obtain supplies. Lack of preparedness may result in class dismissal, loss of attendance/ participation points, and is considered unethical behavior.
- Each student shall attend, participate in, and complete all learning experiences (including exams, group work, assignments, fieldwork education, etc.) designed to meet the objectives of the courses in which they are enrolled.

Non-maleficance: Mortuary science students/funeral service personnel shall always refrain from actions that cause harm. Demonstration of this principle relates to being competent in skills and prudent in the judgment of your own knowledge and skills. Harm can come from physical means as well as psychological and financial means.

- All students shall be respectful of others and not discuss gender role, race, or cultural variation of others outside of a classroom course setting in which the topic is a point of discussion (also covered under Confidentiality).
- All students participating in group projects, carpooling to fieldwork or field trips, or other activities which may cost money, or another resource will contribute equally.
- During fieldwork assignments, each student engages in only those activities for which they have been trained, minimizing the probability of physical or psychological harm to the family and liability to the mortuary.

Confidentiality: Mortuary science students/funeral service personnel shall display respect regarding the personal information of the deceased, their family, peers, and the mortuary. Demonstration of this principle relates specifically to maintaining confidentiality of the families we serve, the mortuaries in which we work, fellow students, faculty members, fieldwork preceptors, and colleagues.

- Information received from a family during fieldwork will be discussed only for professional purposes and in private.
- Client information must be heard or discussed in classes or seminars in a way that the identity of the individual is not revealed. Documentation must not identify the client.
- Personal classmate information must remain confidential and cannot be shared with fieldwork sites, fieldwork preceptors, job recruiters, social media, etc. Faculty, fieldwork preceptors, and other professional persons who have provided personal information must keep that information confidential.

Social Justice: Mortuary science students/funeral service personnel shall provide services in a fair and equitable manner.

- Demonstration of this skill begins with being responsible for yourself and not expecting your classmates, the Program, the College, faculty, fieldwork preceptors, or others to pick up or clean up after you.

- All students will pick up and clean up after themselves which includes replacing chairs, tables, equipment, supplies, and general maintenance during classes and fieldwork.
- Show respect for all individuals and cultures.
- Mortuary science students shall be loyal to the Program.
- Funeral service personnel shall be loyal to their place of employment.

Procedural Justice: Mortuary science students/funeral service personnel shall comply with institutional rules, local, state, federal, and international laws. Demonstration of this skill relates to following the policies and procedures of the profession.

- All students are accountable and responsible for knowing and adhering to all rules, regulations, and policies of the Mortuary Science Program and each fieldwork site they are assigned.
- Funeral service professionals must be aware of specific standards regarding dress, grooming, and customs. A family's first impression of a funeral professional reflects on both the profession and the fieldwork affiliate as a whole. If a family is to feel confident in the service they are to receive, they must feel comfortable with those serving them.
- If an individual is acting in an unethical, unprofessional, or incompetent manner, each student has the responsibility to report the action to an immediate supervisor, faculty, or fieldwork 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 instructor of that course. In the case of an instructor or fieldwork preceptor, the student should report to the Program Coordinator.
- All students will be honest to provide 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 voluntarily or involuntarily will place the Mortuary Science Program professional relationships with fieldwork sites at risk.

Fidelity: Mortuary science students/funeral service personnel shall treat colleagues and other professionals with respect, fairness, discretion, and integrity. Demonstration of the principle includes being on time, attendance, calling, or emailing when ill, absent, or late and treating all members of the funeral service community with respect, fairness, discretion, and integrity.

- Each student shall notify the instructor in the event they will not be attending a class or session and the reason for the absence.
- Each student shall be on-time for classes just as it is necessary to be on-time for work.
- All students will be an active participant in classes. Sleeping in class is disruptive and may result in class dismissal, loss of attendance/participation points, and is considered unprofessional behavior.
- The personal use of cell phones, phone calls, text messaging, use of electronic devices for personal reasons (audio recording), emailing, or other technology not approved by the instructor during class is disruptive, unapproved, and could result in class dismissal, loss of attendance/participation points, and is considered unprofessional behavior. Individual instructors will provide policies for the use of technology in each course. Students are responsible to ask instructors of their policy before attempting to use these devices.

- All students will be conscientious of how their actions and comments affect other students. Using a computer printer during a lecture is disruptive and not acceptable. Using a laptop or another electronic device that is not muted is disruptive and disrespectful. Make sure all cell phones are placed on mute (not simply on vibrate) when in the classroom.
- All students shall initiate honest, open discussion with an instructor pertaining to any factors interfering with completion or acceptable progress of coursework. The student should not wait until a course grade is in jeopardy to begin asking for assistance.
- An honest, rated, and written evaluation of each instructor and course is expected. The course or instructor's evaluation should not reflect negative attitudes based on grades received or personal differences.
- All students shall respect the rights and professional standing of colleagues in their own or other professions. Students who have an issue with another individual or Program or Program requirement will first address the individual prior to any communication, gossip, written expression, or otherwise demeaning comments with others in person or virtually. Demeaning or derogatory comments about faculty, fieldwork preceptors, or fellow students via social media will not be tolerated and may result in probationary status.
- Students must be respectful of fellow student classroom and learning time. Asking personal questions or debating the correctness of a test question should not take up classroom time. Specific questions for instructors can be directed and discussed during office hours or by appointment.
- In the case of an absence or being late for class, the individual student is responsible to obtain information from a fellow student or instructor on what was announced or taught in class. Each student must take initiative to find out what material was missed. Instructors are not expected to and are advised against re-teaching any missed material individually to students.

Compassion: Mortuary science students/funeral service personnel shall always remain compassionate and respect the feelings of the family.

- Always attempt to relate to the thoughts of the families we serve by placing yourself in their position. Always understand the family being served comes first.
- Personal and private matters should never interfere with providing quality care and service to the families.

Honesty: Mortuary science students/funeral service personnel shall always be prepared to admit mistakes. This is demonstrated by being upfront with the families we serve, our co-workers, employers, and fieldwork 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 successfully participate in and complete the Mortuary Science Program. These standards are not conditions of admission but reflect the performance abilities and characteristics necessary to successfully complete requirements. It is ultimately the student's responsibility to meet these essential skills if accepted into the Mortuary Science Program. The student should consult with the Program Coordinator and/or the Academic Fieldwork Coordinator to discuss any individual situation if he or she may not be able to meet these essential performance requirements.

