

2017-2018

Student Handbook and Catalog



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This school is a nonprofit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 255 Capitol Street NE- Third Floor, Salem, OR 97301.

Birthingway College of Midwifery 2017-2018 Student Handbook and Catalog. Published 04/10/2017.

Addendum I published 07/10/2017. Summary of changes: Incompletes Review, pg 13; Advanced Lactation Case Studies (ACS221q), pg 19; Critical Care Skills III (CCS413q), pg 21; Medical Terminology (MED111q), pg 24; Childbirth Educator Program, pg 72.

This Student Handbook and Catalog is published annually. Information contained in this document is current as of the date of publication. Changes may be made to policies, curriculum, academic programs, personnel, fees, and academic calendar without prior notice. An addendum will be released for any major changes that occur during the academic year.

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Welcome to Birthingway College of Midwifery. The purpose of this catalog is to provide Birthingway students with detailed institutional and programmatic information, as well as to share the policies that help us implement the philosophy, mission, and objectives of Birthingway College of Midwifery. Each student is responsible for reviewing the catalog each year. The catalog is available online and, upon request, in print.

Prospective Students

Dear prospective students,

Welcome to Birthingway!

We encourage you to get to know us before applying to one of our programs. There are a number of opportunities for you to do this!

- Request information. College and program information can be mailed to you upon request at no charge.
- Sign up for our email newsletter. Our quarterly newsletter contains information about community happenings, classes, and workshops. [Visit our website to join our email newsletter list.](#)
- Tour Birthingway. Please [contact us](#) for an appointment or come to a Program Information Session.
- Attend an information workshop. Our [So, You Want to be a Midwife?](#) and [So, You want to be a Lactation Consultant?](#) workshops are both held once a year; [So, You Want to Be a Doula?](#) is held twice a year.
- Register for and attend a workshop or course as a community student. Community students are welcome to take all of our non-credit workshops and any of our for-credit courses (with the exception of midwifery core courses). See [REGISTRATION](#).
- Explore our many program offerings:
 - [Childbirth Educator Program](#)- learn how to educate soon-to-be parents about options and what to expect during pregnancy and childbirth.
 - [Labor Doula Program](#)- learn how to provide emotional and physical support to families during childbirth.
 - [Lactation Consultation Program](#)- learn how to practice as an independent specialist, responsible for monitoring, diagnosis, and treatment in breastfeeding and newborn care.
 - [Midwifery Program](#)- learn how to practice as an independent specialist, responsible for monitoring, diagnosis, and treatment in pregnancy, vaginal childbirth, well-woman gynecology, and newborn care.
 - [Postpartum Doula Program](#)- learn how to provide emotional and physical support to families after birth as they adjust to having a newborn in the home.

Best wishes on your journey in the midwifery arts and sciences,

Birthingway Faculty and Staff

Institutional Overview

Accreditation and Authorization

Birthingway is institutionally accredited by the Midwifery Education Accreditation Council (MEAC), 850 Mt. Pleasant Ave, Ann Arbor, MI 48103, a national professional accreditation agency authorized by the U.S. Department of Education. More information about MEAC can be found on their website at meacschools.org.

The Birthingway Lactation Consultation Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Lactation Education Accreditation and Approval Review Committee. Commission on Accreditation of Allied Health Education Programs 25400 US Hwy 19 N., Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org.

In addition, this college is a nonprofit, charitable corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 255 Capitol Street NE Third Floor, Salem, OR 97301.

Birthingway Midwifery Degree and Certification programs meet all State of Oregon educational requirements for Licensed Direct Entry Midwives under OL1993, ORS362, Section 3. The Board of Direct Entry Midwifery address is 700 Summer St. NE #320, Salem, OR 97301.

Currently, Birthingway College of Midwifery is not regionally accredited. Degrees conferred by Birthingway, while nationally accredited and state authorized, are only recognized or accepted by other educational institutions at their own discretion. See [TRANSFER OF CREDITS TO OTHER SCHOOLS DISCLAIMER](#).

Mission Statement

To set the standard for educating excellent entry-level and continuing practitioners of the midwifery arts and sciences within the Biodynamic model, integrating a solid framework of traditional knowledge and practices with a variety of therapeutic approaches.

History of Birthingway College of Midwifery

Birthingway started in March 1993 as a six-month structured study group in the home of founder Holly Scholles. Soon, the group transformed into a private business, Birthingway Midwifery School, offering a two-year program of classroom and independent study. Holly taught all of the courses with the occasional help of guest speakers.

In 1996, to meet MEAC accreditation requirements, the program expanded to three years and increased the clinical requirements for graduation. In 1997, Holly turned control of Birthingway over to a Board of Directors and the school became Birthingway Midwifery Center, a non-profit, charitable corporation. During the fall of 1998, Birthingway moved out of Holly's home into a large house in North Portland. By this time, a growing number of teachers and preceptors were becoming a part of the Birthingway community. In August 1999, Birthingway moved to its current site in Southeast Portland.

In the spring of 2000, the State of Oregon gave Birthingway a choice: become approved as a private career school or offer, as a college, a Bachelor Degree. After much community discussion, Birthingway applied to the Oregon Office of Degree Authorization (ODA) in September 2000 for authorization to confer the Bachelor of Science in Midwifery professional degree and the Certificate in Midwifery. This was first approved in March 2001. Upon approval, Birthingway Midwifery Center became Birthingway College of Midwifery. In 2003, Birthingway College of Midwifery became authorized to offer Title IV Federal Financial Aid for the Midwifery Program.

During the fall of 2010, Birthingway received approval from MEAC and ODA to offer our Associate's degree program in Lactation Consultation. In 2015 a Certificate in Lactation Consultation was added to our offerings.

Starting in December 2015, Birthingway sought accreditation through CAAHEP to meet new requirements for accreditation of lactation programs. Accreditation was granted in January 2017, making Birthingway the third school in the country to meet this requirement.

Birthingway's Core Beliefs

- **We value the Biodynamic model of care.** Over the years, we developed this model of caring for clients and families during the childbearing year and beyond. In the Biodynamic model, pregnancy, birth, and nursing are not only natural parts of human life, they are necessary parts, intimately connected with what it is to be human. The *bio* in Biodynamic reflects the centrality of biological processes, especially the impact of hormones such as oxytocin and stress hormones. *Dynamic* refers to the energy of relationships that ensures our model is very client-centered and individual. Biodynamic care offers the least amount of intervention while still protecting the well-being of client and baby. Intervention takes on different meanings depending upon the type of care provider; therefore, each of our programs develops specific tools for the various types of services our students will be providing. All of our programs hold the Biodynamic Model as a foundation in training students to become skilled in providing thorough, safe, responsive, and sensitive care.
- **We are relationship-based.** The Birthingway community is formed by interactions between individuals, multiplied many times over. We support a model of *power with* and *power within* rather than the *power over* model that is so common in our world. We emphasize face-to-face interactions, compassionate communication skills, and personal responsibility. We value kindness and the highest standard of personal integrity as essential characteristics of all members of our community. We also recognize the responsibility we all hold to cultivate an evolving awareness of professional ethics and relationships between staff, students, faculty, and clients.
- **We value non-violent communication (NVC) and Interpersonal Neurobiology.** As Inbal Kashtan writes in *Parenting from Your Heart*, "at its heart, NVC is...about a set of principles and approaches to connect with ourselves and with others." We believe that NVC is compatible with the Biodynamic Model of Care, as both are based on working with people by holding a space for them to develop their own knowledge, self-awareness, motivation, and power rather than judging them or their actions as good or bad. We also value that NVC has well-developed tools which make it easier to both learn and use. Interpersonal Neurobiology underscores the impact of memory (often unconscious) on our behavior, especially in stressful situations.
- **We avoid rewards and punishments and do not believe that one person can motivate another to learn.** Birthingway's goal is to set appropriate standards, and to encourage and support students as they meet those standards.
- **We honor and encourage diversity and multi-vocality.** After all, there are many kinds of childbearing clients in the world, so we need many kinds of providers. The crucial element is respect for other people's opinions, beliefs, and practices. Respect allows room for disagreement through discussion and round-tableing, and allows insight into other ways of thinking and doing. This provides the basis for consensual action and mutual support both within the Birthingway community and on our individual paths as care providers and activists.
- **We value collaborative rather than competitive learning.** Students are encouraged to work together to acquire competency in the many required skills and knowledge sets. Rather than ranking students, we strive to help all students achieve excellence.
- **We are a community learning together, teachers and students alike.** While teachers have specialized knowledge and experiences to teach, students also have knowledge and experiences to share. We learn from each other. Because of this emphasis on learning, questions are always welcome at Birthingway and teachers are not expected to always have all of the answers. We believe that learning is a life-long process and that we all can learn best when knowledge is shared, including opportunities for continuing education for practitioners seeking additional learning.
- **We value and encourage development of intuition, empiricism, and analytical thinking as equally vital components of the midwifery arts and sciences.** We teach students to listen to their inner voice of insight and knowing, and to live in a spiritual way that is appropriate for them. Empirical knowledge is validated through an emphasis on storytelling, on learning from mistakes, and from hands-on experiences. Rigorous analytical skills are developed through differential diagnosis, critical analysis, problem-solving, case studies, and evidence-based practice. By balancing these three ways of knowing, we are able to bring many resources to our work.

- **We believe that providers within the field of midwifery arts and sciences are also activists and change agents by nature of simply existing.** As a community, we encourage engagement in activities related to public education and legislation regarding reproductive justice, access to resources, and informed choice.
- **We believe that all practitioners should have a variety of healing resources available to them within the scope of their practice.** Because our graduates practice in all areas of the United States and around the world, and because access to medical resources can be limited in all of these areas (due to legal status of the provider or the state of medical infrastructure), providers need accessible tools to support their clients' well being. We emphasize plant medicine, homeopathy, massage, and movement because they are available to everyone.

Taken together, these principles produce an environment in which each member of the Birthingway community travel their own path towards excellence in their chosen vocation. Each of us serves as a beacon of hope toward a better way for birthing women and new families and thus a better world for all.

*(See [Truth or Dare](#) by Starhawk for information on *power over*, *power with*, and *power within*. The works of Alfie Kohn, especially [Punished by Rewards](#), explore the ideas behind motivation, failure and rewards in education. [Nonviolent Communication: A Language of Life](#) by Marshall Rosenberg describes NVC and its application in a variety of situations).



Academic Information

Academic Year and Credit Hours

Birthingway's academic year is defined as a minimum of 36 quarter credit hours and 36 weeks. There are three 12-week terms during the year, plus an optional 10-week summer term in which clinical training credits, Research Project, Independent Study Project, and non-credit courses and/or workshops are offered. The academic year begins with the Spring term.

Birthingway's academic hours are measured in quarter credit hours. For all courses, one credit hour is based on a total of approximately 30 hours of student effort divided between classroom hours and out-of classroom work (homework). For each hour spent in a theory course, you are generally expected to study two hours outside of class. Some skills courses have more time spent in the classroom than completed outside of the classroom, with an average of 20 hours in the classroom and 10 hours outside, for a combined total of 30 hours of student effort. Assignments and projects reflect this amount and level of study, investigation, and research.

Clinical Training credits are calculated based on 30 hours of student work per quarter credit. All Clinical Training credit work must occur during the term. Credit cannot be granted for clinical work completed between terms or prior to registering for the credit.

Registration

All enrolled program students must register each term to maintain their enrolled status in a program, regardless of whether or not coursework is being taken. Students who do not register each term by our *Enrollment Confirmation Deadline* will be withdrawn from their program. See [ENROLLMENT CONFIRMATION DEADLINE](#) and [WITHDRAWAL AND DISMISSAL](#). Please refer to the individual program sections of this catalog for more information about applying to and enrolling in specific programs.

The only exception to this policy occurs during summer term. For the optional summer term, only those students registered for credits (including clinical training credits) or students who are enrolled in Specialized Programs are required to complete the registration process, including paying the registration fee. As in other terms, an additional late registration fee will apply after the registration deadline.

All students must be registered in the term in which they intend to graduate or certify, including Summer term.

If you are enrolled in more than one program, you only have to complete the registration process for each term once. If you intend to enroll in more than one program at Birthingway, there are many special considerations. Please schedule a special advising meeting with program coordinators from all of the programs in which you intend to enroll.

If you register for courses but are not enrolled in a program, please register as a *community student* by marking this on the registration form. At the beginning of the term, community students will receive a welcome email from both the Technology Coordinator and the Community Student Advisor explaining processes related to taking courses at Birthingway.

Registration Timeline

Registration dates for the current academic year are listed on Birthingway's website. Registration materials are ready approximately one week before registration opens and are available in the front office and on Birthingway's website. You are responsible for obtaining materials and completing your registration in a timely manner.

The first day of registration starts at 8:30 am. Registrations are accepted on a first-come, first-served basis, and may be submitted to the front office staff in person, by fax, or by mail. Forms must be complete, signed, and include full payment. They are date/time stamped in order of receipt. Registrations which are received before 8:30 am on the first day of registration will be processed at the end of the first day of registration. Some courses fill up fast, so it is wise to register as early as possible.

Registration runs for two weeks and ends approximately three weeks before the first day of the term. If you register after the deadline, you must pay an additional late registration fee. Courses may be added or dropped after you have registered without incurring a late registration fee.

Enrollment Confirmation Deadline

The Enrollment Confirmation Deadline is 4:30 pm on the Monday following the first full week of the term. If you have not registered by this date, you will be withdrawn from your program. See [WITHDRAWAL AND DISMISSAL](#).

Your enrollment status is used when calculating your financial aid eligibility and in certain other circumstances. Any changes to your registration (including adds or drops) after this date will not affect your enrollment status for financial aid purposes, unless you drop a course without first attending. See [FINANCIAL AID: CONFIRMING ENROLLMENT STATUS](#).

Enrollment Status

Status	Quarter credit hours per term
Full time	12 or more
Three-quarter time	9 to 11
Half time	6 to 9
Part time	5 or fewer

Most programs' recommended course sequence require students to complete more than 12 credits per term.

Providing Payment

You must be in good financial standing to register. If you are not in good financial standing, you may pay the registration fee, technology fee, and late fee, if applicable, to hold your enrollment for the term, but you will not be allowed to register for courses, workshops, or clinical training credits until you have regained good financial standing.

Payment in full, including all tuition and fees, is due at the time of registration for each term unless you are an enrolled Lactation Consultation Program student with a qualifying payment plan, or are eligible for a financial aid disbursement in the term.

To be considered eligible for financial aid in the term, you must have a complete FAFSA on file and a signed award letter with an anticipated disbursement for that term. If you are unclear about whether you have financial aid clearance or are eligible for financial aid, please contact the Financial Aid Officer.

Credit or debit card payments are accepted through PayPal only. If paying by PayPal, you must submit a copy of your PayPal Payment Confirmation or your registration will be considered incomplete and delayed until confirmation is received.

See [FINANCES](#) and [FINANCIAL AID](#).

Adding a Course

Enrolled students who have already registered for the term may add a course by turning in a complete *Add Slip* to the front office. *Add Slips* are available in the front office or on Birthingway's website. Students may add a course until the end of the business day before the first day of the course. Students may not add on or after the first day of a course. The Registrar will email confirmation of your registration within the course, if there is still space available.

You must use the applicable registration form to add clinical training credit(s), Independent Study, Research Project, and non-credit workshops.

Dropping / Withdrawing from a Course

You may drop a course by turning in a complete *Drop Slip* to the front office. *Drop Slips* are available in the front office or on Birthingway's website. Dropped or withdrawn courses are subject to Birthingway's refund policy. See [REFUND POLICY](#).

If we receive your completed paperwork for a course on or before 25% of the class sessions have passed, it will be recorded as a *Drop*. If you drop a course after 25% of the class sessions have passed, it will be recorded as a *Withdrawn* and will count toward your Satisfactory Academic Progress. See [GRADING AND EVALUATION](#) and [SATISFACTORY ACADEMIC PROGRESS](#).

Clinical training credits are treated slightly differently from course credits. These credits are recorded as a *Drop* on or before Enrollment Confirmation Deadline, and as *Withdrawn* after Enrollment Confirmation Deadline. If recorded as a withdrawal, those credits will count toward your Satisfactory Academic Progress. See Clinical Training sections for your program for more information. See [ENROLLMENT CONFIRMATION DEADLINE](#).

Waiting Lists

If you register for a course that has already filled, you will be notified by the Registrar and will have the opportunity to be placed on a waiting list. The waiting list is ordered by date and time of receipt of registration forms. If a spot becomes available, you will be notified and given 24 hours to accept the spot. A new section of a course may be opened if five or more students are on the waiting list.

