

Articulation Agreement

Between

Gupton-Jones College of Funeral Service
5141 Snapfinger Woods Dr.
Decatur, GA 30035

And

Dallas Institute of Funeral Service
3909 South Buckner Blvd.
Dallas, TX 75227

This Agreement is made this September 16th, 2024, between Gupton-Jones College of Funeral Service and Dallas Institute of Funeral Service for the purpose of establishing a seamless transition from the Associate's Degree program at Gupton-Jones College of Funeral Service to an applicable Associate's Degree program at Dallas Institute of Funeral Service

I. Purpose

The purpose of this Articulation Agreement is to:

1. Facilitate the smooth transfer of students from Gupton-Jones College of Funeral Service's Associate's Degree programs to Dallas Institute of Funeral Service's Associate's Degree programs.
2. Provide guidelines and pathways for students to transfer without loss of credits or time toward the completion of their degree.
3. Support student enrollment, retention, and successful degree attainment through coordinated academic advising and transfer planning.

II. General Terms

1. **Eligibility:** This agreement applies to students who have completed specified coursework or a partial Associate of Science degree or Associate of Applied Science degree at Gupton-Jones College of Funeral Service with a minimum cumulative GPA of 2.0 or higher.

2. **Transfer Credits:** Dallas Institute of Funeral Service will accept all applicable coursework with a grade of “C” or higher from Gupton-Jones College of Funeral Service toward the completion of the Associate’s Degree, as specified in the Course Transfer Equivalencies and Program Alignment (Appendix).
3. **Degree Alignment:** Courses from Gupton-Jones College of Funeral Service will be mapped to Dallas Institute of Funeral Service’s Associate’s Degree program to ensure minimal disruption to a student’s progress. Specific degree program alignments will be listed in the Appendix.
4. **Maximum Transfer Credit:** Dallas Institute of Funeral Service will accept up to 70 credit hours from Gupton-Jones College of Funeral Service toward the Associate’s Degree at Dallas Institute of Funeral Service. Transfer credits may fulfill general education, elective, or specific program requirements as determined by Dallas Institute of Funeral Service.
5. **Student Benefits:** Students transferring under this agreement will have access to Dallas Institute of Funeral Service’s academic support services, advising, library resources, and other student services during their transfer process.
6. **Joint Advising:** Both institutions agree to provide coordinated academic advising to help students plan their transfer efficiently. Designated advisors from both Gupton-Jones College of Funeral Service and Dallas Institute of Funeral Service will collaborate to ensure students meet all degree requirements and make informed decisions about their academic pathway.

III. Responsibilities of Gupton-Jones College of Funeral Service

1. **Student Advising:** Gupton-Jones College of Funeral Service will advise students on the courses and programs required for a successful transfer to Dallas Institute of Funeral Service under this agreement.
2. **Program Promotion:** Gupton-Jones College of Funeral Service will promote the benefits of this articulation agreement to current and prospective students.
3. **Course Quality and Alignment:** Gupton-Jones College of Funeral Service will maintain rigorous academic standards in its Associate’s Degree programs to ensure alignment with the expectations of Dallas Institute of Funeral Service.

IV. Responsibilities of Dallas Institute of Funeral Service

1. **Transfer Admission:** Dallas Institute of Funeral Service guarantees admission to students from Gupton-Jones College of Funeral Service who meet the eligibility criteria as outlined in this agreement.
2. **Credit Evaluation:** Dallas Institute of Funeral Service will evaluate and apply transfer credits based on the Course Transfer Equivalencies and Program Alignment (Appendix), ensuring that students are given proper credit toward the completion of their degree.
3. **Degree Completion:** Students transferring under this agreement will be on track to complete their Associate's Degree at Dallas Institute of Funeral Service, provided they meet the academic and program requirements specified.
4. **Scholarships and Financial Aid:** Dallas Institute of Funeral Service will provide information on scholarships, financial aid, and other financial support available to transfer students from Gupton-Jones College of Funeral Service.