Essential Functions:

- Excellent communication skills
- Excellent social interaction skills
- Ability to stand for long periods of time
- Strong organizational skills
- Ability to work nights, weekends, and holidays
- Ability to work indoors and outdoors in various weather conditions
- Ability to and licensed to drive a standard vehicle
- Ability to lift 50 lbs. without assistance and over 50 lbs. with assistance
- Ability to bend, twist, kneel, or squat while lifting, pushing, or pulling
- Attention to detail
- Psychological ability to work in severe trauma scenarios and with people in distress'
- Willingness to comply with conservative dress code requirements
- Ability to be exposed to formaldehyde. Please be aware that some people may be sensitive to formaldehyde. If you experience a reaction to formaldehyde fumes, please notify the instructor immediately. The embalming room meets all required OSHA standards pertaining to formaldehyde exposure and ventilation.

2.3 LICENSURE

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

All funeral service professionals in the state of Utah are required to obtain licensure through the Division of Occupational & Professional Licensing. In order to qualify for licensure, students must successfully pass the National Board Exam International Conference of Funeral Service Examining Boards. (See, http://www.dopl.utah.gov/licensing/funeral_service.html)

Licensure. Licensing laws vary by state, but 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 all funeral directors to be licensed in embalming. Others have separate licenses for directors and embalmers, but in those states, funeral directors who embalm need to be licensed in embalming; so, most of these professionals obtain both licenses. State board licensing examinations vary, but they usually consist of written and oral parts and include a demonstration of practical skills. Professionals who want to work in another state may have to pass the examination for that state; however, 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.

3.0 MORTUARY SCIENCE PROGRAM OVERVIEW

The Mortuary Science Program at Salt Lake Community College is an admission-limited, four- consecutive- semesters course of study leading to an Associate of Applied Science degree in Mortuary Science. The Program prepares students to take the National Board Exam. As a graduate, you can apply for licensure in the state in which you will work.

The Mortuary Science Program is admission-limited, meaning that through a competitive application process, one cohort of up to 25 students is admitted to the Program per year. The start date for the Program is the first day of classes of the SLCC spring semester. To graduate from the Program, the student must obtain a C grade or better in all Program courses.

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

Classes are taught at the Jordan Health Sciences Building of 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.

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 Fieldwork 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

David Hess, M.S. Ed.
Associate Professor Program
Coordinator

Jeff Zealley, M.B.A, M.A. Associate
Professor
Academic Fieldwork Coordinator

DIVISION OF HEALTH PROFESSIONS

Interim Associate Dean: David Hess Administrative
Assistant: Rebecca Goleniewski Division Phone Number:
(801)957-6200

SCHOOL OF HEALTH SCIENCES

Dean: Robert Pettitt
Administrative Assistant: LuAnne Holt

3.2 OFFICE HOURS

Faculty will post office hours at the beginning of each semester. Please make yourself aware of these hours so that you can make appointments with faculty during these times. Faculty schedules are tight, and you are encouraged to make appointments ahead of time so that the faculty person can schedule enough time to meet your needs.

3.3 PROGRAM DESCRIPTION

The Mortuary Science Program is designed to educate students in all phases of funeral service with special attention being given to the high ethical conduct within the funeral service profession. The knowledge and skills learned will allow students to acquire positions working in funeral homes as funeral directors, embalmers, grief facilitators, and pre-need specialists. In addition, the Program is designed to develop funeral service professionals who are active in the community in which they serve, who are knowledgeable and compliant with federal, state, and local area guidelines where they practice, 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 course of 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 will be responsible for providing their own transportation to fieldwork sites.

The Mortuary Science 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 Mortuary Science Program, you must have the skills and knowledge needed for board exams. A successful student completing this Program will be able to:

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

Semester: Spring	
Course	Cr/Hr.
MORT 1100 Grief, Death & Dying	3
MORT 1200 Microbiological Studies	3
MORT 1500 Anatomic Principles for Mortuary Science	3
HS 2050 Cultural, Legal & Ethical Issues in Health Care or MKTG 1960 Professionalism in Business	3
TOTAL	12

Semester: Summer	
Course	Cr/Hr.
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 for Business	3
TOTAL	11

SECOND YEAR

Semester: Fall	
Course	Cr/Hr.
ACCT 1205 Small Business Accounting	2
MORT 2330 Funeral Service Psych/Counsel	3
MORT 2400 Embalming II	3
MORT 2405 Embalming II Lab	1
MORT 2600 Restorative Art	3
MORT 2605 Restorative Art Lab	1
TOTAL	13

Semester: Spring	
Course	Cr/Hr.
MORT 2700 Mortuary Law & Ethics	3
MORT 2730 Funeral Home Mgmt./Merchandising	4
MORT 2750 Funeral Directing	4
MORT 2755 Funeral Directing Lab	1
MORT 2770 NBE Professional 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 course work 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.
- Also, a request to have an OFFICIAL evaluation of 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.
- Complete a job shadow at a funeral home/mortuary and submit the Job Shadow Form with application.
- Attend an applicant 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 that have not been completed with a C grade or better will not be considered.

COURSE NUMBER		CREDIT HOURS
Any ENGL Composition Course	ENG 1010 recommended	3
MATH 1010 or higher	MATH 1035 recommended	4

COURSE NUMBER		CREDIT HOURS
COMM 1010, 1020, or 2110		3
Any Life Science 4 Cr Course	BIO 1610 and 1615 recommended	4
MORT 1010	Introduction to Mortuary Science	3

NOTE: The Mortuary Science 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 are sent to students' Bruinmail accounts.

Acceptances into the Program will be 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 will be provided in the conditional acceptance letter).

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

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 should not 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 which the Mortuary Science Program requires students to track compliance with immunizations, background check, and drug screens. It provides a comprehensive online database in which these documents are tracked.

Students admitted into the Program will be 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 Program.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in Program dismissal.
- Upon notification, purchase, and complete drug screening through SLCC's authorized vendor. Failure to pass 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 fieldwork settings. The following costs are estimates only for planning. Actual cost and frequency are determined by vendors and specific fieldwork facilities. Estimated costs include:
 - Background check - \$30
 - Drug Screen Package - \$35
 - Compliance Package - \$15/yr.
 - 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 fieldwork sites is contingent upon presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

The timing for a drug screen is random, but within the academic year, and at the discretion of Program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. 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.

A student taking prescription medication must provide the lab a copy of the physician's script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility's physician for verification and confirmation of the prescribed substance.