If no spots have opened 48 hours before the first day of the course, the waiting list will be canceled. You will be notified; and any refunds due will be issued within 2-4 weeks.

If you are on a waiting list, your financial aid might be affected if you are not enrolled in the course by the Enrollment Confirmation Deadline, even if the first day of the course falls after the Enrollment Confirmation Deadline. If you have concerns, please contact the Financial Aid Officer. See [ENROLLMENT CONFIRMATION DEADLINE](#).

Credit Limitations

You are limited to 22-quarter credit hours per term, although a *Petition for Exception to Policy* will be considered if you consult with your program coordinator prior to registration.

Repeating Courses

Courses may not be repeated for credit unless the course was not previously completed successfully or if the credit has expired.

Grading

Birthingway College of Midwifery uses the following grading system for courses:

In Progress: Student is currently enrolled in the course.

Complete: 100% of the work in a course is completed and turned in and demonstrates Mastery/Advanced or High Proficiency. This is roughly equivalent to a B+/3.5 or better in other grading systems. To graduate, all required coursework must have a grade of *Complete*.

Incomplete: Student needs to complete work in the course and has until the remediation deadline to do so.

The teacher will provide a due date for the remediation of all remaining work so that the grading is complete within the six week time frame. **It is the student's responsibility to contact their teacher to arrange remediation of incomplete grades.** Once the teacher has determined that the student has successfully remediated all incomplete work, the course grade of *Incomplete* will be changed to *Complete*. All grades must be completed and submitted by the teacher within six weeks of the end of the course, at which point students will be notified of their final course grade. At the end of the six week remediation period, any remaining grade of *Incomplete* will be changed to *Withdrawn*. If you believe you have an extenuating circumstance, you may seek an extension by submitting a *Petition for Exception to Policy*. See [PETITION FOR EXCEPTION TO POLICY](#). Birthingway does not issue failing grades. See [REMEDIATING WORK](#).

Drop: Signifies that a student dropped from the course within the first 25% of the course sessions, or dropped clinical training credits on or before the Enrollment Confirmation Deadline. *Drops* do not count towards Satisfactory Academic Progress. See [SATISFACTORY ACADEMIC PROGRESS](#).

Withdrawn: Signifies that a student withdrew or has been withdrawn from the course after the first 25% of the course sessions, or the student received an *Incomplete* and did not successfully remediate the work within six weeks from the end of the course. For clinical training credits, student withdrew after the Enrollment Confirmation Deadline. Students who receive a *Withdrawn* must retake the course at the tuition rate in effect when retaken. *Withdrawn* courses count towards Satisfactory Academic Progress and appear on the academic transcript. See [ENROLLMENT CONFIRMATION DEADLINE](#).

Auditing Courses

Birthingway College of Midwifery does not offer students a course audit option at this time.

Changing a Grade of *Withdrawn* to a *Drop*

In rare circumstances, you may request to have a grade of *Withdrawn* changed to *Drop*, even after 25% of the class sessions have passed. If changed, it will not count toward your Satisfactory Academic Progress. This option is only available when a student is forced to withdraw from a class due to severe conditions outside of their control. Examples of this may include a serious illness or accident. See [PETITION FOR EXCEPTION TO POLICY](#).

The grade change will have no effect on your refund for the impacted course(s). You will be eligible/ineligible for a refund according to Birthingway's standard refund schedule based on the original date of withdrawal from the course.

Incompletes Review

Birthingway's *Incompletes* review process is being revised, with plans to replace it with a more comprehensive process. Please note, the previously published 2017-18 *Incompletes* review process is no longer applicable. Students who have questions regarding this change should speak with their program coordinator.

Learning and Assessment Activities

Birthingway uses standards-based grading in which a student is assessed for their knowledge and application of knowledge about identified core competencies. Letter grades are not assigned.

Receiving a grade of *Complete* at Birthingway means that coursework demonstrates either a Master/Advanced or Highly Proficient level of competence. However, receiving a *Complete* does not mean that assignments, including practice materials, are practice ready. It is the responsibility of graduates, as they begin their careers, to review and update the materials they will use in their practices.

Grade	Level of Competence	GPA Equivalence	Description
Complete	Mastery/Advanced	4.0	Demonstrates thorough understanding and mastery of the standard.
	High Proficiency	3.5	Demonstrates good understanding and mastery of the standard.
Incomplete	Basic Proficiency	3.0	Demonstrates basic understanding and proficiency in the standards, with some gaps and inconsistencies.
	Near Proficiency	2.0	Demonstrates some understanding and partial proficiency.
	Not Proficient	1.0	Attempted but incompletely or inaccurately demonstrates understanding of the standards with incomplete proficiency.
	No attempt	0.0	No attempt to demonstrate knowledge of the standard.

Examinations and Assessments

The purpose of examinations is to evaluate strong and weak areas of your knowledge so that weaknesses can be corrected. Exams also help to familiarize you with test-taking in preparation for licensing and certification

exams. Correcting the exam is as important as taking it. Exams are taken using blue or black ink, and you correct your own exams in green ink so that additions are visible.

In addition to examinations, you are assessed on quality, completeness, and timeliness of class presentations and assignments, and on participation in class activities. For skills courses, your progress in demonstrating clinical skills is assessed.

Learning Activities and Homework

Birthingway's courses utilize a variety of learning activities, including but not limited to, lecture, discussion, case study, small group projects, research and demonstration. Classroom faculty set their own policies regarding acceptance of late work and will communicate this in the course syllabus.

Remediating Work

If you receive an *Incomplete* grade on an assignment or exam, then the work must be remediated to obtain a grade of *Complete* in order to successfully complete the course. The assignment or exam will be returned to you with notes/instruction on what remediation is needed to complete the work. Otherwise, you and your teacher must together create an individual plan to remedy weaknesses in your knowledge base. Such a remediation plan could include additional reading, worksheets, and study questions; preparing a special report; retaking the written exam or a section of it; taking an oral exam over the material. **Students are allowed two remediations per assignment, after which the student is withdrawn from the course.**

Your teacher will indicate how long you have to remediate the work. All work must be graded Complete by the end of the six-week remediation process. See [GRADING](#).

If you need to remediate an exam or are absent during a day when a test/exam is given, you may remediate or make-up the test at another time with your teacher's permission. Test remediation and make-up must occur on the Birthingway College campus and must be proctored. Proctors may include the front office and library staff.

Your teacher will provide a copy of a completed *Test Proctor's Information Cover Sheet* along with the test itself with your name at the top to front office staff, who will keep the exam materials. It is your responsibility to arrange for a time to take the test; staff members do not contact students or notify them of test requirements. The test must be taken during normal office or library hours; offices will not be kept open late or opened early to accommodate make-up tests.

At the arranged time and date, you will pick up the test from the front office and take it to the assigned proctor. The proctor may decide to require you to test in a particular place (eg the library). This is so that the proctor can continue with other work while also overseeing your testing.

While you may take personal breaks during the testing time, you are expected to be working only on the make-up test. You should not begin work on some other project, planning to return to the make-up test later. Proctors have no information about the subject matter of the exam, and are not expected to answer questions about the exam. If you have difficulties with the test, you may have to hand in a partially completed exam and remediate the remainder after further discussion with your teacher. Once completed, you turn in the test to the proctor, who will date/time stamp the exam and put it in your teacher's mailbox.

Satisfactory Academic Progress

Definition

A student is deemed to be maintaining Satisfactory Academic Progress (SAP) when at least 75% of all credits attempted are graded *Complete* at the end of the academic year in which the credits were taken. SAP is calculated at the end of winter term. The initial SAP calculation will be run when initial grades are received. For students receiving *Incompletes*, a secondary SAP calculation will then be run at the end of the remediation period when *Incomplete* grades are changed to *Complete* or *Withdrawn*. Students will be considered on *Academic Hold* until Satisfactory Academic Progress is made at either the initial or secondary calculation.

Students in the one-year Certificate in Lactation Consultation program will have SAP calculated at the end of Summer terms as well as at the end of the academic year.

Students at the end of the second year of their program must have academic standing consistent with our standards for graduation. This means that 75% of the cumulative credits attempted in the first two years of the program must be graded *Complete*. This applies to all students enrolled in programs of more than two years in length (currently, only the Midwifery Program). End of second year is defined as two years after matriculation date.

Courses Included In The SAP Calculation

Courses dropped during the first 25% of scheduled class sessions for the course, or Clinical Training Credits considered *Dropped*, are not considered to have been attempted and, therefore, are not included in the SAP calculation. Non-credit courses and workshops are not considered when calculating SAP. Each clinical training credit is considered to be one course. If a student receives an extension of course completion time, beyond the usual remediation period for a term, after a successful *Petition for Exception to Policy*, then those credits are considered unearned in the calculation.

In compliance with federal requirements, any courses accepted in transfer must be included when determining SAP. Transfer hours accepted toward completion of a student's program are considered as both hours attempted and completed. See [DROPPING/WITHDRAWING FROM A COURSE](#).

Academic Hold

Students who do not meet SAP standards are put on *Academic Hold*. A student on *Academic Hold* cannot receive Federal Student Aid and/or Veteran's Administration benefits. Students will be notified in writing by their program coordinator of their failure to maintain SAP.

While on hold, academic progress is monitored every term. At least 75% of all credits attempted within the term must be graded *Complete* at the end of the term. If a student meets the SAP standard at the end of the hold term, they will be returned to regular standing and will be eligible for financial aid for the following term. If not, they will stay on *Academic Hold*.

Academic Suspension

A student may be on *Academic Hold* for a total of one academic year; after one year they will be put on *Academic Suspension*. A student on *Academic Suspension* may not register for, nor attend, courses until a remediation plan has been created with their program coordinator.

Withdrawal Due to Lack of SAP

Students may be withdrawn from the College due to lack of SAP if they:

1. take no action to create a remediation plan
2. fail to complete their remediation plan within one academic year of suspension, or
3. fail to regain SAP following completion of their remediation plan

If the student wishes to enroll in a program at Birthingway again in the future, they will have to reapply as a new student. The re-application must address the issue of their dismissal and what changes have been made to ensure satisfactory progress at Birthingway in the future.

Students who believe that their SAP has been calculated incorrectly must contact their program coordinator for review.

150% Limit

You may attempt only 150% of the number of credits required to graduate in your particular program before becoming ineligible for federal financial aid. After this point, your education must be funded through sources other than federal financial aid. If you maintain a 75% completion rate and follow the recommended course sequence for your program you will complete the program prior to exceeding this limit.

Transfer of Credits

Credits may be transferred from colleges or universities within the United States that are nationally or regionally accredited or otherwise authorized to confer degrees in or from Oregon. Transfer credit from other colleges or universities schools may only be accepted with the express permission of the Oregon Office of Degree Authorization (ODA).

Credit may be transferred in for distance education courses, as long as the offering institution meets the transfer credit policy outlined above. Birthingway does not offer credit for non-college level work, and does not offer Advanced Standing based on high school work, unless such work has been accepted for credit by an institution that meets Birthingway transfer credit policy.

In general, credit is transferred only for general education courses. Some Midwifery Program prerequisites (Human Anatomy and Physiology and English Composition) may be transferred as general education credits if they meet our transfer credit policy. General education credits must be graded with a C (2.0) or above to be considered for transfer.

We do not automatically transfer credit(s) from other educational programs to satisfy Midwifery or Lactation Program requirements. We will evaluate transfer of credit for these program requirements from an accredited college upon request, on a case-by-case basis. If eligible, transferred coursework must be graded with a B+/3.5 or better or equivalent. The same course may not be used to meet both general education and program requirements. Credit given for a particular course will not exceed credit given for the equivalent or corresponding Birthingway course. For programs over one year in length, at least one academic year of a program (not including general education credits) must be completed in regular coursework at Birthingway.

Additional requirements for veteran students: Any veteran receiving GI Bill benefits while attending Birthingway is required to obtain transcripts from all previously attended schools and submit them to the VA School Certifying Official for review of prior credit. Please contact your VA case manager for more information on this process.

Transfer of Credit to Other Schools Disclaimer

Transfer of credit from Birthingway College of Midwifery to other programs is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Transfer of degrees to other programs is also at the discretion of the receiving school.

Credit by Examination

Birthingway will accept up to nine quarter credit hours by examination toward the Program prerequisite and general education English Composition requirement. Please speak with the Academic Coordinator or your program coordinator for more information. Credit by examination may be earned through the following programs:

Advanced Placement Program (AP)

- Approved tests:
 - English Language and Composition
 - English Literature and Composition
- Minimum score (General Education) = 3
- Minimum score (Program Prerequisite) = 4
- Credits awarded = 9 quarter credit hours per test

College Level Examination Program (CLEP)

- Approved tests:
 - College Composition
 - College Composition Modular
- Minimum score (General Education) = 50
- Minimum score (Program Prerequisite) = 60
- Credits awarded = 9 quarter credit hours per test

Examinations must be completed at approved, off-campus testing sites. You are required to pay all costs associated with the examination in accordance with the testing center's policies. You must submit official examination scores from the testing agencies. Birthingway will accept credit by examination for general education at any point during your program, and per the allotted time period for converting a certificate to a degree (Midwifery and Lactation Pathway 2 Programs only).

For courses other than English Composition, Birthingway will continue to accept transfer credits that were earned by examination and awarded at outside institutions in accordance with our transfer policy. For example, a student who earns three credits in mathematics through examination at a local community college may be

able to transfer in those credits, assuming that they meet the minimum grade requirement and the institution meets basic eligibility standards.

Life Learning Portfolio (LLP) Process

The Life Learning Portfolio process is designed to give students who have had life experiences that fulfill the learning objectives of Birthingway courses (such as practicing midwives, lactation consultants, or herbalists) an opportunity to demonstrate mastery of the material and earn college credit.

To begin the LLP process, you must submit a completed *LLP Application* form for each course and pay the non-refundable application fee. Once your application has been reviewed, you will receive a plan, including a full outline of the fees, for completion of your portfolio. If you choose to proceed with the process, you must submit a completed *LLP Registration* form and associated non-refundable registration fees. You will have 16 weeks from registration to complete the portfolio process. Credit will be based upon successful completion of the portfolio, with any supporting documentation, and passage of exams and/or skills demonstrations, as applicable to your plan. There are no remediation options for LLP credits.

No more than 25% of the credits in the program will be accepted as LLP credits. Clinical training credits are not eligible for LLP. You must be registered for any term in which an LLP is being completed. LLP does not count toward enrollment status and will not be covered by financial aid.

For more information, speak with your Program Coordinator.

Withdrawal and Dismissal

All enrolled students must register for each term to retain their enrolled status, even if not taking coursework in that term. If you do not register for a term by the *Enrollment Confirmation Deadline*, you will be withdrawn from your program. See [ENROLLMENT CONFIRMATION DEADLINE](#).

If you wish to formally withdraw from a program or the College, you must submit a *Withdrawal* form or a letter stating your intention to withdraw from your program. Your date of withdrawal will be determined by when you submit the form.

Tuition refunds, if any, will be made according to the refund schedule. See [REFUND SCHEDULE](#). If you withdraw from Birthingway during a term, you may be required to return some or all financial aid to the Department of Education. See [WITHDRAWALS AND RETURN OF TITLE IV FUNDS](#).

Once withdrawn from a program, you must apply for re-admission to the program.

Students may be dismissed from Birthingway College of Midwifery at any time for cause, including but not limited to, the following reasons:

- Violation of Birthingway policies, such as working with an unapproved preceptor.
- Attending class, clinicals, births or other practice settings in a substance-induced, altered state.
- Failure to meet Technical Standards. See your program's technical standards.
- Failure to meet financial obligations. See [FINANCES](#).
- Refusal to participate in the grievance process. See [GRIEVANCE POLICY](#).
- Violation of the Student Code of Conduct. See [STUDENT CODE OF CONDUCT](#).

Program Reapplication

If you wish to reapply to a Birthingway program, you must submit a new application, pay the current application fee, and repeat a modified admission process. If accepted for re-admission, you will need to complete a new enrollment agreement and pay the enrollment fee.

Once re-admitted, your program coordinator will review your transcript to determine the appropriate catalog year graduation requirements for you to meet. All fees and tuition will be charged at the rate in effect at registration for each term. The date of re-enrollment will become the matriculation date of record.

Credit from Birthingway courses taken within seven years may be transferred to the current program if the same course is still offered and is substantially the same as when it was initially taken. Credits expire seven years from the date they are awarded.

Birthingway Course Offerings

All courses in this listing follow a standard format:

Course Name (Abbreviation ###q) Number of credit hours

Prerequisite (if any), co-requisite (if any)

Description of the course content.