V. Review and Amendment of Agreement

1. **Review Process:** This agreement will be reviewed annually by representatives from both institutions to ensure it remains effective and beneficial to students. Adjustments to the agreement may be proposed during these reviews.
2. **Amendments:** Changes to this agreement must be agreed upon by both institutions and formalized in writing. All amendments must be signed by authorized representatives of both colleges.

VI. Term and Termination

1. **Effective Date:** This agreement becomes effective on October 1st, 2024, and will remain in effect for five (5) years unless terminated earlier by either party.
2. **Termination:** Either party may terminate this agreement with 90 days' written notice. Students currently enrolled in the transfer process will be allowed to complete their degree path according to the terms of the agreement.

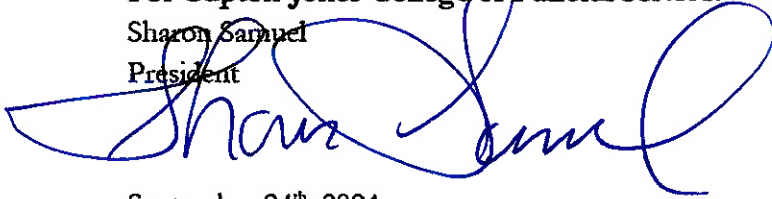
DALLAS INSTITUTE

Dallas Institute of Funeral Service
3909 South Buckner Blvd.
Dallas, Texas 75227
214.388.5466 info@dallasinstitute.edu

VII. Signatures

For Gupton-Jones College of Funeral Service:


Sharon Samuel
President



September 24th, 2024

For Dallas Institute of Funeral Service:

Erin Wilson
President



September 24th, 2024

Appendix: Course Transfer Equivalencies and Program Alignment

This appendix provides detailed information about the transfer of individual courses from Gupton-Jones College of Funeral Service to Dallas Institute of Funeral Service, as well as the alignment of full degree programs between the two institutions.

Associate of Science in Funeral Service – Online/On-Campus (Gupton-Jones College of Funeral Service) to Associate of Applied Science in Funeral Service – 2024 (Dallas Institute of Funeral Service)

Gupton-Jones College of Funeral Service Course	Credits	Dallas Institute of Funeral Service Equivalent Course	Credits
MGT 311: Funeral Service Management II	3	COR 203: Funeral Service Merchandising	3
ENG 201: Communication Skills	3	COR 209: Funeral Service Communications	3
SCI 331: Pathology I	2	COR 210: Pathology I	2
MGT 212: Funeral Service Management I	3	COR 211: Funeral Service Management	2
SCI 332: Pathology II	2	COR 212: Pathology II	2
PSY 201: Psychology of Funeral Service	3	COR 215: Funeral Service Psychology	3
SCI 222: Microbiology II	2	COR 242: Microbiology for Funeral Service	2
ENG 101: English Composition	5	ENG 100: English Grammar & Composition	3
MGT 322: Business Law	5	LAW 203: Practical Issues in Business Law	2
MGT 221: Mortuary Law/Ethics	3	LAW 223: Law in Funeral Service	3
MGT 101: Business Math	5	MAT 100: Mathematics for Business	3
MGT 222: Small Business Management	5	MGT 101: Small Business Management	4
SCI 202: Anatomy I	3	SCI 100: Introduction to Natural Sciences	4
SCI 351: Chemistry I	3		
SCI 352: Chemistry II	2		
SOC 301: Sociology of Funeral Service	3	SCI 102: Introduction to Social Sciences	2
PSY 102: General Psychology	5		
SCI 301: Anatomy II	3	SCI 202: Anatomical Foundations	3
SCI 221: Microbiology I	2	SCI 222: Introduction to Microbiology	2

Total Transferable Credits: 43

Remaining Credits to Complete Degree at Dallas Institute of Funeral Service: 57

**Associate of Applied Science in Funeral Service – 2024 (Gupton-Jones College of Funeral Service) to
 Associate of Applied Science in Funeral Service – 2024 (Dallas Institute of Funeral Service)**

