ST. PETERSBURG COLLEGE

Funeral Services
ASSOCIATE in SCIENCE
ADMISSIONS GUIDE

FUNERAL SERVICES AND ARTS

ABOUT THE PROGRAM

The Funeral Services Program at St. Petersburg 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

- With our Funeral Services A.S. Degree, you gain the technical expertise and communication skills to become a licensed funeral director or embalmer in the state of Florida.
- To become a licensed funeral director and/or embalmer in Florida, you must pass both the Arts and Sciences sections of the National Board Examination, complete a one-year internship under the direction of a licensed funeral director and embalmer, and pass the Florida Law and Rules Exam.

Term	**Applications Accepted	Application Review	Student Notified By MySPC E-mail (xxxxxx#@live.spcollege.edu)
Fall: August	March 1 - May 15	May 16 - June 30	July 1
Spring: January	July 1 - September 15	September 16 - October 31	November 1

Admission Requirements Checklist
(Meeting minimum requirements does not guarantee admission)

☐ IMPORTANT: It is the responsibility of the applicant to ensure all the following requirements are satisfied and posted accurately to their student record by the application deadline for admission consideration. For questions about these admissions requirements: Academic Advising

☐ **New** students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. **Returning** students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. Admissions and Readmissions

A secondary Health Program Application is required for limited access Health Programs. See link below.

☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of standard high school diploma or equivalency. **See *Transcripts/Transfer Credit**
If you completed an AAS degree or higher at an institutionally accredited institution, SPC will not need your high school/GED transcript or Home School Affidavit.

☐ Submit official, unopened (sealed) transcripts from all institutionally accredited college(s) and/or universities currently or previously attended (outside of St Petersburg College). **See *Transcripts/Transfer Credit**

☐ Students must demonstrate they are at college level in Writing and Reading, either through appropriate test scores or through appropriate course completion.

☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Your Academic Standing may have an impact on your admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. Academic Standing Policy

☐ Read and acknowledge the Funeral Services Technical Standards (Essential Functions).

☐ Complete all of the following Support and General Education Courses with a minimum 2.0 GPA:

- Support Courses: (**May not be satisfied by an Associate in Arts or higher degree)**
- FSE 1000 - Introduction to Funeral Services **(First attempt only included in competitive GPA)**
- FSE 2061 - Thanatology **(First attempt only included in competitive GPA)**
- BSC 2085 - Human Anatomy & Physiology I **(Included in competitive GPA)**
- BSC 2085L - Human Anatomy & Physiology Laboratory I **(Included in competitive GPA)**
- ACG 2021 - Financial Accounting **(Included in competitive GPA)**
- BUL 2241 - Business Law
- HSC 1524 - Introduction to Infectious Diseases

(Minimum 2.5 GPA is required in the following courses: FSE 1000, FSE 2061, BSC 2085 and BSC 2085L, and ACG 2021.) Only the first attempt in FSE 1000 & FSE 2061 will be considered for program admission.

- General Education Courses: (**May be satisfied by an Associate in Arts or higher degree)**
- ENC 1101 - Composition I or (Honors)
- SPC 1017 - Speech Communication
- *Humanities & Fine Arts Approved Core Course *(see page 4)*
- College Level Math Approved Core Course
- **Social & Behavioral Science Approved Core Course *(see page 4)*
- PHI 1600 – Applied Ethics
- Basic Computer and Information Literacy Competency

☐ **For purposes of GPA calculation when applying for selective admission to the Program, only the first attempt in FSE 1000 and FSE 2061 will be considered. Therefore, students who are unsuccessful in their first attempt in either of the Pre-Entry Funeral Support Courses (FSE 1000 or FSE 2061) are ineligible for program admission. Students have the option to submit an appeal, though approval is not guaranteed.**

☐ **Funeral Director License:** Applicants to the ABFSE-accredited Funeral Services A.S. Degree Program who are graduates of any non-accredited funeral services/arts program (e.g., Funeral Arts Certificate) must be licensed funeral directors prior to admission into the accredited degree program. Licensure is to be kept current and unrestricted throughout the duration of the program. *The Health Admission Application will provide the opportunity to input your required Funeral Director license information as you complete the application. **–**

☐ Submit the Health Programs Application for the Associate in Science in Funeral Services Program at https://web.spcollege.edu/hec/application/apply.