In the course number, the first number denotes the level of the course (100-200 is lower division, 300-400 is upper division, 500+ is graduate level), the second number denotes the number of credits the course is worth, the third number denotes the course placement within a sequence, and the “q” indicates quarter credits.

Courses marked with an asterisk (*) are currently open only to enrolled Midwifery Program students. Courses marked with a plus (+) are currently open only to enrolled Lactation Consultation Program students. For course availability, please refer to the current term's registration materials. See [REGISTRATION](#).

Advanced Lactation Case Studies (ACS221q) 2 credit hours

Prerequisite: All Lactation Program coursework complete or in progress, or Introduction to Breastfeeding Theory (BRF131q), Breastfeeding Skills (BFS221q), Antepartum (ANT251q), Intrapartum (INT251q), Postpartum (PTM251q)

Students will have an opportunity to create their own cases to present to their peers, as well as solving differential diagnosis scenarios. Includes all pieces of the consultant's practice such as history taking, assessment, charting, plan development, and follow-up.

Anatomy and Physiology for Birth and Lactation Professionals (ANP151q) 5 credit hours

Using lecture, weekly exams, and student presentations, this course covers all the major body systems with an emphasis on knowledge relevant to perinatal practices. Beginning with basic cellular function and a brief review of A&P vocabulary, students will progress rapidly through each body system, focusing on how the body functions in wellness, but also addressing some pathologies. *This course meets Midwifery Program prerequisite requirements.*

Antepartum* (ANT251q) 5 credit hours

Co-requisite: Physical Assessment I (PHY221q)

Using lecture, discussion, and audiovisual aids, this course covers pregnancy signs and symptoms, fetal development and environment, evaluating health, Biodynamic counseling techniques, the impact of nutrition on pregnancy physiology, eclampsia including toxemia, UTI, and bleeding in early pregnancy.

Applied Microbiology for Midwives (AMM351q) 5 credit hours

Co-requisite: Microbiology Skills (MIC311q)

Using lecture, discussion, and student presentations, this course provides an overview of microbiology principles and basic immunology. Students will also learn about significant infectious diseases (including sexually transmitted infections) and their causative microorganisms, risk factors, signs and symptoms, diagnosis, and treatment, as well as impact on mother, fetus, and newborn. Diseases covered include but are not limited to: candida, cytomegalovirus, syphilis, gonorrhea, chlamydia, herpes simplex, HPV, HIV, hepatitis, staph, strep, varicella, TB, tetanus, listeria, pertussis, and toxoplasmosis.

Birth Stories in Life and Literature (BST211q) 1 credit hour

Read, write and tell birth stories while learning and exploring effective storytelling techniques. This course helps develop skills that are useful for educating clients, for processing birth experiences and for use in the peer review setting.

Botanicals I (BOT231q) 3 credit hours

This course sets the theoretical foundation for herbal medicine therapies and covers materia medica and herbal therapeutics of well-woman herbs, herbs for infants and children, and lactation. Students will be able to identify key actions and constituents for a wide array of plants, as well as contraindications for the childbearing year. We highly recommend that you complete our Introduction to Healing Systems course before taking Botanicals I.

Botanicals II (BOT332q) 3 credit hours

Prerequisite: Botanicals I (BOT231q)

This course uses the knowledge gained in Botanicals I on actions and constituents to discuss materia medica and herbal therapeutics for fertility, preconception, pregnancy, intrapartum, and postpartum. This course uses a variety of teaching tools including lecture, discussion, case studies, and student research.

Botanicals III (BOT323q) 2 credit hours

Prerequisite: Botanicals II (BOT332q)

In this course, students will study specific herbs that are versatile and effective for a variety of conditions in women's health and in midwifery applications. Students create treatment plans for "client" classmates using botanical medicine, modifying as necessary, and charting appropriately.

Botany (BTY121q) 2 credit hours

This is a fundamentals course that enhances a student's plant medicine skills and knowledge. It covers basic botanical concepts, classification systems and nomenclature, plant identification, and constituents. Students will practice drawing and labeling plant specimens as well as finding and identifying plants in the field.

Breastfeeding Skills (BFS221q) 2 credit hours

Enrolled Lactation Consultation program students should take Lactation Core I (LAC161q) instead of this course.

Pre or co-requisite: Introduction to Breastfeeding Theory (BRF131q)

Students have an opportunity to develop their hands-on skills by working with nursing women and their babies to demonstrate breast exams, practice supporting a successful latch, and demonstrate how to use a variety of equipment.

Childbirth Education (CBE131q) 3 credit hours

This course emphasizes evaluating and developing a wide range of tools for providing education and informed choice in multiple settings, from prenatal appointments to group classes. This is an experiential course and uses many activities for learning including storytelling, art, dance, music, and videos.

Clinical Training Credits - Lactation* (LCT211q) 1 credit each can take multiple credits per term

Prerequisite: Refer to "Eligibility to Begin Clinical Training" in the Lactation Program section.

Each LCTC includes 30 hours of student work. Students participate in a full range of clinical activities under the direct supervision of an approved IBCLC preceptor. Students will have opportunities to assess both maternal and infant needs (physically, emotionally, and psychosocially), develop and chart care plans, and provide education and answer questions for clients. Students may also participate in some basic office or professional practice work such as filling out records requests, setting appointments, and organizing or stocking supplies. At least 60% (18 hours) per credit of student hours must be earned doing direct client care. Each credit will be taught by an approved preceptor.

Clinical Training Credits - Midwifery* (MCT311q) 1 credit each can take multiple credits per term

Prerequisite: Refer to "Eligibility to Begin Clinical Training" in the Midwifery Program section.

Each MCTC includes 30 hours of student work. Students participate in a full range of clinical activities under the direct supervision of an approved Midwife preceptor. Over the course of a minimum of two years of clinical practice, students will have opportunities to provide the full scope of midwifery care in a supervised setting. Students will observe, assist, and eventually provide primary care for prenatal appointments, births, and postpartum care for both the mother and the newborn. Students will also provide well person gynecological care when appropriate. Students may also participate in some basic office or professional practice work such as filling out records requests, setting appointments, and organizing or stocking supplies. At least 75% (22.5 hours) per credit of student hours must be earned doing direct client care. Each credit will be taught by an approved preceptor.

Communications I (COM121q) 2 credit hours

The first course in the Communications series introduces the student to the workings of the brain through the study of Interpersonal Neurobiology and its effect on our communication patterns. Students will use the work of Non-Violent Communication to support the brain and the body through empathy and resonance. The emphasis in this first of three Communications classes is in creating compassion and self awareness while focusing on how we speak and listen to ourselves. This course is highly experiential to facilitate depth of learning and

awareness of our own brains. Role plays are used in class with real life experiences chosen by the students with varying degrees of intensity.

Communications II (COM112q) 1 credit hour

Prerequisite: Communications I (COM121q) or Introduction to Communication for Lactation Consultants (ICL111q)

The second course in the Communication series continues with skill-building from Communications I using aspects of the clinical experience as a resource of examples. Students will have opportunities to deepen understanding of their own brains and how their attachment histories and relationships impact communication with clients and preceptors. Students also begin to identify the impact of the client's attachment history and ways to help them feel safe in potentially intense experiences of birth, breastfeeding, and parenting

Communications III (COM113q) 1 credit hour

Prerequisite: Communications II (COM112q)

The final course in the Communication series will synthesize the skills from I and II and integrate the students' previous learning with emphasis on how to communicate effectively with peers and other health care providers. Tools from previous courses will be used to prepare for and practice dialogues to resolve conflicts.

Complex Situations I* (CPX341q) 4 credit hours

Prerequisites: Intrapartum (INT251q), Fetal Assessment (FET221q)

Using lecture, discussion, and case studies, this course focuses on complicated maternity situations often assessed and managed in the prenatal period. It covers anemia, clotting issues (thrombophilias, deficiencies, DIC), respiratory issues (asthma, amniotic fluid embolism, pulmonary embolism), energy issues (diabetes, hypoglycemia, eating disorders), liver problems (HELLP, acute fatty liver, intrahepatic cholestasis (ICP)), sepsis, and dermatologic conditions (PUPPP, HG).

Complex Situations II* (CPX442q) 4 credit hours

Prerequisites: Intrapartum (INT251q), Fetal Assessment (FET221q)

Using lecture, discussion, and case studies this course covers a variety of complex situations that might arise in midwifery scope of practice, including thyroid issues, premature rupture of membranes (PROM), postdates and postmaturity, vaginal birth after cesarean (VBAC), multiple gestation, GBS, and unusual presentations (breech, face, brow, compound).

Complex Situations III* (CPX433q) 3 credit hours

Prerequisite: Postpartum (PTM251q)

This course incorporates guest lectures and student presentations to address unusual midwifery situations focusing on the infant, including preterm birth and infant anomalies. In addition, students will develop guidelines for dealing with emergency transport, terminating care, death and grief, and self care.

Critical Care Skills I* (CCS411q) 2 credit hours

Prerequisite: Hematology Skills (HEM311q)

Students cover both the theory and skills involved in the treatment of shock and biodynamic neonatal resuscitation. Skills covered in this course include basic and intermediate treatment of shock, IV, and neonatal resuscitation. This course meets Legend Drugs and Devices initial education requirements for treatment of shock and for neonatal resuscitation for Oregon midwifery licensing.

Critical Care Skills II* (CCS412q) 1 credit hour

Prerequisite: Critical Care Skills I (CCS421q)

Skills covered in this course include maternal resuscitation and continued practice of I.V. Skills. This course meets Legend Drugs and Devices initial education requirements for treatment of shock and for adult and infant CPR for Oregon midwifery licensing.

Critical Care Skills III* (CCS413q) 1 credit hour

Prerequisite: Critical Care Skills II (CCS412q)

Pre or Co-requisite: Pharmacology (PHR421q)

Using role play scenarios and skills practice, this course demonstrates new IV site locations, site selection, and administration for locked IVs. Students will also practice scenarios of more complicated skills, such as facilitating transport in case of cord compression, using models and peers. In combination with Pharmacology, this course meets Legend Drugs and Devices initial education requirements for prophylactic administration of antibiotics for GBS for Oregon midwifery licensing.

Differential Diagnosis* (DIF431q) 3 credit hours

Prerequisites: All midwifery core courses and Fetal Assessment (FET211q) must be complete or in progress
Strongly recommend: Human Genetics (GEN231q), Breastfeeding II (BRF222q) or Introduction to Breastfeeding Theory (BRF131q)

This is a capstone course. Using student created *Signs and Symptoms* book and protocols, students present case studies for differential diagnosis by their classmates. Students also create practice guidelines for antepartum, intrapartum, maternal postpartum, and infant care, as well as develop risk assessment guidelines, client care checklists, and a quality care tool.

Ethics (ETH321q) 2 credit hours

This course includes a survey of philosophical foundations and contemporary ethical models. Students will explore problem solving of ethical dilemmas that may occur in a midwifery practice. Some topics include autonomy and informed choice, relationships, and justice.

Exploring Spirituality in the Perinatal Period (ESP221q) 2 credit hours

This course will explore the physical and spiritual aspects of the human journey especially as it relates to pregnancy, birth, breastfeeding, and the postpartum period. Philosophical and theological concepts of natality, embodiment, and interconnection will be introduced. Lecture, role-play, self-reflections, and meditation and mindfulness practices, among other tools, will be used to enhance the students' application of holistic care for themselves and the families they serve in the perinatal period.

Fetal Assessment* (FET221q) 2 credit hours

Co-requisite: Intrapartum (INT251q), Prenatal Skills (PRE211q)

This course covers methods for evaluating fetal well-being, including monitoring and analyzing fetal heart tones using a doppler or fetoscope, fetal movement counts, sonogram, Auscultated Acceleration Test (AAT), the Non-Stress Test (NST), the Biophysical Profile (BPP), Amniotic Fluid Index (AFI), and other methods.

Gynecology Skills* (GYN321q) 2 credit hours

Prerequisite: Physical Assessment I (PHY221q)

Pre or Co-requisite: Well-woman Gynecology (GYN341q)

Students are required to have been a member of the cohort currently completing this course for at least one year or by special permission.

Using standardized patients and peer models, student practice bimanual and speculum exams, Paps, cultures, diaphragm fittings, pelvimetry, breast exams, bladder catheterization, and wet mounts.

Hematology Skills* (HEM311q) 1 credit hour

This course covers a variety of lab skills used to draw and assess blood. Skills covered include hemoglobin, hematocrit, and glucose evaluations with in-office devices. Students also learn venipuncture skills, including vacutainer, syringe, and butterfly devices, then move on to review treatment of shock theory and begin to practice IV skills on a mannequin.

Homeopathy (HOM131q) 3 credit hours

An introduction to the concepts and laws of homeopathy, focusing on the use of homeopathic medicine in first aid and midwifery. This course explores the theories of homeopathy, introducing the use of the repertory and constitutional prescribing. Students will examine key remedies, analyze a number of cases in class, and work together to make appropriate prescriptions. We highly recommend that students complete our Introduction To Healing Systems course before taking this course.

Human Genetics (GEN231q) 3 credit hours

Using class discussions, lecture, videos, role-playing and small group activities, this course covers basic genetic concepts, genetic screening and diagnosis, pregnancy counseling, and common genetic disorders such as sickle cell, Tay-Sachs, and Trisomy disorders.

Independent Study (TBD) 1-3 credit hours

Student led independent research with an approved faculty member. Students interested in pursuing an Independent Study must initially complete an *Intent Form* designating the proposed topic, advisor, and credit value. Please meet with the Academic Coordinator or the Faculty Coordinator for more information. Allow seven weeks prior to the term in which you will pursue the Independent Study to complete all preparatory steps. Course number will be determined by the Academic Coordinator based on rigor and amount of work.

Infancy (INF121q) 2 credit hours

From an ethnopediatric perspective, this course covers newborn behavior, development, bonding and attachment, and childrearing including attachment parenting. This course uses a variety of learning activities, including lecture, group discussion, in-class writing assignments, quizzes, videos, audio excerpts, and presentations to help students explore the socio-cultural aspects of infancy and early parenting.

Information Literacy (INL111q) 1 credit hour

This course explores how to obtain, evaluate, use, and cite information, and how one can best base decisions on validated information. Students will learn how to recognize when they need information, and how to find information efficiently and effectively, using appropriate research tools and search strategies. Students will also evaluate and select information using appropriate criteria, and review research techniques such as treating research as a multistage learning process, ethically and legally using information and information technologies, and assessing how information relates to professional decision-making and writing papers.

International Midwifery (INT211q) 1 credit hour

Students will explore midwifery abroad from developing countries to other industrialized states. This course examines legal, health, social, economic, and political topics. Students will have opportunities to research the maternal and child health issues in a number of different international settings, as well as to explore some birth and parenting traditions practiced throughout the world.

Intrapartum* (INT251q) 5 credit hours

Prerequisite: Antepartum (ANT251q)

Co-requisite: Fetal Assessment (FET221q), Prenatal Skills (PRE211q)

Using lecture, discussion, and audio-visual aids, we cover the psychophysiology of labor and birth; Biodynamic facilitation of first, second, third, and fourth stages; unusual situations including precipitous birth, cord prolapse, nuchal cord, back labor, abruption, previa, hemorrhage, and third stage issues.

Introduction to Breastfeeding Theory (BRF131q) 3 credit hours

This course replaces Breastfeeding I (BRF111q) and Breastfeeding II (BRF222q).

Enrolled Lactation Consultation students should take Lactation Core I (LAC161q) instead of this course.

Using lecture, discussion, visual aids, and small group activities, this course provides students with basic information about normal breastfeeding physiology of mother and baby, properties of human milk, risks of formula feeding, recommendations regarding breastfeeding initiation, duration and normal parameters of nursing in the first two weeks, politics of breastfeeding, and influences of culture and birth practices on breastfeeding. Students will also have opportunities to utilize case studies and research projects to develop skills such as how to take a breastfeeding history of mother and baby, identification of presenting problems, and integrating counseling and education strategies into their breastfeeding support.

Introduction to Healing Systems (STM121q) 2 credit hours

How do people understand health and disease? This course is an introduction to seven systems of health and healing used in the world today, and the strengths and weaknesses of each system. Systems reviewed include: Allopathic/biomedicine, naturopathic medicine, plant medicine, homeopathy, classical Chinese medicine, Ayurveda, and osteopathic/chiropractic medicine.

Lactation Consultant Practice Protocols* (LPP211q) 1 credit hour

Prerequisite: All Lactation Program courses must be completed or in progress.

A capstone course in which students review, update, and compile their protocols, informed choice agreements and info sheets. Students will also use these practice materials during in-class role play scenarios to assess their effectiveness and then have opportunities to update them.