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

All students entering the Mortuary Science 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 fieldwork site restrictions. Some criminal charges and convictions may result in the student being immediately dismissed from the Program.

Students with positive criminal background are advised to meet and consult with the Associate Dean for Health Professions prior to being admitted to the Program. A positive criminal background may affect Program standing, eligibility for fieldwork placements, and Program completion. Students with positive criminal background and admitted to the Program, must meet with the Associate Dean for Health Professions to be approved for each fieldwork placement. Students refusing to submit to a background check will not be allowed in the Program.

Students who are 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 arriving related to background check.

The fieldwork 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 commonly required to demonstrate immunity/exposure before practicing in the health care field. As such the Mortuary Science Program also carries the same requirements. Immunizations, titers, and other testing requirements have been aligned with our fieldwork 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 fieldwork site. Inability to be placed in a fieldwork site will cause the student to be ineligible for graduation.

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

- Tuberculosis Skin or Blood Test: Required Annually
 - 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 please know that the PPD is a 2-step test, the 1st step must be done no sooner than the dates specified in Complio and the 2nd step is required within 1 - 3 weeks after the 1st step is read. Results are good for 1 year.
 - Please note that a 2 step PPD test requires 4 office visits: 1) Test is administered, 2) Test is read, 3) 2nd test is administered, 4) Test is read. The annual TB test would be a 1-step PPD, QuantiFERON or T-SPOT.
- Hepatitis B vaccination series:
 - 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 three-shot series and provide proof of that series and a repeat titer. Please plan ahead so this does not delay or jeopardize your fieldwork placement. The titer (and first two repeat doses if you need to repeat the series) must be completed before the summer orientation.

A student may decide to refuse any of the tests/immunizations by signing a waiver and release form. A refusal to meet the minimum requirements for tests/immunizations may affect the student's ability to be placed in a fieldwork 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 Health Sciences include practical fieldwork experiences for students. Most fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

Immunization requirements may change after the students have entered the Program due to current health issues and or fieldwork internship requirements. The student must comply at the student's own expense. Failure to do so will result in dismissal from the Program.

3.8 PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee exists to assist in the direction of the Program. The Committee is composed of community leaders and students. A student representative will be chosen to serve on the Committee during their time in the Program. The Committee 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 Committee.

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 as 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

4.0 PROGRAM ADMINISTRATION AND ACADEMIC POLICIES

4.1 POLICIES AND PROCEDURES

A. STUDENT CONDUCT

The **Student Affairs 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 **Student Affairs 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” is expected as outlined in the Student Code of Conduct. Students found guilty of violations of college rules and regulations are subject to such disciplinary action as outlined in the college policy, department policy or procedures (including this handbook), fieldwork policy or procedures, and/or instructional syllabi.

B. PREGNANCY POLICY

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 the Disability Resource Center.

Although pregnancy is not a disability, our DRC 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 the DRC. This will allow preventative measures to be taken, safety process in place to protect the student and the unborn child and allow for accommodations.

Due to risk of fetal exposure to chemicals while in the program it is strongly recommended that all pregnant students work closely with the DRC.

Phone: 801-957-4659

Email: drc@slcc.edu Website:

www.slcc.edu/drc.

C. STUDENT HEALTH

I. STUDENT INSURANCE

With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. Information about available plans can be found at <https://www.healthcare.gov>. NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline.

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 a fieldwork may also receive medical benefits for injuries or illnesses that occur during volunteer or fieldwork assignments. Lost wage benefits are not available to volunteers or students.

Workers' Compensation Claims: <https://sasbot.slcc.edu/webforms/workerscomp/employee/login.aspx>

Report injuries immediately to the Fieldwork Instructor; also report to SLCC Risk Management by the next business day.

III. STUDENT ILLNESS POLICY

Communicable diseases vary in their virulence, duration, mode of infection and effects. 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 fieldwork. Students are required to inform the Academic Fieldwork Coordinator and fieldwork preceptor as per the Attendance Policy.
 - Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in fieldwork with direction regarding patient care from the student's physician or the student may be asked or elect to drop the fieldwork course until the illness is resolved. All information is confidential and not released unless mandated by law.
-

D. OCCUPATIONAL EXPOSURE/EMERGENCIES

Every precaution must be taken when working around blood and body fluids to avoid exposure to bloodborne pathogens. If there is a chance that you may have been exposed to bloodborne pathogens during the course of study, the Program has provided you with specific training and procedures on preventing 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 that you may have an accidental exposure to bloodborne pathogens.

I. BLOODBORNE PATHOGENS

Please refer to the Salt Lake Community College bloodborne pathogens policies and exposure control plan.

- [Salt Lake Community College Bloodborne Pathogens Policy](#)
- [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 fieldwork affiliates 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, face shields, when exposure is suspected.
- If a student is exposed during a fieldwork rotation, they should report the exposure immediately to the fieldwork preceptor. The fieldwork 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 Mortuary Science Program maintains safety of the student, faculty, and others involved in the education of our students as paramount. 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 Mortuary Science Program faculty or fieldwork site.

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

- Failing to follow PPE standard as required.
- Failure to follow dress code in the laboratory and fieldwork 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.

Any action constituting unsafe practices may result in disciplinary action.

E. ALCOHOL AND DRUG POLICY AND PROCEDURE

Students are prohibited from attending class or fieldwork 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 student's performance or endanger health and/or safety of others.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay 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 student is intoxicated or under influence of illegal substances during fieldwork experience/ internship, the fieldwork site will contact the Academic Fieldwork Coordinator who will arrange for transportation.

While serving in a capacity representing the College as a student, professional behavior is expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence of drugs or alcohol on College campuses, fieldwork 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. 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.
http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College_Policies.

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.

G. WORK POLICY

While it is recognized that employment may be a financial necessity for some students, working full time while enrolled in the Mortuary Science Program is difficult. Students in the Program will NOT be excused from fieldwork or classroom activities in order to pursue employment. If students work, they must do so only during times when it does not conflict with Program activities. Additionally, should a student be employed by a fieldwork affiliate of the Program, they may not use any "employer time" to substitute for Program fieldwork time. At no time in the Program will a student be scheduled for more than 40 hours per week of class and/or fieldwork.

H. HOLIDAYS AND VACATION

The Program will observe all holidays printed in the SLCC Catalog and all holidays granted and observed by the State of Utah.

Students may schedule vacations between semesters and during breaks (see catalog and/or web site for dates of breaks between semester and for spring break). Vacations may not interfere with courses, fieldwork rotation, or mandatory Program events.

