



**WILLIAM JAMES  
COLLEGE**

**PIERCE  
COLLEGES  
OF FUNERAL SERVICE**

**Articulation Agreement  
Between  
William James College  
And**

**Pierce Mortuary Colleges (PMC): Mid-America College of Funeral Service, Gupton-Jones  
College of Funeral Service, Dallas Institute of Funeral Service**

**WHEREAS** this guaranteed admission articulation agreement is designed to coordinate transfer policies, enhance advising, and promote the acceptance of the programmatic transfer of courses/credits between **William James College (WJC)** and **Pierce Mortuary Colleges (PMC)** and encourage completion of the Bachelor of Science Degree.

Given the commitment to diversity and the mission of the two institutions, it is only fitting that **WJC** and **PMC** form a guaranteed admission articulation agreement. WJC is accredited by the New England Commission for Higher Education (NECHE) and **PMC** is accredited by the American Board of Funeral Service Education, an agency recognized by the United States Office of Education. Both institutions have long-standing histories in higher education. This agreement will make opportunities for learning accessible to a wider student population in the surrounding communities.

**William James College Mission Statement**

William James College strives to be a preeminent school of psychology that integrates rigorous academic instruction with extensive field education and close attention to professional development. We assume an ongoing social responsibility to create programs to educate specialists of many disciplines to meet the evolving mental health needs of society.

**Core Values**

- Experiential Education  
*Integrate rigorous academic instruction with substantial clinical experience.*
- Social Responsibility  
*Educate providers to meet a diverse society's evolving mental health needs including cultural competence and language training. Develop programs and partnerships to ensure access to mental health care for all persons.*
- Personal Growth  
*Foster a supportive, challenging and available learning environment that pays careful attention to personal and professional development.*

### **Pierce Mortuary Colleges Mission Statement:**

*Representing PMC, Gupton-Jones College of Funeral Service (GJCFS), Mid-America College of Funeral Service (MACF) and Dallas Institute of Funeral Service state their common mission as:*

- Providing quality education through transformative experiences and applied training to prepare leaders in the funeral service profession.

The purpose of Pierce Mortuary Colleges is to engage in all activities necessary, useful or expedient to promote and further interest in education, being primarily concerned with educational study and research, disseminating same and teaching the subject of embalming of the human dead, and the business and profession of funeral service.

### **SUMMARY STATEMENT**

William James College requires all transfer candidates to provide evidence of completing a minimum of 22 general education courses covering the following domains:

**Minimum: 4 semester credits (6QH) Natural/Physical Science**

**Minimum: 3 semester credits (5QH) Humanities/Arts**

**Minimum: 3 semester credits (5QH) Mathematics**

**Minimum: 3 semester credits (5QH) Social Sciences**

**Minimum: 6 semester credits (10QH) English Composition/Writing**

**Minimum: 3 semester credits (5QH) Humanities/Social Sciences/Natural or Physical Science/or Mathematics**

This agreement will provide a guaranteed admission arrangement for students from any PMC to obtain a Bachelor of Science Degree from WJC. Students who have completed an associate degree (minimum of 90 quarter hours) from any of the three colleges in the PMC system, with a **2.5 cumulative GPA** or higher, will be guaranteed admission in the Bachelor of Science in Psychology and Human Services program.

Students with 90 quarter hours and a GPA lower than a 2.5 cumulative average are still encouraged to apply but are not guaranteed admission. Financial aid is not available to students until they have earned 90 quarter hours (60 semester credits) at one or more accredited colleges.

### **TERMS AND CONDITIONS**

#### **Administrative Matters**

At least one academic administrator or faculty member from each institution will be appointed to act as liaisons for the implementation of this agreement, to serve as primary contact persons, and to communicate any changes to this agreement to the respective faculty members, advisors, admissions counselors, and others. Responsibility for oversight of this agreement rests with the Vice President for Academic Affairs (or designee) at WJC and the Vice President of Education at PMC. Both parties agree to communicate annually regarding any changes in their respective programs that may affect this agreement.

WJC and PMC agree to collaborate in the areas of publicity, marketing, recruitment, curriculum, and transfer efforts as follows:

- All announcements, publicity, marketing, and recruitment activities by either institution relative to the articulation agreement will be done following a plan collaboratively developed and agreed to by both parties.
- Faculty and staff at both institutions will share information in this agreement with interested and qualified students, and both institutions will provide counseling and advising to current and prospective students.

### **Student Admissions and Enrollment Guidelines**

PMC students who graduate with an **Associate of Science degree in Funeral Service** and have a **cumulative GPA of at least 2.5** are guaranteed admission into the Bachelor of Science in Psychology and Human Services program at William James College (WJC). Once admitted, students are subject to all other policies and procedures as outlined in the WJC undergraduate student handbook and the program handbook.