The following three courses are replacing the lactation-specific courses listed in previous catalogs. Please contact the Lactation Program Coordinator or Academic Coordinator with questions about course equivalency.

Lactation Core I* (LAC161q) 6 credit hours

Students will develop their foundational knowledge and skills in compassionate communication and counseling, as well as normal breast anatomy and physiology with regard to human lactation. Students will learn to measure and evaluate normal infant development from birth through three months of age. Students will have the opportunity to develop hands-on lactation consult skills through performing intake interviews, breast examinations, and teaching latch techniques using peer practice and maternal and infant models for learning methods. Students will familiarize themselves with common breastfeeding challenges and appropriate

strategies to address them in preparation for beginning clinical training experiences. Students will learn to formulate a care plan and begin to develop practice materials, such as care protocols, intake and visit forms, and client handouts.

Lactation Core II* (LAC262q) 6 credit hours

Prerequisite: Lactation Core I (LAC161q)

Students' understanding of the full spectrum of lactation care is broadened and deepened with the added context of cultural sensitivity, trauma-informed care, national historical and modern breastfeeding politics and policy, and topics of professional ethics, including the IBCLC's scope of practice. Students will learn to evaluate the indications and effectiveness of various techniques and devices. Students hone their skills in interpreting and evaluating research to provide evidence-informed care. Labs with live models provide opportunities to develop skills in infant and feeding assessment. Lectures and assignments prepare students to address intermediate breastfeeding challenges. Students continue to build their practice materials with protocols, client handouts, and community resource research

Lactation Core III* (LAC263q) 6 credit hours

Prerequisite: Lactation Core II (LAC262q)

This course will cover a wide spectrum of complex infant and parental breastfeeding challenges, including orofacial deformities, genetic syndromes, hospitalization/surgery, induced lactation and re-lactation, prematurity, multiples, jaundice and hypoglycemia, postpartum mood and attachment disorders, and extensive other topics. Skills labs prepare students to perform a complete and thorough lactation-related assessment of the mother and infant; utilize lactation devices; and use critical thinking for differential diagnosis, and proper implementation of tools and care plan formation. This course utilizes a variety of learning methods including: reading, lectures, role play, case studies, writing, student presentations, multimedia, demonstration with models, and clinical practice.

Massage Skills for Perinatal Practitioners (MSP121q) 2 credit hours

This course is both an introduction to the psychology of touch and an opportunity to practice a variety of therapeutic touch techniques. Students learn basic massage techniques with an emphasis on pregnancy and postpartum.

Medical Terminology (MED111q) 1 credit hours

Dissecting medical terms into recognizable word parts, students decipher what can be an intimidating language, in order to chart appropriately and communicate with other medical professionals. This class is an overview of anatomy, physiology, and pathology, focusing on the language of A&P. Lectures weave in related stories of pregnant women and babies, individual presentations, while a few games spice up the memorization. *This course meets Midwifery Program prerequisite requirements.*

Microbiology Skills* (MIC311q) 1 credit hour

Co-requisite: Applied Microbiology for Midwives (AMM351q)

This course introduces students to the use of microscopes (both monocular and binocular). Students will have opportunities to view prepared slides, prepare their own wet mounts, incubate samples, practice staining, and use a variety of culture media. Students will also be introduced to and perform sterilization techniques.

Midwifery History and Politics (MHP431q) 3 credit hours

This course focuses on attitudes and laws that have surrounded midwives and the practice of midwifery throughout history and contemporary times. Students examine the role of midwives from ancient to modern times in Western Civilization. About equally divided between history and politics, the latter half of the class emphasizes the politics of midwifery in the United States, identifying important midwifery organizations and how midwives have come together to bring about change.

Midwifery Integration* (MIN411q) 1 credit hour

Prerequisite: All required midwifery program courses must be completed or in progress.

It is strongly suggested that students have prior clinical experience and have begun attending births as a primary under supervision before registering for this course.

In this capstone course, students use their practice guidelines, protocols, forms, information sheets, informed choice forms, and other information to manage practice scenarios with a standardized patient. Students will have opportunities to be both an assistant and primary midwife in at least one scenario and to receive and offer feedback on these scenarios.

Nutrition (NUT131q) 3 credit hours

This course covers nutrition fundamentals, emphasizing nutritional needs for pregnancy and lactation. Students will review nutrition concepts including macro- and micro-nutrients, use of supplements, diet analysis and nutritional counseling, and applications for pregnancy and postpartum.

Perinatal Psychology for Lactation Professionals (PSL211q) 1 credit hour

This course explores the transitional stages of the family life cycle; the transformational shift of identity into motherhood; the personal and cultural pressures associated with breastfeeding; the psychological impact of the birth experience on the postpartum; fears common to new parents; and the impact of parenthood on the family.

Perinatal Psychology for Midwives (PSY221q) 2 credit hours

This course explores the psychological tasks associated with the childbearing year, such as shifts in personal identity, working with pregnancy dreams, prenatal depression and anxiety, working with client fears, the psychological impact of the birth experience, the importance of the "birth story," working with birth trauma and postpartum depression, changes in the couple relationship, and some of the psychological challenges that midwives may face.

Pharmacology (PHR421q) 2 credit hours

Prerequisites: Critical Care Skills I (CCS411q), Complex Situations II (CPX442q)

Registration for this course limited to midwifery program students, midwives, and approved community students.

This course covers basic pharmacology theory, legend drugs and devices used in a midwifery practice, and administration of medications including injection techniques. In combination with CCSIII, this course meets the Legend Drugs and Devices initial education requirements for Pharmacology, Medications by Injection, and intrapartum prophylactic antibiotics for GBS required for Oregon midwifery licensure.

Physical Assessment I* (PHY221q) 2 credit hours

Co-requisite: Antepartum (ANT251q)

Students learn the basics of universal precautions and safe touch, and then move on to practice hands-on skills including vital signs, SOAP charting, head-to-toe physical assessment (excluding breast, neurological, and reproductive exams which will be covered in other courses). Students will practice these skills on peer models.

Physical Assessment II* (PHY312q) 1 credit hour

Prerequisite: Physical Assessment I (PHY221q)

The second course in the Physical Assessment sequence expands students' skills through deepening knowledge of neurological assessments. Students will choose appropriate physical assessments in case-specific scenarios to provide differential diagnosis. Students will also chart the results of their examinations.

Plant Medicine I (PLM221q) 2 credit hours

This course covers techniques for utilizing plants in health care including identifying and harvesting herbs; engaging in hands-on preparation of teas (infusions and decoctions) and tinctures using both scientific and folk methods; glycerites; and vinegars. Students begin to build a plant monograph book - choosing a specific plant to study and sharing information with each other. Includes an herb walk and field trip. We highly recommend that you complete our Introduction to Healing Systems course before taking Plant Medicine I.

Plant Medicine II (PLM222q) 2 credit hours

Prerequisite: Plant Medicine I (PLM221q)

Students expand their knowledge from Plant Medicine I, learning about and making topical applications, preparation of herbal baths, hydrosols, succi, salves, and creams. They add to their plant monographs and enhance their plant identification skills through in class activities and a field trip.

Plant Medicine III (PLM223q) 2 credit hours

Prerequisite: Plant Medicine II (PLM222q)

Student make more complicated or less frequently used forms of medicine, such as syrups, cordials and elixirs, lozenges, suppositories, oxymels, and electuaries. In addition, students utilize their knowledge of plant actions and constituents to create herbal formulas and prescriptions. This course includes a field trip.

Postpartum* (PTM251q) 5 credit hours

Prerequisites: Intrapartum (INT251q)

Co-requisite: Postpartum Skills (PTM211q)

This course covers unique fetal anatomy and physiology, fetal transformation, newborn examination and age assessment. In addition, students learn neonatal procedures; behavioral states; infant postpartum assessment, care and complications; maternal assessment and care; maternal postpartum complications; and postpartum emotional disorders.

Postpartum Skills* (PTM211q) 1 credit hour

Co-requisite: Postpartum (PTM251q)

Students learn about the steps of the newborn physical and gestational age exams and evaluation and practice these skills on mannequins. They also practice the use of growth charts and infant scales, estimate blood-loss using synthetic blood, examine placentas, draw cord blood, and practice various forms of cord clamping and cutting. Setting up and cleaning various types of water-birth tubs are also covered.

Pregnancy and Birth Impacts on Breastfeeding (IMP231q) 3 credit hours

This course examines in greater detail the effects of pregnancy and birth on breastfeeding, specifically looking at the anatomy and physiology of fetal development, maternal health and its effect on the fetus, the fetal environment, and the impact of all this on breastfeeding. In addition, students will examine the impact of Biodynamic birth with emphasis on baby or mother led initiation of breastfeeding (as opposed to practitioner led) in the immediate postpartum, and the impact of birth related interventions on breastfeeding (including drug impacts, cesarean birth, and instrumental delivery).

Prenatal Skills* (PRE211q) 1 credit hour

Prerequisites: Antepartum (ANT251q), Physical Assessment I (PHY221q)

Co-requisite Intrapartum (INT251q), Fetal Assessment (FET221q)

This is a hands-on class in which students will practice on volunteer models. Students learn to do full prenatal exams on pregnant models, including skills such as Leopold's maneuvers, fetal auscultation using both doppler and fetoscope, and fundal height measurement. Other skills include gloving and ungloving, sterile technique, diastasis recti assessment, and rebozo use in pregnancy. Highly interactive.

Psychosocial Issues* (PSY441q) 4 credit hours

Prerequisites: First year midwifery Core theory

Using lecture, discussion, guest speakers, and student presentations, this course covers social issues as they impact on clinical care, including socioeconomic status, literacy, family structures, sexual orientation, sexual abuse, domestic violence, adolescent pregnancy, and adoption.

Research Methods* (RSM311q) 1 credit hour

Prerequisite: Information Literacy (INL111q) and Using Medical Literature (UML111q)

Students will walk through the research process, from choosing a topic, to doing a review of the literature and creating original research tools. Students will also develop a thesis statement and practice using their research tools with other students in the class. Students may be able to use the work they begin in this course to inform their Research Projects.

Research Project* (RSP411q) 1 credit hour

Prerequisite: Research Methods (RSM311q)

Registration for this course is limited to midwifery program students.

This course focuses on the design and implementation of a research project, including definition of a topic, literature review, creation of a bibliography, and the production of a research paper.

Running a Midwifery Practice* (RUN331q) 3 credit hours

This course explores developing and structuring a practice, including deciding which products and services to offer. Covers business management and bookkeeping, informed consent, malpractice, legal concepts and requirements. Also includes getting reimbursed, working with insurance companies and HIPAA compliance. Students produce a complete Business Plan and a community resource tool.

Spanish for Birth Professionals (SPA121q) 2 credit hours

This course offers students an introduction to basic vocabulary and phrasing related to the perinatal period. Students watch videos and practice speaking and reading so that all aspects of language development are used. *This is not a grammar or basic language course; some familiarity with Spanish is recommended.*

Suturing (SUT421q) 2 credit hours

Prerequisite: Postpartum (PTM251q)

Registration for this course is limited to midwifery program students, midwives, and approved community students.

This course covers both theory and skills behind the assessment of perineal lacerations and the necessary steps for repairing them. Skills include materials and equipment selection, perineal evaluation, repairs of first and second degree lacerations, use of local anesthetics, episiotomy, and female genital mutilation. This course meets Legend Drugs and Devices initial educational requirements for Suturing required for Oregon licensure.

Using Medical Literature (UML111q) 1 credit hour

Students will gain skills in evaluating, analyzing, applying, and making meaning of the information they encounter in scientific literature both as a student and as a practitioner. Basic statistical and epidemiological concepts will be covered such as direct and indirect causes of maternal and neonatal mortality and morbidity, principles of research, evidence-based practice, critical interpretation of professional literature, and the interpretation of vital statistics and research findings. Students will use homebirth safety studies to evaluate both the research itself as well as the benefits and risks of available birth settings.

Well-woman Gynecology* (GYN341q) 4 credit hours

Co-requisite: Gynecology Skills (GYN321q)

This theory course explores sexuality, birth control and family planning, pelvic examinations, breast health and examinations. Other topics covered include menstrual disorders, perimenopause and menopause, uterine and cervical abnormalities, and myomata.

Working Cross Culturally (WCC211q) 1 credit hour

This course will only be taught in Fall 2017 term.

This course uses lecture, discussion, guest speakers, and student presentations to cover the general principles of cultural versatility and humility when working with someone from a different culture. Additionally, students will explore a wide range of cultural beliefs and practices regarding the childbearing year.

Working Cross Culturally (WCC221q) 2 credit hours

This course will be taught in Winter 2018 term.

This course uses lecture, discussion, guest speakers, and student presentations to cover the general principles of cultural versatility and humility when working with someone from a different culture. Additionally, students will explore a wide range of cultural beliefs and practices regarding the childbearing year.

Midwifery Program



Qualifications to Practice Midwifery

With successful completion of all Midwifery Program components, you should have sufficient classroom and clinical knowledge to meet examination and experiential requirements for professional certification by the North American Registry of Midwives (NARM) and Oregon State licensure as a direct-entry midwife. See [APPENDIX B: CREDENTIALS COMPARISON CHART](#).

Such credentialing is not conducted by Birthingway. Other states may have additional clinical or theory requirements. For information, contact the credentialing body of the state in question.

About the NARM Credential

If you would like to become a Certified Professional Midwife and eligible for licensure in many states, including the State of Oregon, you must pass the certifying examination offered by the North American Registry of Midwives (NARM) and complete specific requirements established by NARM. The CPM credential is administered by NARM. For more information regarding how to become certified, see NARM's website: <http://narm.org/certification/how-to-become-a-cpm/>

Birthingway's Midwifery Program meets all NARM requirements for exam eligibility; graduates qualify for eligibility through the MEAC School Graduate equivalency route.

Midwifery Program Goals

- Graduates have basic competency in providing Biodynamic midwifery care.
- Graduates are able to use compassionate communication and empathy, and identify feelings and needs.
- Graduates have basic knowledge in a variety of therapeutic modalities.
- Graduates are prepared to be nationally certified by the North American Registry of Midwives (NARM).
- Graduates are prepared for Oregon state licensing.
- Graduates have the opportunity to earn a Bachelor's Degree.

Guiding Principles and Philosophy

Birthingway's Midwifery Program is based on the following principles:

- Midwives are trained independent practitioners who are specialists in pregnancy, vaginal childbirth, in well-woman gynecology, and in maternal and newborn care through eight week postpartum.
- Pregnancy and birth are healthy processes with a wide range of normal variations.
- Pregnancy and childbirth usually progress best without interference which inevitably alters and frequently harms the reproductive process. Facilitating a Biodynamic birth provides an optimal birth experience for all participants.
- Each client and family is unique and best served by individualized, non-routinized care.
- A midwife's role is not to manage, but to support, encourage, and guide. A midwife does not empower individuals, rather a midwife assists individuals as they empower themselves.
- Midwives provide continuity of care throughout the reproductive year, and integrated care for the client, infant, and family.
- The focus of midwifery care is the childbearing client and family. Pregnancy and birth are major life experiences of the childbearing client, not the birth attendant.
- Midwives honor and support independent decision-making. Active use of informed choice is an essential part of midwifery practice.
- Midwives believe in the intrinsic value of childbirth as a process, while simultaneously working toward the goal of a healthy client and infant.
- Midwives strive to be inclusive and cooperative, freely sharing knowledge with clients and peers, rather than being oppositional or controlling in their interactions
- Midwives are best trained by other midwives. Hands-on learning should be a major component of midwifery education.
- While childbearing clients and families are responsible for the outcomes of their own decisions, midwives have responsibility for maintaining a safe situation. Skills must be kept current and knowledge updated so that the midwife can optimally perform her tasks of overseeing the progress of pregnancy, labor, and postpartum; providing well-woman gynecological care; observing signs and detecting problems; promoting health and encouraging prevention; and utilizing midwifery knowledge and skills to rectify problems or consult/refer as appropriate.

Technical Standards for Midwifery Integration

A midwifery diploma from Birthingway signifies that the holder is a midwife prepared for entry into active practice. Candidates for graduation must have the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of client care. **The following abilities and expectations must be met and maintained, with or without reasonable accommodation, from matriculation through graduation by all midwifery students.** Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding these standards should contact the Midwifery Program Coordinator.