I. CELL PHONE AND ELECTRICAL DEVICE POLICY

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

The following policies are in effect in all Mortuary Science 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 put away during class and 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 time 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 any class or clinical activity due to the potential for discussion of content considered to be confidential. 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 Mortuary Science Program course without written authorization from the course instructor. This includes video or recordings and photographs. Use of course material without authorization violates Privacy/Intellectual Property Rights and you will be subject to disciplinary action up to being dropped from the Mortuary Science Program.
 - Instructors have the right to permit or restrict the use of technology in the classroom.
-

J. SOCIAL MEDIA POLICY

Students in the Mortuary Science Program at Salt Lake Community College are invited to join/follow the official college and Program Facebook, Instagram pages at:

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

Students in the Mortuary Science Program at Salt Lake Community College 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 Mortuary Science 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. Any student 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 fieldwork site.
- Any embalming procedures performed on the deceased at a fieldwork site or at work in a mortuary/funeral home.
- Lecture content of embalming procedures.
- Personal information of a classmate, faculty, and fieldwork preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty, and fieldwork site personnel.
- Classroom discussion/pictures or videos of procedures performed during fieldwork education.
- Information of the fieldwork 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 | • Pinterest | • Lasso |
| • Twitter | • LinkedIn | • Vero |
| • Myspace | • Reddit | |
| • Instagram | • TikTok | |

K. STUDENT RECORDS

A cumulative record is kept on each student in the Program. This record contains admission application, personal references, immunization record, 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).

I. 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 Mortuary Science Program faculty and fellow mortuary science students. Classmate information cannot be shared with extern sites, fieldwork personnel, supervisors, job recruiters, etc.

L. PROFESSIONALISM

PROFESSIONAL CONDUCT

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

UNPROFESSIONAL CONDUCT

(References to "person" in the below list includes simulations in the classroom setting. This includes faculty, students and volunteers that work with students on and off campus related to their coursework). Students will have participated in unprofessional conduct by:

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

- Failing to utilize appropriate judgment or exercise technical competence in administering safe lab or fieldwork 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 and fieldwork site.
- Failing to follow OSHA standards or failing to use PPE properly as may be 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 new 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 relative to drugs.
- Using alcohol or other drugs in violation of professional ethics or SLCC 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 which would constitute a breach in standard of care, job descriptions and/or to the detriment of safety.
- Leaving a class, task, or assigned fieldwork 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, facts known 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 in standard of care in relation to unprofessional practice.

AUTHORITY AND RESPONSIBILITY

Daily responsibility for good conduct rests with the individual. 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 fieldwork 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 successfully complete the Program.

N. ACADEMIC STUDENT ADVISING

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

Specific difficulty with course/ fieldwork 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. Academic counseling specific to student progress in Mortuary Science Program courses is done a minimum of once a semester by the Program Coordinator. At this time, the student is advised as to 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 to attempt to remedy any difficulties the student is having in any area of the Program. This type of counseling will 1) state the problem, 2) notify the student of any action necessary to correct the problem, 3) give a time frame for correcting the problem, and 4) state the consequences of not correcting the problem.

O. STUDENT DRESS CODE

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

Students are not required to wear dress clothes to class except when attending field trips, at fieldwork sites,

when guests are to be present at the school, and on days designated by the course instructor for professional conduct days. Please refer to the following guidelines below. These guidelines have been adopted 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.

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 sweat suits.
- Appropriate dress shoes – 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 and scented products, if used, should be of a light scent.
- Tattoos must be covered at all times for professional meetings, field trips, fieldwork, and when guest speakers are present.
- Body piercing fillings of any form are not permitted with 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 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.
- Scented products if used should be of a light scent.
- Tattoos must be covered at all times for professional meetings, field trips, fieldwork, and when guest speakers are present.
- Body piercings of any form cannot be visible.

P. STUDENT & FACULTY SAFETY

The safety of the faculty and students in the Mortuary Science Program is of paramount concern to the department and the college. While work in this field carries with it 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. To this end, these are the safety guidelines for students and faculty. Every attempt will be made to ensure the safety of everyone involved in a laboratory setting.

- Students must strive to maintain optimal health through lifestyle and good nutrition.
- Students must show evidence of all immunizations required by the Program before starting fieldwork courses.
- Students must always be supervised by a faculty member while in a lab or fieldwork setting.
- Students must 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 Mortuary Science Program faculty, Program Coordinator, and the College's Risk Manager immediately. Protocol mandated by the College must be implemented.

CYBER BULLYING

The SLCC Mortuary Science Program prohibits bullying of any variety. Due to the relatively high incidence of online or cyber bullying that has been reported nation-wide, special attention must be paid to avoidance of this behavior. Cyber bullying 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, e-mail, etc.) to harass any individual will not be tolerated. This behavior is considered Unprofessional Behavior (see pg.11) 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 accounts, e-mail, school account, etc.).
- Creating false profiles and using the imposter to post derogatory or embarrassing comments.
- 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.

4.2 ACADEMIC STANDARDS:

The Mortuary Science 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-achievement-center/docs/academic-standards-policy.pdf>.

A. GRADING POLICY

95 – 100%	A	78 – 79%	C+
90 – 94%	A-	75 – 77%	C
87 – 89%	B+	70 – 74%	C-
83 – 86%	B	67 – 69%	D+
80 – 82%	B-	64 – 66%	D
		63 and below	E

B. COMPLETION OF ASSIGNMENTS

Responsibility for participating in class activities/assignments, out of class assigned work and fieldwork rests upon the student. The student is required to attend and participate fully in class, student fieldwork/lab activities, and student practicum. The student is also expected to complete all required reading, media, and assigned out-of-class work by the due dates for such requirements.

Faculty will provide instructions and due dates, as well as answer any 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.

Faculty are not responsible to ensure the student completes their assignments. Students are asked to use wise time management as well as look ahead in the classes to determine what their workload will be for a given class. All assignments are loaded onto the Canvas course site with descriptions and due dates. Please feel free to use the built-in features in Canvas (calendar, reminders, to-do lists, etc.) to help you stay on track with your assignments.

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

C. TESTING AND COMPETENCY POLICY

Students who are absent on examination days must make up the exam within one week of arrival back to school following the absences.

