

Funeral Arts CERTIFICATE

ADMISSIONS GUIDE



ABOUT THE PROGRAM

- If you have earned a regionally accredited college degree, this online certificate can help you become a funeral director in Florida. You must also pass the Florida Board Exam for Funeral Directing.

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)

- 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. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- Submit official transcripts showing completion of an Associate degree or higher from a regionally accredited institution. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- 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 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)**

- ❑ **Please note that any combination of three unsuccessful attempts in FSE prefix courses will result in an ineligible application for admission or readmission to the program.** Attempts include transfer credits, course substitutions, test credits, and SPC course withdrawals (WR not included in attempts).
- ❑ 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*

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)
- A grade of P will be assigned the value of a student’s cumulative GPA for selective admission GPA calculation purposes for this program, excluding the computer competency.
- **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 <u>not</u> be satisfied by an Associate in Arts or higher degree)	Credits
FSE 1000 - Introduction to Funeral Services	3
FSE 2061 - Thanatology	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

Transfer Coursework

It is the student’s responsibility to ensure transfer coursework meets SPC course requirements. Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designate with a ‘999’ course number. If you believe a course posted as an elective should satisfy a degree requirement, you may submit a request for an Alternate Satisfaction. To initiate the alternate satisfaction request/review process: Complete the **Alternative Satisfaction Survey** at <https://web.spcollege.edu/survey/21215>.

- Before you begin completing the survey, be sure to have the following available:
- Course name and course number of the course taken at the former institution
 - Official or unofficial copy of the transcript from the former institution to upload
 - Syllabus of the course you completed and wish to use to satisfy an SPC course

Questions regarding transfer credit evaluation should be directed to transcript.evaluator@spcollege.edu
Please use your SPC Student email and include name, student number, course prefix and number, title, and term/year it was completed as it appears on your original transcript.

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

*1Tuition	Background Screening	Distance Learning Fee	Textbooks	State Exam & License Fees	Total
\$3,129	\$62	\$420	\$1,300	\$540	\$5,451

*1Tuition is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.

*1Tuition is for core coursework only. General Education and Support courses are not included.

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.

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