- You must be able to learn to conduct basic office lab procedures.
- You must have sufficient use of the sensory, visual, hearing, and motor systems, and the somatic sensation necessary to manipulate the required equipment, instruments, or tools, and to perform a physical examination.
- You must have the capacity to be able to perform clinical care activities such as palpation, auscultation, percussion, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the movements, equilibrium and functional use of the senses of touch, hearing, and vision. A complete list of required skills can be found in our *Skills Assessment Checklist*. Please contact our Midwifery Program Coordinator for a copy.
- You must be able to follow universal precautions against contamination and cross contamination.
- You must be able to work in a safe manner and learn to respond with precise, quick, and appropriate action in emergency situations.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and to maintain effective, mature and sensitive relationships with clients, midwives, other care providers, colleagues, staff, and faculty.
- You must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the midwifery school curriculum and to function in the midwifery profession. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments; to display flexibility and to function in the face of uncertainties inherent in the clinical problems and needs of many clients.

Prerequisites to the Midwifery Program

Four prerequisites are required for admission into the Midwifery Program for certificate and degree-seeking students. Prerequisite courses are listed below in quarter and semester credit hours. If you are transferring credits using other systems (units, clock hours, etc.), please contact the Midwifery Program Coordinator for assistance. Prerequisites may be in progress at the time of application. However, all prerequisites must be completed with documentation submitted to Birthingway by December 31st. Birthingway is not able to offer financial aid for Midwifery Program prerequisites.

1. Human Anatomy and Physiology Course

- Must be a minimum of four quarter credits/three semester credits or equivalent as determined by Birthingway.
- Must cover all of the body systems.
- Must have been taken at an accredited post-secondary institution, with a final grade of at least 3.0 (B). If more than one section is taken in order to cover the entire human body, the grade earned in each section must be a B/3.0 or better (*NOT* the average of all sections). Birthingway offers *Anatomy and Physiology for Birth and Lactation Professionals*, which meets this requirement.

- Courses from some vocational-technical schools (such as Massage Therapy, Chinese Medicine, Chiropractic, and Naturopathy) may meet this prerequisite. An official transcript must be provided and equivalency must be determined by Birthingway.
- Note: Where this course is taken and how it is structured (with a lab or no lab) may impact your options for advanced studies after Birthingway. Please contact the Midwifery Program Coordinator for more information.

2. Labor Doula Workshop

- Birthingway's workshop, *The Labor Doula: Assisting Women with Birth*, meets our requirements. In addition, other approved labor doula programs include DONA, ICEA, Birthworks, and Birth Arts Doula Program. For approval status of additional programs, please contact the Midwifery Program Coordinator.
- Distance courses or workshops are not accepted.
- Labor Doula Certification is not a requirement.

3. Medical Terminology

- Must be a minimum of one quarter credit or equivalent as determined by Birthingway.
- Must have been taken at an accredited post-secondary institution, with a final grade of at least 3.0 (B).
- On a case-by-case basis, we will evaluate professional experience as an equivalency.

4. Writing Course

You may fulfill this prerequisite in one of four ways:

- 1) Complete a minimum of a four quarter or three semester credit, college-level expository writing course. This course must have been taken at an accredited post-secondary institution, with a final grade of at least 3.0 (B). Creative writing will not be accepted as a prerequisite. We do not currently offer a college-level expository writing course at Birthingway.
- 2) Submit a letter from a college professor to the Midwifery Program Coordinator stating that a completed course had a heavy writing component and that the applicant's writing ability in the course demonstrated at least a grade of B. This fulfills the prerequisite only and will not count toward general education requirements.
- 3) Receive a minimum score of 60 in one of the following College Level Examination Program (CLEP) tests:
 - College Composition
 - College Composition Modular

We do not conduct testing at Birthingway. You must submit your official scores from the College Board.

- 4) Receive a minimum score of 4 in one of the following Advanced Placement Programs (AP) tests:
 - English Language and Composition
 - English Literature and Composition

You must submit your official scores from AP Services.

Application to the Midwifery Program

Admission to the Midwifery Program is by application. The application and non-refundable application fee are due at the College or postmarked no later than the application deadline of **October 15th**. The College recommends that applicants keep a copy of their application. Late applications will only be considered for admission if space is available after all other applicants have been considered.

For reapplicants who have been previously admitted to the Midwifery Program, see [PROGRAM REAPPLICATION](#).

Birthingway's admission process is in compliance with our institutional non-discrimination policy. See [NON-DISCRIMINATION POLICY](#).

Birthingway's Midwifery Program admissions process includes three-steps:

1. Written Application
2. Interview
3. Meet and Greet

1. Written Application

The complete written application includes:

- The completed *Application for Admission to Midwifery Program* form, including your signature indicating that you meet the *Technical Standards for Midwifery Integration*. See [TECHNICAL STANDARDS FOR MIDWIFERY INTEGRATION](#).
- Answers to the essay questions.
- Official high school transcript sent directly from the high school; or official GED transcript; or other equivalency certificate. High school diplomas are not acceptable.
- Official college transcripts from every college attended.
- Official transcript documenting completion of a Human Anatomy and Physiology course that meets our requirements.*
- Official transcript documenting completion of writing course that meets our requirements.*
- Official transcript documenting completion of a Medical Terminology course that meets our requirements.*
- Documentation of successful completion of an approved Labor Doula workshop or course.*
- Two letters of recommendation (from people not related to you) sent directly to the College from the references. Fax or e-mail is acceptable provided a mailed copy follows with an original signature.
- Application fee.
- Any outstanding Birthingway account balance must be paid in full.

*Students enrolled in courses to meet admission prerequisites at the time of application must provide documentation of the final grades no later than December 31st unless the course or workshop is completed at Birthingway, in which case documentation will be provided by the College.

Applications are screened for completeness and will be notified if more information is needed. Applicants are encouraged to contact the Midwifery Program Coordinator to be sure their application is complete.

2. Interview

The purpose of the personal interview is to assess if a good match exists between you and Birthingway. Interviews with the Admissions Committee are held in late October and November for applicants living near the College. For applicants living at a distance from the College, interviews are generally held during the third week of November in conjunction with the *Meet and Greet* reception.

3. Meet and Greet

A *Meet and Greet* reception is held during the day on the third Friday in November each year. **All applicants and current students are expected to attend.** Area midwives, faculty, and former students are also welcome. Input from the College community is a vital part of application evaluation. Not attending the *Meet and Greet* will put you at a disadvantage.

All applicants are expected to attend the Financial Aid orientation offered during Meet and Greet. If unable to attend Meet and Greet, the applicant must meet with the Financial Aid Officer during the admissions process to learn about their aid options and program costs. Please call to set up an individual appointment. This orientation is for information only; your financial situation is not evaluated as a criteria for admissions into the program.

Admissions Committee

The Admissions Committee is comprised of Midwifery Program student volunteers, staff, and faculty members.

Admissions Buddy

All applicants will be paired with a buddy during the Admissions process. Buddies are current Midwifery Program students who are available to answer any questions or address any concerns that the applicant may have. Applicants and their buddy will spend time getting to know one another at the Meet and Greet, and often meet at least on one other occasion during the admissions process.

Application Evaluation

In evaluating applications, the following factors will be considered:

- Completeness and clarity of the application.
- Responses to the essay questions on the application, including correct spelling, grammar, and conventions.
- Responses to interview questions.
- Demonstration of knowledge of perinatal care providers.
- Meet and Greet small group input.
- Completion of all prerequisites with a grade of “B” or better.
- Evidence of compliance with Technical Standards for Midwifery Integration.
- Time available to study, to be available for clinical training, etc.
- Previous life experience which would contribute to the sensitivity and insight that a midwife needs, and experience which demonstrates initiative, independence, perseverance, and leadership.
- Previous experience as a birth educator, health care provider, lactation consultant, doula, or birth assistant, including experience being on-call.
- Previous study in midwifery, including attendance at midwifery conferences, study groups, workshops, meetings, and apprenticeships.
- Reading of midwifery-related books and journals.
- Academic training and coursework in areas related to midwifery, such as early childhood development, genetics, nutrition, and/or psychology.
- Demonstration of a commitment to midwifery as an autonomous profession through a history of membership and involvement in midwifery organizations and causes.
- Feedback from teachers regarding any workshops or courses taken at Birthingway before or during the application process.

Birthingway's admission process is in compliance with our institutional non-discrimination policy. See [NON-DISCRIMINATION POLICY](#).

Class Selection

The selection decision is made in early January. Once the Admissions Committee has reached a decision, notification letters are sent immediately.

Enrollment

Birthingway has extremely limited space in the Midwifery Program. Core class size is generally limited to eighteen. Your decision to accept admission to the program is a statement to the Birthingway community of your intent to complete the program and graduate. To emphasize the importance of this decision, Birthingway uses an *Enrollment Agreement*. The *Enrollment Agreement*, along with the one-time enrollment fee, must be returned to Birthingway by the enrollment deadline or it will be assumed that you have declined our offer of admission. Your space will be offered to an applicant on the waiting list.

You will be asked to designate which credential you are seeking (Certificate in Midwifery or Bachelor of Science in Midwifery) on the *Enrollment Agreement*. We strongly encourage you to contact the Midwifery Program Coordinator to discuss your educational goals, and to meet with the Financial Aid Office to discuss how the credential you seek may impact your financial aid package (if applicable). Please note that you are welcome to change the credential you are seeking at any time during the program, but you will be expected to complete additional paperwork in order to do so.

Registration announcements will be emailed to your birthingway.edu email address, which you will receive shortly after we've received your completed enrollment paperwork and payment. Registration materials are available on our website. New students must register for all first year spring core courses, at a minimum, by the spring term registration deadline. If you have not registered by the registration deadline, Birthingway will assume you are not going to register and will invite the next person on the waiting list to fill your position.

Matriculation and Orientation

The Welcoming Reception and Midwifery Student Orientation occur on the first Monday of the academic year. New students will be provided with a copy of the *Student Handbook and Catalog*, and will be oriented to the

facilities, policies, and procedures of the College.

You must attend the new student orientation to be considered matriculated. If unable to attend due to an emergency, you must contact the College and inform the Midwifery Program Coordinator that you will not be attending and to schedule an individual orientation. **If you enroll and register, but fail to attend either the scheduled orientation or an individual orientation, you will be withdrawn from the program.** Tuition and fees will be refunded per policy. Your place will be offered to an applicant on the admissions waiting list. See [ATTENDANCE](#) and [REFUND POLICY](#).

All current midwifery students are expected to attend the Returning Student Orientation. Continuing students will be provided with an update to their catalog, informed of any changes in policies and procedures, and be given the opportunity to provide feedback on the program. There is also a core completion ceremony held at this time.

Certificate in Midwifery

Certificate in Midwifery consists of a minimum of:

52 quarter credit hours in Midwifery Core Courses

55 quarter credit hours in Midwifery Supplemental Courses

6 quarter credit hours in Elective Courses (Minimum three elective *courses* required. Credits vary.)

30 quarter credit hours in Clinical Training Credit

143 quarter credit hours of coursework

To graduate with a Birthingway Certificate in Midwifery, you must complete the following graduation requirements:

- All required coursework. See [*MIDWIFERY CURRICULUM*](#).
- All clinical requirements. See [*CLINICAL REQUIREMENTS*](#).
- All additional learning requirements, including cohort attendance.
- All competencies requirements.
- Documentation of midwifery skills, practice, and assessment on College-approved forms.
- *Midwifery Integration* oral exam. See [*INTEGRATION EXAM*](#).
- Current LD&D transcript.
- All financial obligations to Birthingway paid in full.

Timeline to Receive Degree after Certificate Completion

If you graduate with the certificate and later wish to obtain the Bachelor of Science in Midwifery (BSM) degree, you have an additional three years after graduation to transfer the general education credits required for the degree to Birthingway. This option is not available beyond three years after graduation.

To have a BSM degree issued with no additional curricular requirements, you must submit official transcripts to the Midwifery Program Coordinator within the three year time frame. If you qualify for the degree, you must submit a *Convert Certificate to Degree* form with a conversion fee at the current rate.

Bachelor of Science in Midwifery (BSM)

Bachelor of Science in Midwifery consists of a minimum of:

- 52 quarter credit hours in Midwifery Core Courses
- 55 quarter credit hours in Midwifery Supplemental Courses
- 6 quarter credit hours in Elective Courses (Minimum three elective *courses* required. Credits vary.)
- 30 quarter credit hours in Clinical Training Credit
- 45 quarter credit hours General Education
- 188 quarter credit hours of coursework

To graduate with a Birthingway Bachelor of Science in Midwifery, you must meet all the graduation requirements for the Certificate in Midwifery, as well as additional general education requirements.

General Education Requirements

An official transcript from an approved college must be submitted to document the following coursework in the Liberal Arts and Sciences (and other nonvocational courses outside of midwifery), with a grade of at least C/2.0. The Midwifery Program Coordinator reviews the transcripts for appropriate transferable courses.

- At least 9 quarter credit hours of English Composition or hold a Bachelor's or higher degree.
- At least 9 quarter credit hours of Humanities
 - Includes language, literature, philosophy, religious thought, fine arts (not emphasizing performance skills).
- At least 9 quarter credit hours of Social Studies or Sciences
 - Includes anthropology, cultural geography, general history, religious history and culture, economics, political science, general psychology, sociology.
- At least 9 quarter credit hours of Natural Sciences
 - Includes biology, biological psychology, chemistry, physics, geology, physical geography, and mathematics.
- At least 9 additional quarter credit hours in any Humanities, Social Studies or Natural Sciences coursework

The above requirements are in quarter credit hours. Students transferring credits from schools using semester credit hours should divide the above requirements by 1.5. Students transferring credits using other systems (units, clock hours, etc.) should contact the Midwifery Program Coordinator for assistance.

According to State of Oregon standards, liberal arts and sciences do not include "professional and vocational courses" such as:

- agriculture and forestry
- wildlife management
- architecture and design
- business and public administration
- broadcasting and journalism
- computer technology
- education
- engineering and related technologies
- health professions
- home economics
- law
- library science
- military science
- parks and leisure studies
- physical education and recreation
- protective services
- religious services.

Also excluded are artistic performance or physical activity courses, and practical and general information courses such as personal health, career planning, human relations, public speaking, elementary writing, elementary mathematics, and computer fundamentals.

General education credits may be completed at any time before, during, or after taking core program courses.

Midwifery Curriculum

Birthingway's midwifery curriculum includes four components:

1. Midwifery Core courses
2. Supplemental courses
3. Elective courses
4. Clinical Training credits

Birthingway has developed our recommended course sequence (RCS) in such a way that you begin with foundational and introductory courses, and build towards more complicated material. Much of the later material is, in part, dependent upon the knowledge acquired in earlier courses. Our core courses start with theory and skills reflecting typical birth in our first year core, and build to include more complicated theory and more invasive skills in our second and third year core.

Although you can take many of the supplemental courses in a flexible way, we have developed the RCS so that these courses also build on each other, providing basic material early, while reserving courses that require more experience, such as Suturing, for later. In addition, we have devoted much time to determining the level of rigor for various courses. For example, more academically challenging courses, like Midwifery History and Politics, are recommended later in the sequence, because they are upper division and require a certain amount of college experience to be successful.

If you follow the RCS, you will be considered full-time for financial aid purposes. It is important to note that there are terms in which coursework alone may not put you at full-time for financial aid and you must be in clinical training credit to maintain this enrollment status. Likewise, while core is generally half-time, the RCS does include terms in which only taking core will not bring students to half-time. For more information on enrollment status and your financial aid eligibility, please speak with the Financial Aid Officer.

Please be aware that while the RCS lists an *ideal* pathway through the program, it may not be possible for you to follow due to timing and demand within a clinical placement. This RCS will not likely be a *realistic* timeline for completion of the program for most students. Please see the Midwifery Program Coordinator to map out an individualized course completion plan.