The only excuses accepted are the following: documented illness as witnessed by a medical provider (requires proof), death in the student's immediate family (not someone else's and requires proof from the funeral home assisting the family), or an auto accident with proof of accident report. In case of auto trouble (car not starting, stalling), call the office (801-957-6205) immediately and arrive at school as soon as possible with proof of the trouble (tow bill, part receipt, etc.), and you may take the exam as soon as you arrive the same day as the regular scheduled exam date, but not later than the examination day

The following will not be excused absences: "I slept in," "Alarm didn't go off," "I couldn't get a ride to school," "I forgot."

All other excuses will be reviewed on a case-by-case basis. Make-up examinations are the responsibility of the student and not the instructor. Make-up exams will be given at the convenience of the instructor. See Attendance Policy for additional information.

D. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Mortuary Science 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 Program Coordinator in consultation with the Academic Fieldwork Coordinator.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a "C" or 75%).
- Student must meet with the Program Coordinator and Academic Fieldwork Coordinator and request deferment if choosing to withdrawal and then continue.
- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, 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 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 are unable to attend the initial class meeting(s) as required 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 initial class meeting(s) as required and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.

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

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for nonattendance. Students who receive an administrative drop for nonattendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor's discretion during the first 20% of the term. Please 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 (a) are not attending, or (b) 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 '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 or 20% of the semester.

E. ACADEMIC PROGRESSION

A grade of "C" (75%) or better is required in all Mortuary Science Program courses, which also includes courses that are part of the Mortuary Science curriculum but taught through another department (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 Mortuary Science Program Coordinator in writing to continue in the Program. A review and consideration will then be given by the Mortuary Science Program Coordinator whether to allow the student to continue in the Program. If the student is allowed to continue, a written contract specifying a timeline of completion for the course(s) will be agreed upon by both the Program Coordinator and the student. Failure to attain these grade requirements and denial of 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). Please note 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, it 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 assignments is cheating. Complete assignment in your own words while utilizing instructor notes.*

DEFINITIONS OF ACADEMIC MISCONDUCT

1. **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty. Students are strongly encouraged to safeguard passwords and passcodes that grant access to College resources, databases, email, and other systems. Sharing of passwords and passcodes that lead to academic dishonesty is grounds for disciplinary action.
2. **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination, obtaining a copy of an examination or questions from an exam prior to taking the exam, altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name, allowing another to take an examination 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.
3. **Data Misrepresentation:** Fabricating data, deliberately presenting in an assignment data that was not gathered in accordance with assigned guidelines or deliberately fabricated, or providing an inaccurate account of the method by which the data was gathered and generated.
4. **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. Students who are unsure what constitutes plagiarism must consult with their instructors. Claims of ignorance will not excuse the offense.
5. **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.

6. **Unprofessional or Inappropriate Behavior within a Fieldwork Experience:** Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards, or a violation of fieldwork 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 "C" or higher in all Program courses. 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 and fieldwork 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, student will be required to take all Program course work 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. 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 taken and readmission to the Program. Placement in the Program will be made according to current Program objectives as well as space availability. Also, proficiency exams will not be allowed following a failed course within the Mortuary Science 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.

In order to assure both fieldwork 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 who were 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 fieldwork 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, application 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. Transfer students who leave their last college under any condition other than good standing must be approved for admission. 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
 - Other reason as agreed and collaborated between the student and the Mortuary Science Program
2. Students who are approved a deferment will have their slot held for a period of 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, Mortuary Science Program deferment will not be approved, and the student would withdraw Program placement and need to reapply for re-entry in a future academic year.

K. PROGRAM AND COURSE WITHDRAWAL

It is the students' 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 GRIEVANCE POLICY

In accordance with the Salt Lake Community College Student Code of Conduct, <https://www.slcc.edu/policies/docs/8.1.050---code-of-student-rights-and-responsibilities.pdf>, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted, it is up to the faculty member's discretion to provide warning (verbal or written), suspension, or dismissal based upon Program policy and severity of the issue at hand. It is realized that in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in Program dismissal.

STEP ONE:

A student has the right, as per College policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO:

If a resolution cannot be made, the student must request in writing, within five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the Program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the Program Coordinator of the Program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

STEP THREE:

If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

4.3 ATTENDANCE STANDARDS

A. ATTENDANCE AND TARDINESS

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 SLCC Mortuary Science Program. Absences, tardies (which include returning late from a break), and leaving early, interfere with one's ability to meet required class /lab course objectives. Participation can only be attained by being present in class.

Absences and tardies due to work obligations are not excused. Health care and other personal appointments are not excused absences and need to be scheduled during non-class hours. Absences, including those due to illness, tardies, and leaving early are only excused in extenuating circumstances and are up to the instructor's discretion.

Students start each Program course with 30 points in classes that meet twice a week and 15 points in classes that meet once a week. Deductions are made for the following reasons and are up to the instructor's discretion.

Points	Reason
-5	Unexcused absence
-2	Tardy/Early out (0 to 30 minutes)
-4	Tardy/Early out (31 minutes or more)
-5	Unauthorized use of cell phone/computer/tablet
-5	Cell phone on desk during class
-4	Inappropriate/unsafe/distracting behavior
-3	Nonparticipation in group activity
-1	Sleeping in class (after 1 verbal warning)
-2	Sleeping in class (after 2 verbal warnings)
-2	Failure to clean up lab station after use

-3	Inappropriate professional dress attire
-1	Inappropriate comment

Reaching zero points results in Program probation. Additional violations after a student reaches zero points in any Program course will result in removal from the Mortuary Science Program. The cumulative loss of 90 points in a combination of Mortuary Science Program courses in a single semester will result in Program probation and/or removal from the Mortuary Science Program.

There will be a variety of outside educational experiences offered throughout the year including guest speakers and field trips. These events are for the purpose of replacing 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. If permission is granted to miss the event, an alternative may be given to the student, which may include a written report, presentation, or speech on a related subject matter. The absence from an event may result in a deduction 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 of 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 students 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 2 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 absences to make arrangements for and to attend the funeral of an immediate family member. The actual amount of time granted 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 in order to graduate from Salt Lake Community College Mortuary Science Program.