Gupton-Jones College of Funeral Service Course	Credits	Dallas Institute of Funeral Service Equivalent Course	Credits
CAP 290: Capstone: Arts	2	CAP 290: Capstone: Arts	N/A
CAP 292: Capstone: Science	2	CAP 292: Capstone: Science	N/A
CAP 294: Capstone: Pathway (Elective)	2	CAP 294: Capstone: Pathway (Elective)	N/A
COR 201: Funeral Service Essentials	4	COR 201: Funeral Service Essentials	4
COR 203: Funeral Service Merchandising	3	COR 203: Funeral Service Merchandising	3
COR 205: Cremation & Disposition Options	4	COR 205: Cremation & Disposition Options	4
COR 207: Funeral Directing	4	COR 207: Funeral Directing	4
COR 209: Funeral Service Communications	3	COR 209: Funeral Service Communications	3
COR 210: Pathology I	2	COR 210: Pathology I	2
COR 211: Funeral Service Management	2	COR 211: Funeral Service Management	2
COR 212: Pathology II	2	COR 212: Pathology II	2
COR 213: Funeral Service Sociology	4	COR 213: Funeral Service Sociology	4
COR 215: Funeral Service Psychology	3	COR 215: Funeral Service Psychology	3
COR 217: Ethical Application in Funeral Service	2	COR 217: Ethical Application in Funeral Service	2
COR 220: Embalming I	3	COR 220: Embalming I	3
COR 222: Embalming Lab I	1.5	COR 222: Embalming Lab I	1.5
COR 224: Embalming II	3	COR 224: Embalming II	3
COR 226: Embalming Lab II	1.5	COR 226: Embalming Lab II	1.5
COR 228: Embalming III	2	COR 228: Embalming III	2
COR 230: Restorative Arts I	2	COR 230: Restorative Arts I	2
COR 232: Restorative Art Lab I	3	COR 232: Restorative Art Lab I	3
COR 234: Restorative Arts II	3	COR 234: Restorative Arts II	3
COR 236: Restorative Arts Lab II	1.5	COR 236: Restorative Arts Lab II	1.5
COR 238: Restorative Arts III	3	COR 238: Restorative Arts III	3
COR 242: Microbiology for Funeral Service	1.5	COR 242: Microbiology for Funeral Service	1.5
ENG 100: English Grammar & Composition	3	ENG 100: English Grammar & Composition	3

Gupton-Jones College of Funeral Service Course	Credits	Dallas Institute of Funeral Service Equivalent Course	Credits
INT 100: Preparing for Professional Success	2	INT 100: Preparing for Professional Success	2
LAW 203: Practical Issues in Business Law	3	LAW 203: Practical Issues in Business Law	3
LAW 223: Law in Funeral Service	3	LAW 223: Law in Funeral Service	3
MAT 100: Mathematics for Business	2	MAT 100: Mathematics for Business	2
MGT 101: Small Business Management	3	MGT 101: Small Business Management	3
SCI 100: Introduction to Natural Sciences	3	SCI 100: Introduction to Natural Sciences	3
SCI 102: Introduction to Social Sciences	4	SCI 102: Introduction to Social Sciences	4
SCI 202: Anatomical Foundations	4	SCI 202: Anatomical Foundations	4
SCI 222: Introduction to Microbiology	2	SCI 222: Introduction to Microbiology	2
TEC 101: Introduction to Technology	3	TEC 101: Introduction to Technology	3

Total Possible Transferable Credits: 94 (a maximum of 70 credits may be transferred)

Remaining Credits to Complete Degree at Dallas Institute of Funeral Service: 30

Program Advising Notes:

- Students transferring from Gupton-Jones College of Funeral Service must meet with an advisor from Dallas Institute of Funeral Service to ensure all program-specific requirements are met.
- Dallas Institute of Funeral Service may require students to complete additional coursework if program requirements change or specific prerequisites are not met.
- Students are advised to review and adhere to Dallas Institute of Funeral Service’s official Transfer Credit Policy to ensure a smooth transfer of credits and fulfillment of degree requirements.