2017 Matriculating Cohort Recommended Course Sequence

First Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Antepartum (ANT251q)	5
		Physical Assessment I (PHY221q)	2
	Supplemental	Communications I (COM121q)	2
		Information Literacy (INL111q)	1
		Introduction to Healing Systems (STM121q)	2
		Using Medical Literature (UML111q)	1
	Total 13		
Fall	Core	Intrapartum (INT251q)	5
		Prenatal Skills (PRE211q)	1
	Core-corequisite	Fetal Assessment (FET221q)	2
	Supplemental	Communications II (COM112q)	1
		Introduction to Breastfeeding Theory (BRF131q)	3
	Elective		2
	Total 14		
Winter	Core	Postpartum (PTM251q)	5
		Postpartum Skills (PTM211q)	1
	Supplemental	Breastfeeding Skills (BFS221q)	2
		Communications III (COM113q)	1
		Infancy (INF121q)	2
		Childbirth Education (CBE131q)	3
	Total 14		

Second Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Applied Microbiology for Midwives (AMM351q)	5
		Microbiology Skills (MIC311q)	1
	Supplemental	Botanicals I (BOT231q)	3
		Plant Medicine I (PLM221q)	2
	Elective		2
	Clinical Training Credits (MCT311q)		2
	Total 15		
Fall	Core	Well-woman Gynecology (GYN341q)	4
		Gynecology Skills (GYN321q)	2
	Supplemental	Botanicals II (BOT332q)	3
		Plant Medicine II (PLM222q)	2
		Ethics (ETH321q)	2
	Clinical Training Credits (MCT311q)		6
	Total 19		
Winter	Core	Complex Situations I (CPX341q)	4
		Hematology Skills (HEM311q)	1
	Supplemental	Working Cross Culturally (WCC221q)	2
		Nutrition (NUT131q)	3
	Elective		2
	Clinical Training Credits (MCT311q)		6
	Total 18		

Third Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Complex Situations II (CPX442q)	4
		Critical Care Skills I (CCS411q)	1
	Supplemental	Human Genetics (GEN231q)	3
		Midwifery History and Politics (MHP431q)	3
		Physical Assessment II (PHY312q)	1
	Clinical Training Credits (MCT311q)		6
	Total 18		
Fall	Core	Psychosocial Issues (PSY441q)	4
		Critical Care Skills II (CCS412q)	1
	Supplemental	Research Methods (RSM311q)	1
		Pharmacology (PHR421q)	2
		Suturing (SUT421q)	2
	Clinical Training Credits (MCT311q)		6
	Total 16		
Winter	Core	Differential Diagnosis (DIF431q)	3
		Complex Situations III (CPX433q)	3
	Supplemental	Critical Care Skills III (CCS413q)	1
		Running a Midwifery Practice (RUN331q)	3
		Midwifery Integration (MIN411)	1
		Research Project (RSP411q)	1
	Clinical Training Credits (MCT311q)		4
	Total 16		

Elective Courses

The actual number of elective credits you take in any given term will vary based upon the course. In general, any course that isn't already designated as a midwifery core or supplemental course can be taken as an elective. You may choose to select your elective courses based on when they are available and on your interest level. We have found that some elective courses naturally complement other courses to create a particular focus or concentration.

- Herbal Healing
 - Botany (BTY121q)
 - Botanicals III (BOT323q)
 - Plant Medicine III (PLM223q)
- Mind, Body, and Spirit
 - Birth Stories in Life and Literature (BST211q)
 - Exploring Spirituality in the Perinatal Period (ESP221q)
 - Homeopathy (HOM131q)
 - Perinatal Psychology for Midwives (PSY221q)

Skills Acquisition

You will be exposed to many types of equipment while at Birthingway including, but not limited to, stethoscopes, fetoscopes, dopplers, catheters, drip sets, speculums, syringes, needles, microscopes, and otoscopes. Teachers also employ a number of models to aid in instruction, such as pelvis, obstetric abdomen, fetal development, birth simulation, bladder catheterization, silicone breast models, IV arms, and Adult and Infant CPR mannequins. In addition, teachers utilize a number of teaching aids such as glucometers, hemoglobinometers, triple balance scale, incubator, and autoclave.

Skills are introduced, practiced, and evaluated in the classroom, as well as during clinical training. You will be introduced to and practice the skills included on the [*MEAC Curriculum Checklist of Essential Competencies*](#), which includes skills required by the North American Registry of Midwives (NARM) *Basic Skills for Entry Level Midwifery* and International Confederation of Midwives (ICM) *Essential Competencies for Basic Midwifery Practice*. In addition, you will learn appropriate behavior, communication, and relationship skills; teaching and counseling skills; and decision-making ability in the classroom and clinical setting.

In skills courses, you will receive *Classroom Skills Documentation* forms which list each of the skills taught and the number of times you must demonstrate the skill in order to pass the course.

Skills are also acquired during your clinical training with a preceptor. Preceptors are required to meet with you each term that you are registered for clinical training credit and document which skills you can perform independently. These skills are evaluated using the *Skills Assessment Checklist*. The *Skills Assessment Checklist* includes all of the required NARM skills, as well as some additional skills Birthingway requires before graduation.

Skills gained while working with a preceptor are practiced on clients and are not uniform because of the nature of birth. You are responsible to document any new skills acquired, as well as the enhancement of classroom skills achieved during your clinical experience. A current copy of the *Skills Assessment Checklist* is kept in your academic file. For more information, see [*CLINICAL TRAINING*](#).

Classroom Skills Participation

In order to build empathy and relationships of trust, you will practice most skills on your classmates, including invasive procedures such as IV skills and vaginal exams. In general, you will practice skills with other students from your cohort. However, students from other cohorts or community students may be in your skills course. Participation as a model is required in most skills courses. You will not be paid for modeling in your own classes. You can model for other classes and will be paid according to Birthingway's skills models policy.

Physical Assessment Skills

You should anticipate both giving and receiving a complete physical exam (except breast and reproductive exams), or components of a physical assessment weekly during skills courses. This could involve partial undressing as required by the exam.

Gynecological Skills

You should anticipate both giving and receiving genital and internal pelvic exams weekly during the course. This may include: breast exams, pelvimetry, external genitalia exams, bimanual exams, performing PAP smears, collecting vaginal/cervical cultures, and fitting diaphragms. You are expected to participate as a model even during your menstrual period. In the event of pregnancy, you may provide your own model for gynecological skills after notifying your teacher.

Venipuncture and IV Skills

You are expected to become competent in venipuncture and IV skills. Once a baseline of ability has been established by practicing skills on classmates, Birthingway occasionally will provide models for venipuncture and IV practice.

Being excused from being a Peer Model

To be excused from participating as a peer model, you must complete a *Petition for Exception to Policy* or submit a *Disability Services Request for Accommodation*, as appropriate to your situation, requesting to be excused and to use a model in your place. If approved, you may be required to provide your own models as a substitute for yourself. All models must follow Birthingway's Skills Model Policy. You may also be required to pay your substitute model out-of-pocket, or the model must agree to provide the service free of charge. You must still complete all skills and pass all skills exams. See [PETITION FOR EXCEPTION TO POLICY](#). [DISABILITY SERVICES](#).

Additional Learning Requirements

Cohort Time

Students who matriculate into the Midwifery Program in the same academic year are considered a *cohort*. This group of students follows the midwifery core course sequence together. This includes sharing the same core day for all three years of core.

Cohort time is set aside on your core day as a time for school announcements, business, birth stories, midwifery integration, and to check-in with your classmates. It can be a forum to process class dynamics and issues that are both practical and emotional. A College employee will facilitate the cohort meeting. Attendance in cohort is required for graduation.

On core days there are approximately 90 minutes between morning theory and afternoon skills classes. The first 45 minutes are set aside for lunch. The next 45 minutes are set aside for cohort meeting time. Later in your program, you will have an additional 30 minutes for birth stories/peer sharing.

Practice Materials

Throughout the program, you will be writing and compiling materials which will later be useful in your midwifery practice, including protocols, practice guidelines, informed choice forms, information sheets, and care forms. Practice materials are assigned and evaluated as coursework in many program courses, and are utilized in the final, capstone courses: Differential Diagnosis and Midwifery Integration.

Signs and Symptoms Book

You will also compile a Signs and Symptoms book throughout the program. In addition to being a helpful aid in midwifery practice, the Signs and Symptoms book serves as a text for the Differential Diagnosis course. For information on how to create your Signs and Symptoms book, see the Core course page.

Clinical Training

Use of the term *Clinical Training*

Apprenticeship is a term that has been used traditionally in midwifery to describe the period of specialized clinical training with an experienced midwife. Much of the midwifery community continues to use this language. However, in many states, including Oregon, the term apprenticeship is reserved legally to mean a period of paid training in specific, approved industries. For this reason, Birthingway uses the terms *Clinical Training* and *preceptorship* in lieu of *apprenticeship* to describe the period of unpaid, clinical training in which a student midwife works with an experienced midwife.

Eligibility to Begin Clinical Training

We believe it is important for students to have foundational, theoretical knowledge of the antepartum, intrapartum, and postpartum periods before beginning clinical training. Delaying clinical training helps students transition into college-level academic learning, as it can be difficult to juggle both the clinical and classroom components of the program. We also consider clinical training credits to be upper division work; it is our goal to limit the amount of upper division work completed in the first year of the program.

For these reasons, you may not begin clinical training until you have finished the following courses, which comprise the first year core, with a grade of *Complete*:

Course Name/Number	Type
Antepartum (ANT251q)	Core
Physical Assessment I (PHY221q)	Core
Intrapartum (INT251q)	Core
Prenatal Skills (PRE211q)	Core
Fetal Assessment (FET211q)	Core Co-Requisite
Postpartum (PTM251q)	Core
Postpartum Skills (PTM211q)	Core

If you have questions about or concerns with this policy, please contact the Midwifery Program Coordinator.

Clinical Training Workshop

Before beginning clinical training with a preceptor, you must attend the Clinical Training Workshop which is offered every year during winter term. We will discuss the clinical training process; review client care and clinical credit documentation; review the *Skills Assessment Checklist*; and have a student panel to discuss the lifestyle of a student in clinical training. If you are unable to attend, you must schedule a meeting with the Midwifery Program Coordinator to go over clinical training requirements.

Intent to Begin Clinical Training form

If you are planning to begin clinical training for the first time **OR** to start clinical training under the supervision of a new preceptor, you must submit an *Intent to Begin Clinical Training* form. If you plan on working with a preceptor who has not yet been approved by Birthingway, please **submit this form at least three months before you plan to begin clinical training**. You may not work with a preceptor until they have been approved. This [form](#) is available on Birthingway's website.

Preceptor-Student Relationship Agreements

We have found that the student-preceptor relationship is incredibly important to the success of our student's clinical training. We stress that an integral part of that relationship is having clear expectations and boundaries, for both the student and the preceptor, from the beginning. To further that conversation, Birthingway has created a *Preceptor-Student Relationship Agreement* tool that you are strongly encouraged to use.

Clinical Placement Assistance

Birthingway makes every effort to assist you in locating an appropriate midwifery practice for clinical training. Because each preceptor/student relationship is unique, Birthingway will not assign you to a specific preceptor site. We also do not require preceptors to work with specific students. For those reasons, the College does not guarantee availability of a specific preceptorship for students.

You may not work with a preceptor until the preceptor has been approved by Birthingway. Work with an unapproved preceptor is grounds for withdrawal from Birthingway. If you wish to work with a preceptor who has not yet been approved, please contact the Faculty Coordinator. See [APPENDIX F: BIRTHINGWAY PRECEPTOR QUALIFICATIONS](#).

The College maintains a list of approved preceptors. Please contact the Faculty Coordinator for a *Preceptorship Search Questionnaire* if you would like to have assistance from Birthingway in locating a preceptorship. Submit the completed questionnaire to the Faculty Coordinator. Birthingway will forward all questionnaires on file to midwives seeking a student and encourage them to contact you for an interview. This

will be done for all students in a fair and impartial manner. Birthingway will keep questionnaires on file as long as they remain current. Please update your questionnaire regularly as your situation, needs, and abilities change. The Faculty Coordinator may request new questionnaires after a prolonged period (usually one year).

Birthingway may know the outcome of a preceptorship search and may inform you as a courtesy, but we are not responsible for the notification nor the outcome once the questionnaires are given to a midwife. When speaking with other students about your process please exercise care not to imply your placement has been finalized until the midwife has made a decision. We encourage you to share your experience of the process with staff so that Birthingway can monitor how approved preceptors work with students.

Due to the limited numbers of clinical training sites in Portland, Birthingway strongly encourages you to seek your clinical training in other areas after completing coursework. We have a list of sites in a variety of locations that are looking for students. See [CLINICAL TRAINING AT INTERNATIONAL SITES](#) and [CLINICAL TRAINING IN STATES OTHER THAN OREGON](#).

Your preceptor may have additional requirements beyond those of Birthingway. It is up to you and the preceptor to negotiate expectations. You should inform the Faculty Coordinator or Midwifery Program Coordinator of educational issues that arise with your preceptor (ex: if you believe that a preceptor does not provide the guaranteed number of hours of work for the clinical experience credit during a term).

Clinical Training Credit Registration

You may register for clinical training credits if you have:

- completed the required coursework. See [ELIGIBILITY TO BEGIN CLINICAL TRAINING](#).
- attended the Clinical Training Workshop or meet with the Midwifery Program Coordinator..
- submitted your *Intent to Begin Clinical Training* form.
- found a Birthingway-approved preceptor.

You must register for Clinical Training in any term that you will be working with a preceptor. If you will be working with a preceptor, but do not wish to receive a Clinical Training Credit, you must still submit a registration for zero credits. It is important that the College is able to track where you are completing your clinical work.

To register for clinical training, you must have a completed *Registration* for the term and also submit a completed *Clinical Training Credit Registration* form and full payment. All clinical training credits are subject to registration policies. See [REGISTRATION](#).

One clinical training credit is equal to 30 hours of work. With your input, the preceptor will determine the number of work hours to be completed in the term. The hours may be estimated based on the number of clients you will be attending during the term, past hours worked in the preceptorship, or by other methods. The *Clinical Training Credit Registration* form must be signed by both you and your preceptor. By signing the *Clinical Training Credit Registration* form, the preceptor agrees to provide a minimum number of hours of appropriate work for you during that term. In return, you agree to work that minimum number of hours and perform appropriate clinical duties. See [APPROPRIATE DUTIES](#).

Maximum Clinical Training Credits Allowed

You may take more than the minimum 30 clinical training credits required to graduate. However, you may take no more than a maximum of 45 credits to prevent issues with Satisfactory Academic Progress. See [SATISFACTORY ACADEMIC PROGRESS](#).

Late Registration for Clinical Training Credit

Late registration for additional clinical training credits is permitted. However, work may not be completed toward those credits until you have registered. For example, if you registered on May 5th, you may not count the work done from the beginning of the term through May 4th toward your clinical training credit.

All clinical training registrations must be submitted no later than two weeks before the end the term. After that date, to add additional clinical training credits you must meet with the Midwifery Program Coordinator, who will evaluate the feasibility of registering for more credit. If they agree that it is possible to complete on time, they will give you a *Clinical Training Credit Registration Deadline Waiver* which must be attached to your registration form.

Receiving Clinical Training Credit

To receive clinical training credit, you must submit the following documents to the Midwifery Program Coordinator at the end of the term:

- Clinical training credit timesheets with the hours you have worked during the term. The preceptor must sign off on the timesheets.
- One *Evaluation of Preceptor by Student* form
- One *Evaluation of Student by Preceptor* form
- *Skills Assessment Checklist*. See [SKILLS ACQUISITION](#).

If all of the documentation above is received and completed by the Monday after the last day of the term, you will earn a grade of *Complete*. A documentation is not received by that day, or is incomplete, then you will earn an *Incomplete* for the clinical training credit. If any of the documentation is still outstanding at six weeks from the last day of the term, the grade will be changed to *Withdrawn* per Birthingway's grading policy.

In addition, any individual credit hour not completed will be graded *Withdrawn* per Birthingway's grading policy. For example, if you register for three clinical training credits, but only worked 30 of the 90 hours, you would receive one credit hour graded *Complete* and two credit hours graded *Withdrawn*. See [GRADING](#).

Each individual clinical training credit hour is processed separately. All work must be completed within the term registered. You are responsible for tracking your progress towards each credit and adding/dropping credits as needed. We will not automatically increase nor decrease the number of credits in a term based on more or less work completed. For example, if you register for one clinical training credit, and complete 60 hours, we will not increase the number of credits earned from one to two unless you added an additional clinical training credit after completing the hours from the first credit but before starting the hours for the second credit.

Clinical Requirements

You must spend a minimum of two years acquiring clinical training while completing the following minimum clinical requirements:

- Labor Doula
 - 5 births
 - 2 of the 5 doula births must be planned hospital births
 - 1 of the 5 doula births may be in an observer role
- Assistant Role
 - 25 out-of-hospital births
 - 25 prenatal exams
 - 20 newborn exams
 - 10 postpartum exams
- Primary Under Supervision Role
 - 25 births
 - A minimum of 10 of these must occur within the United States or Canada
 - 75 prenatal exams, including 20 initial prenatals
 - 25 newborn exams
 - 40 postpartum exams
- Continuity of Care -- 15 Primary Under Supervision Role clients. See [DOCUMENTATION REQUIREMENTS](#).

All 25 Assistant role births and 25 Primary Under Supervision role births must be planned out-of-hospital births. Two of the five labor doula births must be planned hospital births. Up to five hospital transports may be counted in either the Assistant role or the Primary Under Supervision role; however, never more than two of the transports may be counted in the Primary Under Supervision role. During a hospital transport, you must go with the client to the hospital and provide support until the birth is resolved and through the immediate postpartum. Transports may not be used for continuity of care.

