ST. PETERSBURG COLLEGE

Funeral Arts CERTIFICATE

ADMISSIONS GUIDE

FUNERAL SERVICES AND ARTS

ABOUT THE PROGRAM

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE accredited program is required.

- If you have earned an institutionally accredited college degree, this online certificate can help you become a funeral director in Florida. Students must pass both the National Board Exam (Arts Section), and the Florida Law and Rules Exam, and complete a one-year internship.

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
Summer: May	Nov 1 - Jan 15	Jan 16 - Feb 28	March 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**

☐ Submit official transcripts showing completion of an Associate degree or higher from an institutionally accredited institution. **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 the following Support/Pre-Entry Courses **on the first attempt** with a minimum 2.5 GPA: Support/Pre-Entry Courses: (**May not be satisfied by an Associate in Arts or higher degree)**
- FSE 1000 - Introduction to Funeral Services **(Included in competitive GPA)**
- FSE 2061 - Thanatology **(Included in competitive GPA)**

☐ Only the first attempt in the required FSE support courses, FSE 1000 and FSE 2061, will be considered for selective admission purposes. Students who are unsuccessful in their first attempt in either course will be ineligible for admission to the program. Students have the option to submit an appeal, though approval is not guaranteed.

☐ Additionally, students admitted to the program who accumulate more than two unsuccessful attempts in any combination of FSE-prefix courses will be dismissed from the program and become ineligible for readmission. Unsuccessful attempts include grades of "D", "F", W, and WF (excluding WR grades), transfer credits, course substitutions, and test credits.

☐ 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.

☐ Submit the Health Programs Application for the Funeral Arts Certificate 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 to 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 Credits

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, ACG 2021 and BUL 2241.** (Minimum 2.5 GPA required for consideration; only the first attempt in FSE 1000 & FSE 2061 will be considered).
- 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; May not be satisfied by an Associate in Arts or higher degree)	**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**
ACG 2021 - Financial Accounting	**3**
BUL 2241 – Business Law I	**3**
CREDIT HOUR TOTALS	**12**
Find your program GPA calculator here **(Program GPA multiplied by 10 = GPA Points) 4.0 GPA x 10 = 40**	
MAXIMUM POINT TOTAL = (CREDIT POINTS + GPA POINTS) = TOTAL POINTS **Credit Points** 12 **GPA Points** 40 **Total Points** 52	

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.

If you are not offered admission, you will need to reapply during the next appropriate application acceptance period.

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

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.

This requirement is in place to support student success on the Arts Section of the National Board Examination (NBE), which must be passed to become licensed.

Evidence shows that students who postpone taking the exam for extended periods after completion of coursework have far lower pass rates.

By requiring prior licensure for graduates of non-accredited programs, the Funeral Services Program ensures that students are positioned for the best possible outcome on the examination and in their professional practice.

SPECIAL PROGRESS REQUIREMENTS

• 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.

• 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).

• Failure to enroll in FSE classes in Spring or Fall semesters results in dismissal from the program, requiring re-admission. Summer terms and the final semester of study are excluded from this requirement.

On-Campus Requirements and Distance Learning Disclosure:

ON-CAMPUS REQUIREMENTS

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

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.

***Unsuccessful Attempts Policy:**
Policy on Unsuccessful Attempts in Funeral Services Courses
*An *unsuccessful attempt* is defined as a grade of D, F, W, or WF.

Certificate Program Dismissal Policy
Students enrolled in the Certificate Program who accumulate more than two unsuccessful attempts (defined as grades of D, F, W, or WF) in any combination of FSE courses will be dismissed from the program. **Note: WR grades are not counted as unsuccessful attempts* Students may appeal a dismissal, but approval is not guaranteed.

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.

* Additional general education coursework may be required to complete the degree.