PMC graduates will be required to complete the required application form at WJC. There is no application fee, essay requirement, or testing requirement.

WJC will accept and apply general education courses from the PMC accredited associate degree programs toward the 120 credits required for completion of a BSPHS degree (**see Appendix A**). Students must complete a minimum of twenty courses (60 semester credits) above the initial 90 quarter credits required for an Associate's degree, for a total of 120 semester credits to obtain a Bachelor of Science degree from WJC. A minimum of 30 semester credits (10 courses) must be completed at WJC for students to obtain a degree from WJC.

Course grades below a C will transfer if they are part of the Gen Ed Foundation and students have completed the block with a cumulative grade or quality point average of 2.0 or higher. Credits earned at PMC, outside the General Education Requirements, with a grade of C or better, will be transferred at the discretion of the receiving institution. QH credits will be translated as follows:

**2 QH credits = 1 semester credit**  
**3 QH credits = 2 semester credits**  
**5 QH credits = 3 semester credits**  
**90 QH credits = 60 semester credits**

Students may additionally transfer a maximum of 12-semester credits (18QH) content equivalent credits beyond their 60-semester credits (90 quarter hours) from an accredited institution, thus only needing 48 semester credits at WJC to graduate. These credits will only be transferred if the student obtained a C or above and has a cumulative GPA of 2.5 or above.

Advanced Placement (AP), College-Level Examination Program (CLEP), PMC Challenge Exams, and Prior Learning Assessment (PLA) credit completed and/or accepted by PMC will be honored at WJC. Students seeking credit for these courses must provide WJC with official transcripts and official score sheets from The College Board for validation.

### **Enrollment and Course Delivery**

The Bachelor of Science in Psychology and Human Services completion program at William James College is traditionally offered as a blended model, with 1 mandatory residency per course, per semester. This program can be completed full-time or part-time, with Fall or Spring start dates.

If 6 or more students enroll as a cohort from PMC, William James College will offer an online-only option. The option will be part-time with no option for a minor. **(See Appendix B, Sample Curriculum Map).**

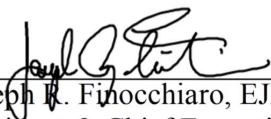
### **Financial Aid and Scholarship Opportunities**

Students with 60 or more semester credits (90+ quarter credits), who are eligible to attend through this articulation agreement will be eligible to receive financial assistance through the Financial Aid Office at WJC. Please note that restrictions may apply to students who are receiving financial support from the Military or Veterans Administration if students enroll in the online-only option. Students must complete the Free Application for Federal Student Aid (FAFSA) and the WJC New Student Application for Financial Aid to determine scholarship, grant, and loan eligibility.

### **Terms, Amendments, and Termination**

This agreement shall continue for a period of three (3) years. Additional program approvals may be added to this agreement with the permission of both institutions. This agreement may be renewed with the mutual consent of the parties. This agreement may be terminated by either party for any reason upon written notice to the other with at least ninety (90) day notice prior to the effective date of termination or, if a violation of the agreement occurs, may be terminated upon written notice. This agreement is not assignable and may not be amended, revised, or modified, except in writing executed by all parties. If the agreement is terminated for any reason prior to the end of the effective period, PMC students who were accepted into or enrolled in the articulated program prior to the termination of this agreement will be able to complete the degree program.

**Pierce Mortuary Colleges**



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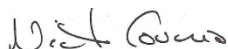
Joseph R. Finocchiaro, EJD, CFSP  
President & Chief Executive Officer  
Pierce Mortuary Colleges  
Date: March 7, 2024



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Lisa Musiol, EdD  
Vice President of Education  
Pierce Mortuary Colleges  
Date: March 7, 2024

**William James College**



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Nicolas A. Covino, PsyD  
President  
Date:

  
Stacey Lambert (Mar 28, 2024 08:40 EDT)

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Stacey Lambert, PsyD  
Vice President for Academic Affairs  
Date:

APPENDIX A: Transfer Credit General Education Equivalencies

**Table 1. AS in Funeral Service at Gupton-Jones College to BS completion in Psychology and Human Services at WJC: General Education**

William James College	Semester Hours	Gupton-Jones College of Funeral Service	Quarter Hours
Natural/Physical Science w Lab	4	SCI Course Electives	6 QH total
Humanities/Arts	3	HIS101 US History to 1865	5
Mathematics/Quantitative Reasoning	3	MGT101 Business Math	5
Social Science	3	PSY102 General Psychology	5
Composition/Writing	3	ENG1011 English Composition	5
Composition/Writing	3	ENG102 English Literature	5
General Education: Social Science	3	One additional PSY course	5
<b>Total General Education Credits</b>	<b>22</b>		<b>36 QH</b>