For legal, safety, and educational reasons, you may not attend births in any capacity other than as a labor doula (emotional and comfort support only) unless under the supervision of a Birthingway approved preceptor. Doing so is grounds for withdrawal from the Midwifery Program.

Appropriate Duties

Direct client care must constitute at least 75% of the clinical training work performed and may include:

- Prenatal visits
- Labor support
- Birth
- Newborn care
- Postpartum visits
- Phone conversations with client
- Providing client education

Additional duties that may constitute the remaining 25% of the work performed include:

- Processing lab work
- Filing client information
- Charting
- Typing birth certificates
- Cleaning and maintaining clinic/office space
- Ordering/purchasing supplies
- Writing client information forms
- Maintaining a client library
- Replenishing supplies to prenatal and birth bags
- Sterilizing instruments
- Maintaining equipment
- Attending staff meetings
- Maintaining medication logs
- Refilling oxygen tanks
- Completing statistical forms
- Transporting to and from the client's home visit (1 commute per client)
- Attending peer review

Documentation Requirements

Documentation of clinical experience is required for graduation from the program. This includes, but is not limited to, experience observing, assisting, and providing supervised primary care for prenatal, labor, birth, newborn exam, postpartum, and well-woman gynecological care.

Clinical experiences must be documented in the *Client Care Documentation Book*, available from the College. You must pay the Client Care Documentation Book fee to receive the book. The *Client Care Documentation Book* must be submitted for review when you apply for graduation. See [GRADUATION](#).

The *Skills Assessment Checklist* is part of the your *Client Care Documentation Book*. At the end of each term, the preceptor will review the *Skills Assessment Checklist* and update it with dates and signature/initials for each skill. See [RECEIVING CLINICAL TRAINING CREDIT](#).

You must document *Continuity of Care* (COC) on 15 of the required Primary under Supervision role clients. 10 of the 15 COC requirements must meet Birthingway's definition of COC: a minimum of four prenatal visits, the birth, the immediate postpartum care, the newborn exam, and one postpartum visit for the same client. 5 of the 15 COC must meet *MEAC Accredited Institutions Continuity of Care Documentation for NARM Requirements*: a minimum of five prenatal visits spanning at least two trimesters, the birth (labor, birth, immediate postpartum exam, newborn exam), and two postpartum exams.

In addition, you must log all of the time you spend in clinical training activities on a timesheet. This requirement is separate from the documentation of clinical training credits and time spent on direct client care and additional duties, including all travel for client visits. See [APPROPRIATE DUTIES](#).

If you plan to apply for midwifery licensure in any state other than Oregon, please discuss your plan with the Midwifery Program Coordinator, as other states usually have different requirements.

Low Volume Birth Services / Sites Requirement

Birthingway requires students to complete most of their clinical training with midwives who maintain continuity of care within a low-volume setting (less than five clients due in any given month, or up to six clients in any

given month if the extra two clients are continuity of care that the student has assisted during prenatals). To prevent interference with class time, core students may not have more than four clients due in any given month.

If you have completed the core portion of the program, you may request an exception to the low volume birth services policy after conferring with the Midwifery Program Coordinator. To verify if a particular site is classified as a high volume birth service, consult the Midwifery Program Coordinator or Faculty Coordinator.

Generally, none of the 25 Assistant role births can be high volume. Of the 25 Primary Under Supervision role births, 15 births must constitute continuity of care and, therefore, a high volume birth setting would likely not fulfill this requirement. Up to 10 of the remaining Primary Under Supervision role births can be high volume.

Graduation from the Midwifery Program

Midwifery students may qualify for graduation at any time during the year. You are responsible for ensuring that all graduation requirements, including general education requirements if applicable, are complete. You must notify the Midwifery Program Coordinator (MPC) of your intent to graduate either in writing or on your *Registration* form for the term in which you plan to graduate.

You must be registered for the term in which you will graduate. This also applies to the optional Summer term. If you do not complete the graduation process before the first day of the next term, you must register for the next term to maintain the enrolled status required to graduate.

One-on-One Graduation Process Meeting

Once notification is received, you need to meet with the MPC to discuss the graduation process. The MPC will provide to you with a *Graduation Process Checklist* to check off each step of the graduation process as it is completed.

You and the MPC will review your academic file to confirm the status of your coursework completion. All outstanding credits must be completed before you can graduate. All coursework with *Incompletes* or coursework *In Progress* must be turned in by the last class day of your final term to allow time for faculty evaluation. If you intend to earn the Bachelor of Science in Midwifery degree, the MPC will review your official college transcripts for the completion of the general education requirements and confirm your eligibility for the degree. You are responsible for submitting all official transcripts to Birthingway.

Reviewing and Verifying Client Care Documentation

You must submit the *Client Care Documentation Book* and the *Skills Assessment Checklist* to the MPC. The *Client Care Documentation Book Verification Fee Payment* form must be completed and submitted with payment with the clinical documentation.

The MPC will review each signature page, verifying that each entry has a date, client ID, and preceptor signature. The preceptor's signature must be on every line that they approve. The MPC will confirm that there is a record of the clinical experience that correlates with each logged item, and will verify that the dates match and that the record is complete. If there are any discrepancies, the MPC will make a note and require that you correct the information. The MPC will also verify that there are sufficient numbers of experiences in each area to meet Birthingway's graduation requirements and that clinical experiences occurred over a minimum of two calendar years.

The MPC will also verify that you have been supervised and assessed by at least two people in the following categories, per NARM Requirements:

- Basic Prenatal Exam
- Routine Physical Exam
- Newborn Exam
- Four to six weeks Postpartum Exam

The MPC will verify that your clinical documentation is complete and return it to you with any required changes within two weeks. If any items are missing, the MPC will return the book to you so that the appropriate information may be completed

Once all required documentation is verified and complete, the MPC will retain the original signature pages of

the documentation. You will receive a copy of the signature page along with a letter confirming that your documentation meets Birthingway's requirements. The remainder of the *Client Care Documentation Book* is returned to you.

Integration Exam

As part of the graduation process, you must prepare for and arrange your midwifery integration exam. This oral exam demonstrates your ability to weave together judgment, knowledge, skills, clinical assessment, decision-making, and perceptions into appropriate diagnosis and action plans.

You must select three committee members. The committee must include at least one core teacher and one Birthingway approved preceptor with whom you have worked. You are responsible for providing the names of your committee members to the MPC and for scheduling the exam date. Once the exam is scheduled, the MPC will forward a copy of the exam with an explanatory letter to the committee members.

You may attempt the integration exam three times for remediation purposes. This does not include running out of time during an exam. Before your third attempt, you will be given an opportunity for advisement and testing strategies. This may include discussion of alternative strategies to assess competence. If, after your third attempt, you are still unable to demonstrate comprehensive knowledge of appropriate diagnosis and action plans, the MPC will meet with you to decide your next steps. Next steps may include retaking courses and/or completing an independent study before retaking the exam, or withdrawal from the program.

Legend Drugs and Devices Testing

To meet [State of Oregon Licensure requirements](#), you must have currency in certain Legend Drugs and Devices skills that are covered in Critical Care Skills I (CCS411q), Critical Care Skills II (CCS412q), Critical Care Skills III (CCS413q), Pharmacology (PHR421q), and Suturing (SUT421q) within two years of both graduating and applying for Oregon State Licensure. It is highly recommended that you take these courses as close to your graduation date as possible.

If any or all of your Legend Drugs and Devices have expired, you will need to complete the written and skills tests before you graduate to demonstrate that your skills are current. You will need to maintain your enrolled status until you have completed the written and skills tests. This means you have to be enrolled and registered for the term in which you are planning to take your tests. Please plan accordingly.

Contact the Midwifery Program Coordinator for more information about LD&D renewal training. If it has been more than two years, you will need to do the following:

- Demonstrate successful IV starts.
- Properly cut and suture a 2nd degree tear on a foam model.
- Demonstrate an IM injection with a glass ampule and a SQ injection with a multi-dose vial.
- Demonstrate a saline lock.
- Pass all written tests for the various subjects.

You must register and provide payment for all skills that you are required to complete. If you plan to test one-on-one you will need to pay the following fees, which are non-refundable.

Treatment of Shock and IV Skills	\$50.00*
Pharmacology and Meds by Injection^	\$30.00
Suturing**	\$70.00
Saline lock	\$20.00

* If you would like Birthingway to provide you a model for IV skills there will be an additional \$20 fee.

^You will be responsible to bring your own grapefruit or orange on the day of the skills test.

**You will be responsible for bringing your own suturing instruments on the day of the test. These include- two hemostats, one needle holder, scissors, and tissue forceps.

Additional Graduation Process Requirements

You must complete and submit the *Graduate Exit Survey* about your experience at Birthingway.

You must ensure all library materials are accounted for and any fines are paid. Please contact the Librarian to confirm your status.

Financial Aid recipients must complete exit counseling for student loans. Do this at www.studentloans.gov. Please contact the Financial Aid Officer with any questions relating to this.

The *Graduation Fee Payment* form must be completed and submitted with payment before the graduation process is considered complete. All other financial obligations to Birthingway must be met. Please contact the Finance Coordinator.

Completing the Graduation Process

Once the graduation process is completed, the MPC will notify the Registrar that you have qualified for graduation. The Registrar will create a diploma and send a copy to NARM, if requested.

Commencement

Commencement ceremonies are held as warranted by the number of graduates, usually once a year in June.

A student may, in rare circumstances, be allowed to participate in the commencement ceremony without having completed all of the requirements for graduation. In general, all graduation requirements must be completed by the end of the term in which commencement occurs.

Changes to Graduation Requirements

Any changes proposed by the College to the graduation requirements of a particular matriculating year must be agreed to by every student in that matriculation year. If the entire cohort cannot reach a consensus, the program requirement will remain unchanged. See [COHORT YEAR / CATALOG YEAR](#).

The exception to this rule is if there is a change in state, federal, accreditation, or certification standards, or if other major programmatic changes are necessary that require Birthingway to make adjustments to the program. You will be informed of these mandatory changes and of their reasons.

Pursuing Advanced Education After Graduation

Some students receiving a BSM may wish to seek advanced education after graduation. This generally refers to graduate studies. The Bachelor of Science in Midwifery degree is a “professional degree”, per the state of Oregon, and is not a general degree such as a Liberal Arts Degree. Professional degrees are based on course requirements specific to that profession. As an example, if you receive a Nursing Degree, you will take courses in Nursing. Professional degrees do not translate easily into graduate programs other than those in the profession itself. So, a Bachelor of Science in Nursing would qualify you for a Master of Science in Nursing program. It would not prepare you for medical school or for a Masters in Business Administration program. This applies to other specialized degrees as well. A degree in direct-entry midwifery educates you for work as a direct-entry midwife.

Graduate programs generally have very specific prerequisites for admission. For example, getting into medical school requires, in addition to a recognized undergraduate degree, that the applicant have transcripts showing high marks in several very specific courses such as physics, calculus, and chemistry. Most graduate programs also require applicants to complete admissions testing such as the LSAT or the GRE. A Bachelor's degree itself will not generally be enough to get into a graduate program. See [TRANSFER OF CREDITS TO OTHER SCHOOLS DISCLAIMER](#).

If you are planning to seek graduate studies after Birthingway, please speak with the Midwifery Program Coordinator and with an admissions advisor at the graduate program of interest. Birthingway staff are willing to help you plan your studies and to speak with the program of interest on behalf of Birthingway degrees and credits.

Midwifery Program Costs

Tuition and fees include but are not necessarily limited to the following:

Application Fee (non-refundable)	\$ 75
Enrollment Fee (non-refundable)	\$ 200 upon initial enrollment only
Registration Fee (non-refundable)	\$ 60 per term
Technology Fee	\$ 40 per term
Tuition – Academic Credit	\$ 512 per credit hour
Tuition – Clinical Training Credit	\$ 240 per credit hour
Client Care Documentation Book fee	\$ 30
Client Care Documentation Verification	\$ 200
LD & D Graduation Testing Fees	see LD&D TESTING
Graduation Fee	\$ 150
Coursepack and Lab Fees vary by course.	

Tuition and fees are subject to annual increases. Historically, these increases have usually been between 3% and 10%. The College reserves the right to increase tuition by up to 20% in any given year, as needed.

Costs in the following table are an estimate based upon the current recommended course sequence using 2017-18 tuition and fee costs, and coursepack, lab, text, and equipment costs from previous academic year. Actual individual costs may vary. This estimate **does not** include costs associated with obtaining general education requirements for the degree program, as these courses are transferred in from approved, outside institutions.

Program Cost Estimate			
	Tuition & Fees	Texts, Equip	Total
First Year	\$22,230	\$1,644	\$23,874
Second Year	\$23,272	\$721	\$23,993
Third Year	\$25,044	\$717	\$25,761
Total (estimate)	\$70,546	\$3,082	\$73,628

Please note that Birthingway tuition is the same regardless of where the student lives or is from. We do not differentiate between in-state and out-of-state residents.

Lunch Costs

You are expected to take a turn in providing lunch for your entire core class, approximately once every four to six weeks, depending on size of the cohort group. See [LUNCH](#).

Midwifery Equipment

You are required to provide your own midwifery equipment for certain courses.

- First Year Equipment
 - ADC Diagnostic 700 aneroid Latex-free adult blood pressure unit
 - Stethoscope
 - Safety goggles
 - Economy fetoscope
 - Miltex reflex hammer
 - Digital thermometer
 - Notoco pocket otoscope
 - Retractable tape measure (inches and centimeters)
 - Gestational calculator wheel
 - Flexible pelvis model (10.5" x 7" x 7.7")
 - Fetal model (19" long)
 - Placenta/cord/amnion/chorion model
 - Perineal cloth model (5' x 6.5")
- Suturing
 - Mayo Hegar 6" needle holder (Miltex)
 - Russian forceps 6" (Miltex)
 - Rochester pean straight forceps 6.25" (Vantage)
 - Rochester pean curved forceps 6.25" (Vantage)
 - Spencer stitch scissors 3.5" (Vantage)

- Operating scissors blunt-blunt 5.5" (Vantage)

Equipment kits can be purchased through the College or purchased individually from other sources. Prices of equipment vary based on the quality of the equipment and where it is purchased. Estimated costs for required equipment are included in the Texts and Equipment amounts listed above.

You are not required to own a computer.

Non-Institutional Expenses Near Graduation

Graduates may find they incur a variety of different expenses at or after graduation, including but not limited to, the cost to sit for the North American Registry of Midwives (NARM) certification exam, state licensure fees, costs associated with starting an independent midwifery practice, and student loan repayment. We recommend that you speak to the Midwifery Program Coordinator and/or the Financial Aid Officer to help you plan for these types of expenses.

Midwifery Program Policies

Cohort Year / Catalog Year

Each cohort is required to complete the graduation requirements defined in the catalog for their matriculation year. For example, if you matriculate in spring 2017, you must complete the program graduation requirements from the *2017-2018 Student Handbook and Catalog*. This includes completing all the courses listed in the recommended course sequence.

Birthingway will offer the exact courses, or their equivalent, necessary to meet the graduation requirements in your recommended course sequence each year during the three consecutive core years beginning with and following your matriculation year. Failure to follow the recommended course sequence may result in difficulty registering for courses at a later date. Birthingway cannot guarantee that required courses will be available in the same format three years after matriculation. For example, some courses may increase in credit value. Although you will still be able to complete requirements defined at your matriculation, it may be necessary for you to attend longer courses, portions of different courses, or to complete special testing or individual projects in order to meet your original graduation requirements.

If you do not register for your core classes every term, you will lose your guaranteed place in core.

Joining a New Core/Cohort

The circumstances in which you may join a new core/cohort include, but are not limited to:

- taking leave from one or more core courses for three or more consecutive terms;
- missing courses that fulfill prerequisites for future courses; and/or
- receiving a *Withdrawn* in at least one core course before taking leave from core.

For information on taking leave from core, see [LEAVE FROM MIDWIFERY CORE](#). See also [LEAVE OF ABSENCE](#) in the general institutional policies section.

The *Petition to Join a New Cohort* form is available from the Midwifery Program Coordinator. The form must include a letter, and any additional supporting information or documentation, addressing the following:

1. Why you are requesting to join a new core/cohort.
2. How the reasons for your leave or need to join a new core/cohort have been remediated or resolved.
3. What plans you have made to ensure successful completion of the Midwifery Program.

Birthingway will form a committee with three staff and/or faculty members to review the petition. If denied entry into a new core/cohort, you may appeal the original decision. See [APPEAL PROCESS](#).

If the core/cohort is full (18 students), you will only be able to join once a space becomes available or other circumstances permit. You will be informed of an opening by the Midwifery Program Coordinator should one become available.