A. LABORATORY RULES

- Under no circumstances may body material be removed from the laboratory.
 - Photographs may NOT be taken in the embalming laboratory.
 - Only authorized personnel are allowed entrance into the embalming laboratory.
 - There shall be no smoking, use of other tobacco products, eating, or drinking within the laboratory setting.
 - It is expected that all persons within the laboratory setting will maintain a professional demeanor and maintain proper respect for the deceased human body. It is to be further expected that this professional attitude will be maintained outside the laboratory setting. No discussion of content of the embalming laboratory must be made in any public setting such as general classrooms, public areas such as restaurants, or social media. Report of such information to the Program Coordinator may result in dismissal from the Program. Audio or video recording in the embalming laboratory by students is prohibited.
 - It is the responsibility of each assigned lab group to follow all directions of the fieldwork instructor as well as to maintain a clean environment in which to work.
-

B. LABORATORY ENVIRONMENT

The laboratory is to be maintained in a clean and orderly manner so that 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 that 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 gown, gloves, shoe covers, and face shield. 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 Mortuary Science 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 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 mikel.birch@slcc.edu.

6.0 FIELDWORK EDUCATION STANDARDS

6.1 PROFESSIONALISM

Mortuary Science students represent the Program, the profession, Salt Lake Community College, and all fieldwork affiliates; therefore, students are expected to conduct themselves in a dignified manner which conforms to the ethics of the profession and which instills confidence in their abilities. Any student who does not adhere to the scholastic and professional standards of the school and its fieldwork affiliates is subject to written warnings and possible dismissal. If the situation is based on unacceptable, intolerable, illegal, or unprofessional actions by a student which violate the fieldwork policies set forth in the Student Handbook, or which 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 FIELDWORK EXPECTATIONS

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

- All fieldwork 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 Fieldwork Coordinator to complete their fieldwork tasks.
- Complete the required fieldwork tasks as assigned by the MORT 2405 Lab instructor.
- Assist 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.
- Student must follow directions given by fieldwork site preceptor and other designated personnel of assigned funeral home during the fieldwork period.
- Students must report any absences or lateness to a fieldwork site preceptor.
- Students must comply with all fieldwork site policies, procedures, and dress code as directed by the fieldwork site.
- Students may not disclose any personal information regarding the deceased or the client- family outside of the lab/fieldwork or classroom setting. Violation will result in immediate probation in the Mortuary Science Program.
- Students must be able to bend, twist, kneel, or squat while lifting, pushing, or pulling.
- Students must be willing to comply with conservative dress code requirements.
- Students must be willing and able to work in an environment where they are exposed to formaldehyde.

If a student is dismissed for violations of the fieldwork rules or for student misconduct, they may be subject to the dismissal and readmission policies. Violations may include unprofessional conduct, failure to report during time of designated availability, or any other reason the fieldwork site merits dismissal. If dismissed for these reasons, the program is not obligated to place the student in another fieldwork site which would likely result in the student's dismissal from the Program. If the Program is unable to place a student in a fieldwork site after three attempts the Program is not obligated to pursue other fieldwork sites. A student may look for a fieldwork site on their own but if they are unable to find fieldwork site within two weeks of the Program's inability to find a fieldwork site will result in Program dismissal. See page 48-49 of the Student Handbook concerning due process.

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

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

Students must be able to lift 50lbs without assistance and over 50lbs with assistance.

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

6.3 FIELDWORK PLACEMENT

A. FUNERAL HOME PLACEMENTS

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

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

- Needs of the funeral home
- Individual student needs
- Employment needs 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 fieldwork site. If a student is dismissed from a fieldwork site due to behavior, attitude, professionalism, or performance, the program will attempt to reassign the student at another site. If after two weeks the Program cannot find another site for the student, the student is subject to dismissal from the Program for failure to complete required fieldwork tasks and failing the course.

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.

A more complete listing of requirements will be given just prior to the start of the fieldwork.

Due to contracts and regulation with some of our fieldwork partners, there may be additional tests or screens that 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 fieldwork education would be dependent on finding a site which 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

Students should seek the advice of the division associate dean and legal counsel regarding any issues found in a student's background report. A criminal background check may also be completed by the fieldwork site in which the student must participate and may be asked to pay for. Expungement of the offense is suggested before entering the professional program.

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

B. ACADEMIC FIELDWORK COORDINATOR RESPONSIBILITY

- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance for student placement if non-compliant.
- Complete required paperwork and refer the student to the Division if any additional paperwork or review is required.
- Assure no student is placed at a fieldwork site until full compliance is met or 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 Fieldwork Coordinator immediately.
- Non-compliance may trigger a consequence as set by each individual program. Students unable to complete fieldwork experiences cannot progress in the curricular sequence. Lateness in completing responsibilities for immunizations/certifications (as listed above) may trigger loss of a fieldwork 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 fieldwork affiliate. The affiliate's dress code will always take precedence.

Students must adhere to fieldwork 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 fieldwork site for a violation of the dress code.

6.5 FIELDWORK SUPERVISION

Students must always be supervised during school-related fieldwork 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 fieldwork assignments involving bodies, persons, personal injury, and/or damage to equipment must be immediately reported to the fieldwork affiliate supervisor, the MORT 2405 Lab instructor, and the Program's Academic Fieldwork 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 use of personal protective equipment (PPE) and through quick action when a significant exposure occurs. Fieldwork is defined as "a required period of supervised practice off campus." If students experience a significant injury or exposure, they must immediately notify their fieldwork preceptor. The fieldwork faculty will notify employee health or risk management. The fieldwork faculty will direct students to the appropriate care facility.

6.7 CONFIDENTIALITY

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 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. Also, anything personal to the deceased body shall not 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. Also, any form of audio or video recording by students is prohibited in the Program laboratory or Program fieldwork sites. Any violation of this confidentiality will result in immediate probation and possible dismissal from the Program and may expose the student to civil liability.

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, fieldwork 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 completions of the evaluations are required and must be submitted.

Employers of Mortuary Science Program graduates have the opportunity to complete 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 Mortuary Science 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 Mortuary Science 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 through 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 Salt Lake Community College Mortuary Science Program until officially graduated.

Probation Will Result From

- Six (6) absences in one class.
- Loss of all participation/professionalism points in any one class.
- One violation of the Mortuary Science Program's Professionalism and Ethical Practice 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 fieldwork setting exhibiting disrespectful behavior to funeral home staff and families.
 - Inappropriate or disruptive behavior in the classroom or fieldwork setting.

