

Dallas Institute of Funeral Service has maintained a storied history of preparing students for a career in professional deathcare. The administrators, faculty, and staff are dedicated to continual innovation and improvement in the content and delivery of funeral service education. After careful consideration and analysis of all stakeholders, including students, an improved curriculum has been developed. With the implementation of the improved curriculum, the existing curriculums will be moved to a Teachout status.

Enrollment Deadline

Students will continue to be enrolled in the existing version of the Associate of Applied Science-Funeral Service/ Associate of Science-Funeral Service with the Summer 2024 quarter (July 8th, 2024) as the final quarter of admission. Effective for the Fall 2024 (October 6th, 2024) quarter, students will no longer be admitted to the Teachout version of the Associate of Applied Science-Funeral Service/ Associate of Science-Funeral Service.

Communication Plan

Students, as well as, withdrawn students, faculty, and staff will be notified of the program Teachout by email, website announcements, and social media outreach. Communication campaigns for all affected parties will begin once approval is granted for the updated program version through both the American Board of Funeral Service Education and State Licensing Boards.

Projected Timelines for communication are:

Outreach Type	Current Students	Faculty	Staff	Withdrawn Students
Email	07/19/2024*	07/18/2024*	07/18/2024*	07/19/2024*
Website Announcement	07/12/2024*			
Social Media (Facebook, Instagram)	07/12/2024*			

*Projected dates will be adjusted once all State Licensing Boards and ABFSE approvals are complete.

Students in Teachout Version

Affected students in the Teachout version are provided support through various campus resources to help them remain on track to finish their program by the program sunset date. Assigned academic advisors will monitor impacted students’ progress. Students who are slated to complete the program near the sunset date will be assigned a quarterly plan to monitor students’ progress in completing all requirements by the program's end date.

Projected Sunset Dates per Campus:

Program Version Sunset Dates Per Campus
Dallas Institute of Funeral Service
Fall 2028

Students who are unsuccessful in completing their programs due to multiple failures and/or withdraws will have conversations with their assigned academic advisors regarding the next steps. Students’

schedules will be reviewed for equivalencies between the programs and projected graduation dates for those students who opt to move to the updated program version.

Teachout/Updated Curriculum FAQ

What does the updated curriculum entail?

Tailored Pace. The updated curriculum will provide a recommended course completion in a total of eight (8) academic quarters of instruction instead of the current five (5) academic quarters. Students seeking an education in funeral service are at various stages in life, have obligations outside of school, and are best served by differing paces of program delivery. The updated curriculum will allow students the ability to accelerate, or decelerate, the pace of the program to best serve their individual needs.

Logical Content Alignment. The updated curriculum has eliminated one (1) quarter-hour courses while increasing the instructional time that will best enhance the student's ability of success. Content has been realigned to be delivered in a logical and academically strategic fashion.

Uniform Collaboration. This enables an incredible opportunity for the Pierce Mortuary Colleges to collaborate with their affiliated institutions: Dallas Institute of Funeral Service, Mid-America College of Funeral Service, and Gupton-Jones College of Funeral Service. The proposed program will be uniformly adopted across all three colleges. This will provide a unique and significant opportunity to offer the most superior content and resources for the student stakeholders.

Can a student move to the updated curriculum from the existing program curriculum? If so, what are the advantages and disadvantages?

Students do have the opportunity to move to the updated program version of the Associate's degree program from the existing program version. The updated program version allows students to complete the program at a slower pace than the existing program's accelerated rate. Students in the updated program will on average complete the program in eight quarters, while the existing program allows students to complete the program in an average of 5 quarters (Dallas).

If I were to take a leave of absence in my current program, would this status change result in my program being moved to the updated curriculum version?

Students that need to take a leave of absence (LOA) while in the existing curriculum should speak with their assigned academic advisor. The advisor will review the student's completion in the program and will determine if the student can complete their program within the perimeter of the Teachout timeframe. Students who can complete the program within the Teachout timeframe will be allowed to resume their program once they return from their LOA.

Advisors who determine that a student is unable to complete their program by the Teachout deadline will discuss different options to help in supporting the student with the completion of their program.

Would withdrawal from the existing program version results in my program being moved to the updated curriculum when I opted to return?

Students who opt to withdraw from the existing program version have the risk of being unable to complete their program if/when they opt to return to the college. Students that withdraw and then seek to re-enroll in the Associate's program are reviewed by the academic team to determine whether the student can return and complete their required coursework for the existing program version of the Associate's program or if they will need to return to the updated program version of the program.

Students that are permitted to return to the Teachout version of the program are informed by their admissions advisor that they must complete the program by the Teachout deadline. The student must agree to complete their program by the deadline, or they would be required to program change to the updated version of the program. Students that are determined by Academics that they are unable to return and complete the program in which they withdrew are reviewed for potential transfer credit between the teachout and updated program versions. Credit completed in the teachout program are reviewed and must receive Dean approval prior to the credit being applied toward courses in the updated program version.

Can I get a fresh start by switching from the existing program to the updated curriculum if I have been unsuccessful in the existing program?

Students that have been unsuccessful in the Teachout version of the program do have the opportunity to move to the updated curriculum. As with any change to the curriculum, not all courses will move to the updated version due to differences in content or credit hours. Students that were on any type of negative Satisfactory Academic Progress (SAP) status will be subject to the status when first taking courses in the updated version of the program.

What happens if the courses I have successfully completed have more credits than what is in the new program?