**Table 2. AS in Funeral Service at Dallas Institute of Funeral Service to BS completion in Psychology and Human Services at WJC: General Education**

William James College	Semester Hours	Mid-America College of Funeral Service	Quarter Hours
Natural/Physical Science w Lab	4	CHE251 Inorganic Chemistry & CHE262. Organic Chemistry	6 QH
Humanities/Arts	3	HIS110 US History through 1877	5
Mathematics/Quantitative Reasoning	3	MAT110 Business Math	5
Social Science	3	SOC110 Intro to Sociology	5
Composition/Writing	3	ENG110 English Grammar & Composition	5
Composition/Writing	3	ENG120 Adv. Composition	5
General Education: Social Science	3	PSY120 Intro to Psychology	5
<b>Total General Education Credits</b>	<b>22</b>		<b>36 QH</b>

**Table 3. AS in Funeral Service at Dallas Institute of Funeral Service to BS completion in Psychology and Human Services at WJC: General Education**

William James College	Semester Hours	Dallas Institute of Funeral Service	Quarter Hours
Natural/Physical Science w Lab	4	FSS Course Electives	6 QH total
Humanities/Arts	3	HIS205 US History since 1877	5
Mathematics/Quantitative Reasoning	3	MAT105 College Mathematics	5
Social Science	3	PSY105 General Psychology	5
Composition/Writing	3	ENG105 English Composition	5
Composition/Writing	3	FSM123 Professional Communications	3
		FS132. Funeral Service Counseling	2
General Education: Humanities	3	HIS105 US History before 1877	5
<b>Total General Education Credits</b>	<b>22</b>		<b>36 QH</b>

**APPENDIX B: Sample Curriculum Map for Part-Time Students (No Minor)  
Total 60 Credits**

<b><u>Fall 1</u></b>	BSPY210	<i>Writing for Psychology</i>
	BSHS311	<i>Leadership in Human Services Organizations</i>
<b><u>Spring 1</u></b>	BSPY220	<i>Cross Cultural Human Development</i>
	BSHS221	<i>Best Practices in Case Management</i>
<b><u>Summer 1a</u></b>	BSSC317	<i>Introduction to Social Neuroscience</i>
	BSHS225	<i>Ethics in Human Services and Behavioral Health</i>
<b><u>Summer 1b</u></b>	BSHS231	<i>Substance Use and Addictive Behavior</i>
<b><u>Fall 2</u></b>	BSHS235	<i>Autism and Developmental Disabilities</i>
	BSHS250	<i>Contemporary Policies and Practices in Behavioral Health</i>
<b><u>Spring 2</u></b>	BSSO209	<i>Sociology of Social Problems</i>
	Open	<i>Open Elective</i>
	BSPY230	<i>Introduction to Psychopathology</i>
<b><u>Summer 2a</u></b>	BSPY320	<i>Culture and Identity</i>
	Open	<i>Open Elective</i>
<b><u>Summer 2b</u></b>	BSMA308	<i>Intermediate Statistics</i>
<b><u>Fall 3</u></b>	BSSC217	<i>Nutritional Psychology</i>
	Open	<i>Open Elective</i>
<b><u>Spring 4</u></b>		<i>Practicum and Seminar in Human Services and Behavioral Health</i>
	BSPY420	
	BSPY410	<i>Research Design and Methods in Social Sciences</i>
	Open	<i>Open Elective</i>

**Sample Open Elective Options:**

BSPY211. Personality Theory  
 BSHS301. Trauma, Crises, and Resiliency  
 BSPY310. Families, Schools and Communities  
 BSPY330. Groups and Families  
 BSPY240. Health Psychology






# PMC\_WJC\_Agreement\_March 7 (003)

Final Audit Report

2024-03-28

Created:	2024-03-28
By:	Mary Yasuda (Mary_Yasuda@williamjames.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAATeX1bCn3WfFIUSQgDIZCRbzaw9737JP

## "PMC\_WJC\_Agreement\_March 7 (003)" History

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2024-03-28 - 12:32:59 PM GMT - IP address: 50.202.57.230
-  Document emailed to Stacey Lambert (stacey\_lambert@williamjames.edu) for signature  
2024-03-28 - 12:33:03 PM GMT
-  Email viewed by Stacey Lambert (stacey\_lambert@williamjames.edu)  
2024-03-28 - 12:39:55 PM GMT - IP address: 52.87.218.72
-  Document e-signed by Stacey Lambert (stacey\_lambert@williamjames.edu)  
Signature Date: 2024-03-28 - 12:40:16 PM GMT - Time Source: server- IP address: 73.68.103.234
-  Agreement completed.  
2024-03-28 - 12:40:16 PM GMT