- Cheating and/or plagiarism
- Removal from a fieldwork site due to behavior, attitude, professionalism, or performance by the fieldwork staff.
- Refusing to participate in client care; not showing the eagerness or willingness to engage; not being at a level reflective of the time in clinic leads to dismissal
- One violation of the Student Confidentiality Policy.
- Unprofessional conduct as outlined on pages 29-30 of this handbook.
- Election to withdraw or walk out from a clinical placement.
- Any other circumstance also 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 Mortuary Science 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 Mortuary Science 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 desire 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.
- Both 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 Mortuary Science Program. Being dismissed means not attending any more class sessions, finishing a semester, or completing the Program. Students who are dismissed will receive the grade earned at the time of the dismissal and not allowed to have grades for additional assignments, quizzes, or tests. A student dismissed for unethical or unprofessional behavior is not allowed to reapply to the Mortuary Science Program again through selective admissions. A dismissed student is not allowed in the physical space of the Mortuary Science Program.

A student will be dismissed from the Program for any of the reasons listed below, considering the nature and severity of the infraction.

- Two (2) letters of probation
- One (1) Mortuary Science Program (MORT) course grade below “C” competency
- Twice receiving a grade below a “C” in a course taught outside of the program
- Inability of the Program to reassign a student to another fieldwork site due to a student being dismissed from a fieldwork site because of 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:
 1. One (1) potentially life-threatening incident
 2. One (1) accident contributing to the injury or death of another
 3. One (1) incident of placing a client, fellow student, or faculty in harm’s way
- Insubordination, rude or discourteous behavior toward management, funeral home staff, families or the public at a fieldwork 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
- Proven sexual harassment as determined by the SLCC Title IX office
- Failing to cooperate with Program policies and procedures.

I. PROCEDURE FOR DISMISSAL

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

9.0 ACKNOWLEDGEMENT OF PROGRAM POLICIES

Mortuary Science Program Handbook Acknowledgement

I _____ have read and understand the Mortuary Science Program Student Handbook. I have had the opportunity to ask questions and have those questions answered regarding the content within this handbook.

___ (initial) I agree to adhere to all the policies, expectations, and standards of conduct and appearance as set forth in this handbook for the Mortuary Science Program at Salt Lake Community College.

_____ (initial) I have also read the SLCC Student Code of Rights and Responsibilities and agree to adhere to the policies, expectations, and standards of conduct put set forth here as well.

___ (initial) I understand SLCC's drug screening, criminal background policy and that it is my responsibility to keep current on immunizations.

___ (initial) I understand the expectations of me as a student in the Mortuary Science Program and agree to avoid unprofessional practice and unsafe practices. I am aware that any actions that constitute unprofessional practice and unsafe practice as defined in this handbook will constitute disciplinary action up to and including dismissal from the Program.

___ (initial) Policies in the Handbook are subject to change due to unforeseen circumstances. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.

_____ (initial) I further agree to participate fully in the Program's educational assessment process.

Student Printed Name

Student Signature

Date

Faculty Signature

Date

10.0 APPENDIX: FORMS

The forms in this appendix may be used during students' time in the Program as needed.

FORM A: CONFIDENTIALITY AGREEMENT .. A

FORM B: NATIONAL BOARD EXAMINATION B

FORM C: ACADEMIC COUNSELING C

FORM D: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION D

FORM E: PROGRAM DEFERMENT FORM E

FORM F: PROGRAM DISMISSAL FORM F

FORM G: PROGRAM LEAVE OF ABSENCE FORM G

FORM H: PROGRAM PROBATION FORM..... H

FORM I: PROGRAM DISMISSAL FORM I

FORM A: CONFIDENTIALITY AGREEMENT

Mortuary Science Program
Confidentiality Agreement

Academic Year _____

The Salt Lake Community College Mortuary Science Program recognizes the professional responsibility of the students to maintain confidentiality of the information throughout classroom and practicum activities. Issues of confidentiality could include students, faculty, clients, and/or agencies or funeral homes.

Confidentiality is defined as “private, secret; entrusted with confidences; containing information whose unauthorized disclosure could be prejudicial” (Webster’s New Collegiate Dictionary, G & C Merriam Company 1973). This includes any verbal, non-verbal, inference, explicit, or implicit information received by the student while engaged in an academic endeavor and as a student of Salt Lake Community College.

Disclosure of any information by a student to any third party is a violation of confidentiality. The duty of confidentiality may not be waived. Upon a request of a disclosure of information by any individual or agency, including law enforcement agencies, the student should immediately consult with his/her instructor and/or Risk Management.

I do hereby state that I understand the definition of confidentiality; I understand the right to confidentiality; I understand the consequences of breach or violation of confidentiality; and I agree to uphold and an individual or agency’s right to confidentiality while enrolled in the Salt Lake Community College Mortuary Science Program.

Student Printed Name

Student Signature

Date

FORM B: NATIONAL BOARD EXAMINATION STATEMENT OF UNDERSTANDING

Mortuary Science Program
National Board Examination Statement of Understanding

Academic Year _____

I understand that as a requirement for graduation from the Salt Lake Community College Mortuary Science Program that I must sit for both the science and art sections of the National Board Examination prior to the granting of my degree from the college. The cost of this exam is the responsibility of the student. Upon notification from the International Conference of Funeral Service Examining Boards, Inc. regarding my completion of the examination, the registrar will then grant the degree if all other requirements for such degree are met.

Student Printed Name

Student Signature

Date

FORM C: ACADEMIC COUNSELING

**Mortuary Science Program
Student Progress Report**Student: _____
Semester: _____

Date: _____

Progress Report Time: ☐ Midterm☐ Other: _____

CLASSES: _____

GRADING SCALE: _____

MORT- _____

MORT- _____

MORT- _____

95 – 100	A	80 – 82	B-
90 – 94	A-	78 – 79	C+
87 – 89	B+	75 – 77	C
83 – 86	B	71 – 74	C-

**75% or higher is required to
continue in the Program*

GENERAL OBSERVATIONS: _____

1. Attendance: ☐ Punctual ☐ Occasionally Time Challenged
☐ Frequently Late ☐ Other: _____
☐ Absenteeism
2. Attitude: ☐ Willing and Eager ☐ Needs Improvement
3. Meeting Course Objectives: ☐ Yes ☐ Needs Improvement

FACULTY COMMENTS: _____

I acknowledge that I have read the report and understood the possible issues and concerns that were discussed.

Student Name

Student Signature

Date

Program Coordinator

Program Coordinator Signature

Date

FORM D: PREGNANCY/FORMALDEHYDE SAFETY PROTECTION VERIFICATION

Mortuary Science Program**Pregnancy/Formaldehyde Safety Protection Verification**

I verify by my signature below that:

1. I have voluntarily notified Salt Lake Community College Mortuary Science Program of my pregnancy.
2. I have been advised of protective measures as well as the risks associated with formaldehyde exposure to the fetus.
3. I have had the opportunity to discuss questions concerning formaldehyde safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I should consult my Program Coordinator.
4. I understand I have the option to withdraw this declaration at any time.