Students that opt to move to the updated credit version will likely have more credits than what is in the updated program. Although students could exceed the 100 credits in the new program, they must still complete all program requirements. Students should have the discussion to move programs with their assigned academic advisor to ensure they are making the best decision for their academic goals.

Why is the program version changing?

Dallas Institute of Funeral Service has maintained a storied history of preparing students for a career in professional deathcare. The administrators, faculty, and staff are dedicated to continual innovation and improvement in the content and delivery of funeral service education. After careful consideration and analysis of all stakeholders, including students, an improved curriculum has been developed.

How will this change affect a student's current progress in the program?

Students currently enrolled in the teachout version of the program will have little to no impact on the progress of their program completion, as long as the student continues to successfully complete their remaining courses. Students who fail or withdraw from courses would need to be reviewed to ensure completion by the identified sunset date of the teachout program.

Will completed credits transfer from the teachout program to the new version of the program?

Because of the change in curriculum, not all courses will transfer to the updated program version. It is important to speak with Academic Advising to determine which courses could transfer to the new program version.

What options do students have if they want to continue in the current version of the program?

Students currently enrolled in the teachout program can remain in that program version of the program. Students should continue to communicate with their Academic Advisor to ensure they are on pace to complete the program by the outlined sunset date at their campus. Students must be aware that taking a Leave of Absence (LOA), Withdrawing, or Dismissal from the program version may impact completion of the teachout program version when unable to complete by the sunset date of the program version.

How will faculty and advising support be provided during the teachout period?

Students in the teachout program will still have their assigned academic advisor to answer questions and support them while they complete their program. Faculty will continue to support students by teaching courses and ensuring they get curriculum to help towards their goal of successfully completing the National Board Exam (NBE).

What happens if a student requests to take a leave of absence during the teachout?

Students that need to take a leave of absence (LOA) while in the existing curriculum should speak with their assigned academic advisor. The advisor will review the student's completion in the program and will determine if the student can complete their program within the perimeter of the Teachout timeframe. Students who can complete the program within the Teachout timeframe will be allowed to resume their program once they return from their LOA.

Advisors who determine that a student is unable to complete their program by the Teachout deadline will discuss different options to help support the student with the completion of their program.

What happens if a student need to withdraw from the program during the teachout?

Students who opt to withdraw from the existing program version have the risk of being unable to complete their program if/when they opt to return to the college. Students that withdraw and then seek to re-enroll in the Associate's program are reviewed by the academic team to determine whether the student can return and complete their required coursework for the existing program version of the Associate's program or if they will need to return to the updated program version of the program.

Students that are permitted to return to the Teachout version of the program are informed by their admissions advisor that they must complete the program by the Teachout deadline. The student must agree to complete their program by the deadline, or they would be required to program change to the updated version of the program. Students that are determined by Academics that they are unable to return and complete the program in which they withdrew are reviewed for potential transfer credit between the teachout and updated program versions. Credit completed in the teachout program are reviewed and must receive Dean approval prior to the credit being applied toward courses in the updated program version.

Will there be any impact on the student's degree upon completion of the program teachout?

Students who successfully fulfill all graduation requirements will have no impact on their degree being conferred, along with their information being submitted for eligibility to complete the National Board Exam (NBE).

Who can students contact for more information or if they have additional questions?

Any questions regarding the teachout or updated program versions should contact their assigned Academic Advisor for assistance.

Are there any changes to the curriculum or course offerings during the teachout period?

The teachout version of the program has no changes to the curriculum offerings during the teachout period. Course offerings could have some impact of when the courses will be available depending on overall need.

Can students switch to the new program version during the teachout?

Students who have been unsuccessful in the Teachout version of the program do have the opportunity to move to the updated curriculum. As with any change to the curriculum, not all courses will move to the updated version due to differences in content or credit hours. Students who were on any type of negative Satisfactory Academic Progress (SAP) status will be subject to the status when first taking courses in the updated version of the program.

Will there be any additional requirements or expectations placed on students during the teachout period?

Students who are in the teachout version of the program must complete all program requirements by the sunset date identified for each campus. Failure to do so could result in the delay of graduation of the program or require a program change to the new version of the program.

Will there be any changes to graduation requirements or expectations?

Students enrolled in the teachout program version have no changes to the graduation requirements of the college.

What determines which program version a student should be enrolled in? Teachout or New Curriculum version?

Students enrolling for the Fall 2024 quarter should be evaluated based on the amount of transfer credit they might have. Students who have no transfer credit or only a few possible credits should be evaluated for the new program version. Students who have possible transfer credit for several

courses should be evaluated for both the teachout and new program versions. The admissions team should discuss the option with the group of students to determine which program would be best suited for them.

What if a student wants the new curriculum option, however, has transfer credit for most of the first quarter courses available for Fall 2024?

Students who have transfer credit for most of the first quarter courses can be provided the option to take a part-time or less than part-time schedule for the Fall 2024 quarter; or they can also delay enrollment until the Winter 2025 quarter. Students who do opt to take a smaller credit load for the Fall 2024 quarter should discuss with Financial Aid any possible impact.

Why are only specific courses with the new curriculum available for the Fall 2024 quarter?

Based on course need, only the first quarter of the new curriculum will be available for the Fall 2024 quarter. The new curriculum is designed as a quarter-by-quarter program with more availability of courses each quarter online.

Will there be any changes to tuition, fees, or financial aid eligibility?

Current tuition and fees are listed on the website for review. Financial aid eligibility has no change.