***All transcripts must be received and evaluated by St. Petersburg College at least 30 days prior to the application deadline to ensure consideration*

***Transcripts/Transfer Credit:** Submitting Official Transcripts

- Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.
- We do not accept unofficial copies or unsealed official copies.
- International students, please refer to Submitting Official Transcripts
- Transcripts for course credit earned by exam(s) (e.g., AP, CLEP) must be provided from the originating testing agency.
- **If you have submitted updated transcripts from one institution, please verify that your most recent coursework is evaluated and posted to your SPC record.**

***Alternative Satisfaction**

- Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designated with a number ending in "999"; additionally, upper division (300/3000 level or higher) transfer credits do not automatically post to your SPC record.
- All upper division coursework (transfer or SPC) does not automatically satisfy admission requirements; it must be requested by the student.

  If you believe a course posted as an elective should satisfy a degree requirement, or you would like an upper division course be used to satisfy a lower division course, please complete the Alternative Satisfaction Survey
  A copy of your transcript from the former institution and a course syllabus will be required.
  *All transcript/transfer credit questions can be directed to Academic Advising

To confirm posted credits: Log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer

Note to students who plan to pursue the Funeral Services AS Degree after the Funeral Arts Certificate: Applicants to the ABFSE-accredited Funeral Services A.S. Degree Program who are graduates of any non-accredited funeral services/arts program (e.g., Funeral Arts Certificate) must be licensed funeral directors to be accepted into the accredited degree program.

*Transfer Credit Policy:

Non-Funeral Services credits (for example, general education courses) may be accepted only if they are earned from an institutionally accredited institution.

Only credits earned in Funeral Services programs within the State of Florida that are accredited by the ABFSE will be considered for transfer toward the major.

Students must achieve a score of 75% or higher on the subject matter exam for each Funeral Service course they seek to transfer to receive transfer credit. Only one attempt is permitted.
FSE 1000 and FSE 2061 are weighted heavily for admission purposes. Only the first attempt in these courses will be used in selective admissions GPA calculations.

Selection Criteria

Due to enrollment limitations, meeting minimum requirements does not guarantee admission. When the number of eligible applications exceeds program availability, selective criteria is used to determine which applicants are offered admission. This criterion is based on a point system using health program GPA, and completion of pre-entry, general education and support coursework, according to the following:

- **40 points** may be awarded based on the GPA from the following courses: **FSE 1000, FSE 2061, BSC 2085 and BSC 2085L, and ACG 2021.** (Minimum 2.5 GPA required for consideration)
- A grade of P will have no effect on GPA for selective admissions.

All application requirements must be satisfied by the close of the application window.

Courses included in competitive GPA calculation (Minimum 2.5 GPA required)	**Credits**
FSE 1000 - Introduction to Funeral Services - *Only the first attempt will count towards the selective admission. An unsuccessful attempt in FSE 1000 or FSE 2061 results in ineligibility for admission into the ABFSE-accredited Funeral Services Associate of Science (AS) Degree Program.*	**3**
FSE 2061 - Thanatology - *Only the first attempt will count towards the selective admission. An unsuccessful attempt in FSE 1000 or FSE 2061 results in ineligibility for admission into the ABFSE-accredited Funeral Services Associate of Science (AS) Degree Program.*	**3**
BSC 2085 - Human Anatomy & Physiology I	**3**
BSC 2085L - Human Anatomy & Physiology Laboratory I	**1**
ACG 2021 - Financial Accounting	**3**
CREDIT HOUR TOTALS	**13**
Find your program GPA calculator here **(Program GPA multiplied by 10 = GPA Points) 4.0 GPA x 10 = 40**	
MAXIMIUM POINT TOTAL = (CREDIT POINTS + GPA POINTS) = TOTAL POINTS **Credit Points** 13 **GPA Points** 40 **Total Points** 53	

Admissions Information

Admission status notifications will be sent through MySPC live student email (xxxxxx#@live.spcollege.edu). If you are not sure how to access your SPC student email, please visit How do I Access My SPC Email.

If you are offered admission you will need to complete the following pre-enrollment requirements by a specific due date to maintain eligible status:

- Complete the Notice of Intent survey (Provided in Admission E-Mail)
- Successfully pass a background screening. (Information and due date provided in Admission E-Mail)
- Complete the Health Education and Program orientation. (Information and due date provided in Admission E-Mail)

Candidates on the Alternate list must follow instructions and deadlines in their notification to maintain eligibility for possible admission. If you are not moved from alternate to admitted, you will need to reapply during the next appropriate application period.