_____ I do understand the risks involved to the fetus and me during my pregnancy regarding pregnancy-related formaldehyde safety. I elect to remain in the program and to adhere to the requirements stated. In doing so, I agree to indemnify and hold harmless Salt Lake Community College, its instructors, officers, officials, employees, trustees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to myself or to my fetus as a result of my participation in the Mortuary Science Program, Program activities, or Program required fieldwork rotations.

_____ I do understand the risks involved to the fetus and me regarding pregnancy-related formaldehyde safety. I elect to withdraw from the Program. I also understand my readmission to the next Program cohort is dependent upon space available.

Student Printed Name

Student Signature

Date

FORM E: PROGRAM DEFERMENT FORM

School of Health Sciences
Program Deferral Form

Student name: _____ Student ID: _____
Program: _____ Deferment start date: _____
Deferment return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Deferment Request:**Conditions for a Deferment:**

- Deferment is voluntary and must be initiated and requested by the student.
- Student is actively enrolled and participating in courses in the Program.
- Student is "in good standing" with the Program.
- Deferment will require a student complete the current semester enrolled with a grade assigned.
- Re-entry will occur in the next semester of the curricular sequence.
- Student must notify the Program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferment.
- If the student does not notify the Program with intent to re-enter or is unable to return within set period determined on this form, the student will be withdrawn from the Program. A Program withdrawal will require re-application for re-admission with re- entry starting at the first semester of the Program.

By signing below, the student is requesting a deferment fully acknowledging and understanding the consequences with re-entry. College employees acknowledge receiving and reviewing the deferment request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review deferment request within 10 business days of receipt.

☐ Approved☐ Denied**Program Coordinator | Date:**☐ Approved☐ Denied**Associate Dean | Date:****Comments:**

FORM F: PROGRAM DISMISSAL FORM

School of Health Sciences
Program Dismissal Form

Student name: _____
Program: _____

Student ID: _____
Semester/Year: _____

Reason for dismissal:**Steps leading to dismissal:**

Program student handbook reference:**Conditions of Program Dismissal:**

- Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
- The Program, Division, and School has determined student dismissal from the program is required.
- Student may appeal the dismissal. Refer to SLCC and student handbook process.
- No grade will be given for courses registered for during the dismissal semester.
- Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to SLCC.
- Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

FORM G: PROGRAM LEAVE OF ABSENCE FORM**School of Health Sciences**
Program Leave of Absence Form

Student name: _____ Student ID: _____
Program: _____ Leave of absence start date: _____
Leave of absence return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Request: (Check all that apply)

☐ Military/Deployment ☐ Pregnancy/Complication/Childbirth/Newborn
☐ Illness/Injury ☐ Faith-Based Mission ☐ Other: _____

Comments:**Conditions for a Leave of Absence**

- Student has been selectively admitted and may be participating in courses.
- Circumstances prevent the student from successful completion of coursework which require the student to discontinue studies for a period.
- Student is "in good standing" with the Program.
- No grade is earned for courses in a leave of absence semester.
- One leave of absence, per selective admission period and cohort, per student, may be considered.
- Depending on the date of the leave of absence, student may be responsible for tuition and fees for the current semester based on SLCC process. An approved leave of absence does not release student from any financial obligations to SLCC. The student must decide whether to withdraw or drop from courses.
- A time frame agreed upon for return to the Program.
- Student must notify the Program of intent to return three months prior to the re-entry start date; in writing, email preferred.
- If the student does not notify the Program about intent to re-enter or is unable to return within set period determined on this form, the student must request an extension, in writing, email preferred, which will be attached to this form.
- The Program Coordinator and Associate Dean hold the prerogative to honor the request for an extension or not. A decision will be sent to the student within ten (10) business days of the request.
- If the student does not notify the Program about re-entry within the time stated on this form, the student will be automatically withdrawn from the Program. A withdrawal will require reapplication for readmissions starting again at the first semester of the Program.

By signing below the student is requesting a leave of absence, fully acknowledging, and understanding the consequences on grades, tuition/fees owed, and re-entry. College employees acknowledge receiving and reviewing the leave of absence request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review leave of absence request within ten (10) business days of receipt.

☐ Approved ☐ Denied

Program Coordinator | Date:

☐ Approved ☐ Denied

Associate Dean | Date:

Rational for decision:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

EXTENSION REQUEST

Program Coordinator and Associate Dean will review the extension request (see attached) within 10 business days of receipt.

☐ Approved ☐ Denied

Program Coordinator | Date:

☐ Approved ☐ Denied

Associate Dean | Date:

Rational for decision:

If denial is the outcome for the leave of absence request or extension request, an appeal request of the decision may be made by the student to the Dean of Health Sciences.

FORM H: PROGRAM PROBATION FORM

School of Health Sciences
Program Probation Form

Student name: _____ Student ID: _____
Program: _____ Semester/Year: _____
Date of Probation _____

Reason for probation:

Steps leading to probation:

Program student handbook reference:

Conditions of Probation:

By signing below student acknowledges conditions of probation and attendance at a probation meeting. Student signature does not constitute agreement with the probation decision. SLCC employees acknowledge attendance at probation meeting.

Student | Date:

Program Coordinator | Date:

Associate Dean | Date:

FORM I: PROGRAM DISMISSAL FORM

School of Health Sciences
Program Withdrawal Form

Student name: _____
Program: _____
Semester: _____

Student ID: _____
Date of Withdrawal: _____
Course(s) to be withdrawn: _____

Reason for Request: (Check all that apply)

- ☐ Reason not provided Working
☐ too many hours Financial
☐ problems Academic load too
☐ heavy
☐ No longer interested in the profession

- ☐
☐ No longer interested in the program Pregnancy
☐ Personal reasons
☐ Illness of self or family member Other: ____
☐

Conditions of program withdrawal:

- Student withdraws from the Program on own volition.
- Withdrawal requires Program/division approval; without approval, student will be granted a Program dismissal.
- Program withdrawal may require course withdrawal or course drop if requested within a semester.
- If a Program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
- No grade will be given for courses registered for during the withdrawal semester.
- Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
- Once this Program withdrawal form is signed, student may not return to the Program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____