Estimated Costs
Detailed program cost information can be found in the College's Academic Catalog.

SPECIAL PROGRESS REQUIREMENTS

• Students transferring FSE courses from another ABFSE-accredited institution must pass the subject matter exam for the course(s) they wish to transfer with a score of 75% or greater. Only one attempt is permitted.

• Only credits earned at an ABFSE accredited program from within the State of Florida are eligible for transfer consideration.

• Students must register for and successfully complete at least six credit hours per semester (excluding summer sessions and the final semester). Arts courses are offered year-round; science courses are offered Fall and Spring semesters only.

• Failure to enroll in and successfully complete 6 credits of FSE classes in Spring or Fall semesters will result in dismissal from the program, requiring application for re-admission. Summer terms and the final semester of study are excluded from this requirement.

• All clinical students, including those enrolled in distance embalming or restorative art labs, are required to attend the first scheduled embalming and/or restorative art lab meeting on campus. Distance clinical students must also attend at least one additional lab session on campus to demonstrate competency in their skills. Students participating in off-campus clinical instruction must complete the clinical site application process prior to beginning their assignments.

On-Campus Requirements and Distance Learning Disclosure:

ON-CAMPUS REQUIREMENTS

Final Exams in all Funeral Services courses must be taken on campus each semester.

Also, Funeral Service laboratory courses require on-campus attendance.

Students must be available on scheduled lab days and times as published in the course schedule each semester.

Laboratory courses typically meet as follows:

- FSE 2101L – Embalming I Lab: Thursdays, 9:00 a.m. – 12:00 p.m.
- FSE 2141L – Restorative Art Lab: Tuesdays, 1:00 p.m. – 3:00 p.m.
- FSE 2120L – Embalming II Lab: Tuesdays, 9:00 a.m. – 12:00 p.m.

**Laboratory sessions may occasionally extend beyond scheduled times due to the complexity and unique requirements of specific embalming or restorative arts cases.*

All Funeral Services courses, except labs, are delivered primarily online.

General Education courses may be completed either online or in person. Some support courses are offered only online (HSC 1524, FSE 1000, and FSE 2061).

Travel Responsibility Notice: Students are responsible for all travel-related expenses associated with on-campus requirements. These costs may include, but are not limited to, fuel, transportation, lodging, and meals.

DISTANCE LEARNING DISCLOSURE

In limited circumstances, distance options may be available for certain laboratory requirements.

To be eligible, students must meet specific grade and state registration requirements as outlined by the program.

*Students must obtain Program approval in advance of enrollment, and distance options are not guaranteed.

GRADUATION REQUIREMENTS

To be licensed in Florida as a funeral director and/or embalmer, students must:
1. Successfully complete the Funeral Services AS Program.
2. Pass the Arts and Sciences Sections of the National Board Examination (NBE).
3. Complete a one-year internship under a licensed funeral director and embalmer.
4. Pass the Florida State Laws and rules exam.

Timely graduation is required for accreditation compliance. Students who do not maintain steady progress jeopardize both program standing and their own eventual licensure.

AS Program Dismissal Policy:

Students enrolled in the AS Program who accumulate more than two unsuccessful attempts (grades of D, F, W, or WF) in *any* FSE courses will be dismissed from the program (WR is not included in attempts).

Regardless of an appeal approval, students dismissed from the program or earning an unsuccessful grade in a required FSE support course, will be required to wait one full semester before enrolling in additional Funeral Services courses.

A.S. Funeral Services Program of Study
A.S. General Education Requirements in SPC's Program of Study for the Associate in Science degree program.

***ENHANCED WORLD VIEW:** Complete at least one 3-credit course intended to enhance the student's world view considering an increasingly globalized economy.
This course may also be used to satisfy another General Education Requirement (Humanities and Fine Arts)

****CIVIC LITERACY:**
Students entering an A.S. Degree program in the 2022-2023 academic school year, or thereafter, must demonstrate competency through successful completion the Civic Literacy requirement.
This may include a course and exam, or an alternative accelerated mechanism.
This course may also be used to satisfy another General Education Requirement (Social & Behavioral Sciences)
Please view additional details on the FCLE webpage.

Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without an accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center (HEC) Accessibility Services (AS) at 727-341-3432 or https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services even if you are registered with another campus.

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit SPC EAEO.