If you must join a new core/cohort, you must also meet the new cohort's graduation requirements and sign an enrollment agreement addendum. See [COHORT YEAR / CATALOG YEAR](#).

The Midwifery Program Coordinator will work closely with the cohort the student is joining to process the impact on the group.

Leave from Midwifery Core

You may elect to take a formal leave from core for up to three consecutive terms by completing a *Request to Leave Core* form available from the Midwifery Program Coordinator. The *Request to Leave Core* form will notify you of the terms of the leave.

During a leave from core, you may continue to take supplemental, elective, and clinical training credits. Changes to your enrollment status may also impact your financial aid. See [FINANCIAL AID](#). If you do not plan to take any credits, your leave will be considered to be a Leave of Absence. You must continue to register each term regardless of which type of leave you are on. Failure to register each term will be considered a withdrawal from the Midwifery Program. See [LEAVE OF ABSENCE](#).

You must complete a *Notification of Return to Core* form before returning. This form is available from the Midwifery Program Coordinator and must be completed no later than four weeks before the registration deadline of the term in which you would like to rejoin core. Upon receipt of this form, the Midwifery Program Coordinator will determine whether you may rejoin your current cohort or if you are required to join a new cohort. If the Midwifery Program Coordinator determines you must join a new cohort, a *Petition to Join a New Cohort* form will be provided. Please note that Birthingway does not guarantee a spot in a new cohort. Cohorts are currently capped at 18 students. See [JOINING NEW CORE/COHORT](#).

To request a leave longer than three consecutive terms, you must submit a letter of request to the Midwifery Program Coordinator by 5 pm on the registration deadline of the term for which the extension is requested. Extensions are only granted term-by-term. If no letter is received, you will be withdrawn from the Midwifery Program and will need to reapply. See [PROGRAM REAPPLICATION](#).

Lunch

Birthingway has integrated food sharing into many of our activities. This is firmly rooted in the Biodynamic approach. Because we recognize that physiological processes are often dominated by hormones, and that oxytocin is one of the hormones that impacts many human functions, we seek ways to enhance oxytocin levels in our day to day lives. Oxytocin, the hormone of human connection, is released when we share food together, so it follows that we think it is important to integrate the sharing of food into our culture. In addition to a grand plan to enhance oxytocin levels, we recognize that food is an important feature of nearly all cultures. It is something that brings people together in celebration. It provides an opportunity for connection, for fun, and for nourishment.

All core students take turns providing lunch for their entire cohort. First year students write up a lunch schedule which continues to be updated each term for the three years of core. The Birthingway staff provides lunch for the third year midwifery students on their last day of core in winter term. Meals do not need to be fancy, but should provide a vegetarian option. Individual cohorts have the option to agree upon other food preferences, allergies, etc.

It is important that meal preparation not detract from class instruction. Students cannot take time out of class in order to prepare for lunch. **All food preparation should be done in advance of class.** Time spent away from class preparing food will count as time absent from class for attendance purposes.

If you are absent on the day that you are responsible for lunch, you must trade with another student, make sure that lunch is delivered by another person, or notify the College before class begins. In event of the latter, lunch will be ordered and delivered, and you will need to reimburse the College for the expense.

Meeting with the Midwifery Program Coordinator

You are encouraged to meet with the Midwifery Program Coordinator to review your progress in all areas of the program, to assess your needs, and to provide input about the program at least once each academic year. A written summary of the meeting will be placed in your permanent record.

Mandatory second year meetings are scheduled during winter term of second year. This is a chance for you to give feedback on your experience at Birthingway thus far and to have a projected course completion evaluation with the Midwifery Program Coordinator.

Midwifery Program Timeframe (Minimum and Maximum)

Students must be registered continuously from the date of matriculation to graduation. The program coursework is designed to be completed in a minimum of **three years** only if you attend the core, supplemental, and elective courses and clinical training in the recommended sequence. Birthingway recommends that students begin clinical training in the first term of their second year. Students who begin clinical training at that time, register for clinical training credit, and attend an average of two to three births per month can complete their clinical training requirement within two years. Clinical training credits are incorporated into the recommended course sequence.

Most students take longer than three years to complete the Midwifery Program.

The length of time it takes to complete depends on many factors including:

- whether you follow the recommended course sequence;
- how many credits you take each term;
- the size and availability of the type of midwifery practice desired as a preceptor site;
- personal life events, such as having a baby, getting married, etc.

If you are seeking the Bachelors of Science in Midwifery credential, you will need to transfer in an additional year's-worth of general education credits. This may extend the time required to complete the degree.

Your matriculation catalog will expire after six years. Your course credits will expire after seven years.
See [CREDIT AND CATALOG YEAR GRADUATION REQUIREMENTS EXPIRATION](#).

Types of Midwifery Program Students

Core Students matriculate together as a cohort and are currently progressing through three years of core courses.

Extension Students matriculated more than three years ago, and no longer meet for core classes with a cohort. In order to remain an enrolled student at Birthingway, extension students must register and pay the registration and technology fees each term whether or not they are taking courses.

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Lactation Consultation Program (Pathway 2)



Birthingway's Lactation Consultation Program supports students as they work toward professional certification as a Lactation Consultant by completing classroom hours, accumulating supervised and unsupervised lactation specific clinical hours with nursing and expectant mothers, and preparing for the certification exam.

Program Accreditation

The Birthingway Lactation Consultation Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Lactation Education Accreditation and Approval Review Committee (LEAARC). Commission on Accreditation of Allied Health Education Programs 25400 US Hwy 19 N., Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org.

Qualifications to Practice

With successful completion of either the Birthingway Lactation Consultation Certificate or Degree, you should have sufficient classroom and clinical knowledge to meet examination and experiential requirements for the International Board of Lactation Consultant Examiners (IBLCE) certification. At this time, licensing is not required to practice as a Lactation Consultant in Oregon. Specific employers may require additional credentials for employment. Credentialing is not conducted by Birthingway. See [APPENDIX C: CREDENTIALING REQUIREMENTS COMPARISON CHART](#).

About the IBCLC Credential

If you would like to become an International Board Certified Lactation Consultant (IBCLC), you must pass the certifying examination offered by the International Board of Lactation Consultant Examiners (IBLCE). To qualify to take the exam, you must have completed specific requirements established by IBLCE. The IBCLC credential is administered by IBLCE.

There are three eligible pathways to become an IBCLC. For more information regarding the different pathways, see IBLCE's Candidate Guide on their website:

<http://iblce.org/wp-content/uploads/2015/09/candidate-information-guide.pdf>

Birthingway's Lactation Consultation certificate and degree options meet all IBLCE requirements for exam eligibility; graduates qualify for eligibility through Pathway 2.

Lactation Consultation Program Goals

- Graduates have basic competency in providing Biodynamic care.
- Graduates are able to use compassionate communication and empathy, and identify feelings and needs.
- Graduates are prepared to be internationally certified by the International Board of Lactation Consultant Examiners (IBLCE).
- Graduates have the opportunity to earn an Associate's Degree.
- To prepare competent entry-level lactation consultants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Technical Standards for Student Lactation Consultants

A lactation consultation diploma from Birthingway signifies that the holder is prepared to meet the clinical competencies set forth by the International Board of Lactation Consultant Examiners (IBLCE). Candidates for graduation must have the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of client care. **Therefore, the following abilities and expectations must be met and maintained, with or without reasonable accommodation, from matriculation through graduation by all lactation students.** Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding these standards are encouraged to contact the Lactation Program Coordinator.

- You must have sufficient use of the sensory, visual, hearing, and motor systems, and the somatic sensation necessary to manipulate the required equipment, instruments, or tools, and to perform a physical examination.
- You must have the capacity to be able to perform clinical care activities, such as palpation of the breast and newborn palate assessment. A complete list of required skills can be found in our Lactation Program *Clinical Competencies Checklist*.
- You must be able to follow universal precautions against contamination and cross contamination.
- You must be able to work in a safe manner.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and to maintain effective, mature and sensitive relationships with clients, other care providers, colleagues, staff, and faculty.
- You must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the College curriculum and to function in the lactation consultation profession. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments; to display flexibility; and to function in the face of uncertainties inherent in the clinical problems and needs of many clients.

Prerequisites to the Lactation Consultation Program

There are no course prerequisites to admission in either the Certificate or Degree option. However, you must be a high school graduate or hold an equivalent, such as a GED.

Application to the Lactation Consultation Program

Admission to the Lactation Consultation Program is by application. The written application and a non-refundable application fee are due at the College or postmarked no later than the application deadline of **June 1st**. The College recommends that applicants keep a copy of their application. Late applications will only be considered for admission if space is available after all other applicants have been considered.

Birthingway's admission process is in compliance with our institutional non-discrimination policy. See [NON-DISCRIMINATION POLICY](#).

The completed application includes:

- The completed *Application for Admission to the Lactation Consultation Program* form.
- Response to application essay questions.
- Two letters of recommendation (from people not related to the applicant) sent directly to the College from the references.
- Copy of your high school transcript, GED, or other equivalency certificate. High school diplomas are not acceptable.
- Official college transcripts from every college attended.
- Application fee (non-refundable).
- Any outstanding Birthingway account balance must be paid in full.

Applications are screened for completeness. Applicants will be contacted when all information has been received or if more information is needed.

Interview

A personal interview is required as part of the application process. The purpose of the interview is to familiarize you with the program and to learn more about you in order to assess if a good match exists between you and Birthingway. Once we have received your completed application, the Lactation Program Coordinator will contact you to schedule your interview.

Application Evaluation

Applications are evaluated using the following criteria:

- Completeness and clarity of the application.
- Responses to the essay questions on the application, including correct spelling, grammar, and conventions.
- Time available to study and to be available for clinical training.
- Previous life experience which would contribute to the sensitivity and insight a good lactation consultant needs, and which demonstrate initiative, independence, perseverance, and leadership.
- Previous experience as a birth educator, health care provider, and/or breastfeeding peer counselor.
- Previous study in lactation education, including attendance at conferences, workshops, and meetings, and reading breastfeeding-related books and journals.
- Feedback from teachers regarding any courses and/or workshops taken at Birthingway before or during the application process.
- Demonstration of ability to successfully complete college-level work.

The selection decision is made in early July. A small committee consisting of Birthingway staff and current students evaluates each application. Applicants will be notified by letter once a decision is reached.

Enrollment

Birthingway is a small school with limited space. Class size is generally limited to eighteen. Your decision to accept admission to the program is a statement to the Birthingway community of your intent to complete the program and graduate. To emphasize the importance of this decision, Birthingway uses an *Enrollment Agreement*. The *Enrollment Agreement*, along with the one-time enrollment fee, must be returned to Birthingway by the enrollment deadline or it will be assumed that you have declined our offer of admission. Your space will be offered to an applicant on the waiting list.

Registration announcements will be emailed to your birthingway.edu email address, which you will receive shortly after we have received your completed enrollment paperwork and payment. Registration materials are available on our website. New students must register by the registration deadline of Fall term. If you have not registered by the registration deadline, Birthingway will assume you are not going to register and will invite the next person on the waiting list to fill your position.

Orientation and Matriculation

The Lactation Consultation new student orientation occurs during the week prior to the start of Fall term. **All Lactation Consultation students are required to attend.** New students will be provided with a copy of the *Student Handbook and Catalog* and will be oriented to the facilities, policies, and procedures of the College. Continuing students will be informed of any changes in policies and procedures, and be given the opportunity to provide feedback on the program.

You must attend the new student orientation to be considered matriculated. If unable to attend due to an emergency, you must contact the Lactation Program Coordinator to inform them that you will not be attending and to arrange for an individual orientation. **If you enroll and register but fail to attend either the scheduled orientation or an individual orientation, you will be withdrawn from the program.** Tuition and fees will be refunded per policy. Your place will be offered to the next applicant on the admissions waiting list. See [REFUND POLICY](#).

Certificate in Lactation Consultation

If you intend to complete the Certificate in Lactation Consultation and later “upgrade” to the degree, please consult with the Lactation Program Coordinator prior to beginning your clinical training.

To graduate with a Birthingway Certificate in Lactation Consultation, you must complete the following graduation requirements:

- 18 quarter credit hours in Lactation-Specific Coursework completed.
- Complete a minimum of 300 hours of direct client contact under the direct supervision of an approved IBCLC.
- All competency requirements documented.
- Completion of IBLCE Health Sciences and Continuing Education requirements.
- Independent learning requirements, including cohort attendance, met.
- Documentation of lactation consultation skills, practice, and assessment on college-approved forms.
- All financial obligations to Birthingway paid in full.

Timeline to Receive Degree after Certificate Completion

If you graduate with the certificate and later wish to obtain the Associate of Applied Science in Lactation Consultation degree, the following steps must be completed within three years of when you graduated with the Certificate in Lactation Consultation:

1. Re-apply to the Lactation Consultation Program. There will be no application fee if you do this within two years of when you graduated with the Certificate in Lactation Consultation.
2. Register each term and complete the additional coursework required.
3. Submit official transcripts for the required General Education Credits.
4. Complete the graduation process, including submission of a graduation fee at the current rate.

Associate of Applied Science in Lactation Consultation

18 quarter credit hours in Lactation-Specific Courses
18 quarter credit hours in Supplemental and Elective Courses
10-17* quarter credit hours in Clinical Training Credits
18-22* Health Sciences Courses (*taken at Birthingway or transferred in, credits may vary*)
22-26* quarter credit hours in General Education Credits (transferred in)
Minimum of 90 quarter credit hours

**To meet the 90 quarter credit hour minimum for the degree, you must complete more than the minimum in at least one of these credit ranges.*

To graduate with a Birthingway Associate of Applied Science in Lactation Consultation, you must meet all the graduation requirements for the Certificate in Lactation Consultation, as well as additional coursework and general education requirements.

Additional Coursework

The additional coursework required for the degree track is intended to provide you with an advanced knowledge of lactation and/or additional professional skills. See [CURRICULUM COMPONENT 4](#).

General Education Requirements

An official transcript from an approved college must be submitted to document the following coursework with a grade of at least C/2.0. The Lactation Program Coordinator (LPC) reviews the transcripts for appropriate transferable courses.

- 9 quarter credit hours of English Composition
- 13-17 quarter credit hours in the liberal arts and sciences (any Humanities, Social Sciences, or Natural Sciences coursework)

The above requirements are in quarter credit hours. Students transferring credits from schools using semester credit hours should divide the above requirements by 1.5. Students transferring credits using other systems (units, clock hours, etc.) should contact the LPC for assistance in planning their program.

According to State of Oregon standards, liberal arts and sciences do not include “professional and vocational courses” such as:

- agriculture and forestry
- wildlife management
- architecture and design
- business and public administration
- communication (journalism)
- computer technology
- education
- engineering and related technologies
- health professions
- home economics
- law
- library science
- military science
- parks and leisure studies
- physical education and recreation
- protective services
- religious services

Also excluded are artistic performance or physical activity courses, nor practical and general information courses such as personal health, career planning, human relations, public speaking, writing, elementary mathematics, and computer fundamentals.

Lactation Consultation Curriculum

Birthingway College of Midwifery's lactation curriculum includes four components:

- Component 1: Lactation-Specific courses
- Component 2: Clinical Training
- Component 3: IBLCE required Health Sciences and Continuing Education
- Component 4: Additional required and elective courses (for degree option)

Component 1: Lactation-Specific courses

These courses must be completed at Birthingway by all lactation consultation students.

- Lactation Core I (LAC161q)
- Lactation Core II (LAC262q)
- Lactation Core III (LAC263q)

Component 2: Clinical Training

To meet this requirement, you must obtain a minimum of 300 hours of directly supervised clinical practice. You must complete this with a Birthingway-approved and IBLCE-certified lactation consultant (IBCLC). For the degree option, you may need additional clinical experiences to meet clinical training credit requirements. See [CLINICAL TRAINING](#).

Component 3: Health Sciences and Continuing Education

You have the choice to complete these requirements at Birthingway or at any accredited college and transfer the credits to Birthingway. To transfer these courses into the program, you must receive a grade of "C" or better.

- **IBLCE Requirement: Biology**
 - Birthingway's Human Genetics (GEN231q) course may be used to meet this requirement.
- **IBLCE Requirement: Human Anatomy and Physiology**
 - Birthingway's Anatomy and Physiology for Birth and Lactation Professionals (ANP151q) course may be used to meet this requirement.
- **IBLCE Requirement: Infant and Child Growth and Development**
 - Birthingway's Infancy (INF121q) course may be used to meet this requirement.
- **IBLCE Requirement: Introduction to Clinical Research**
 - Birthingway's Using Medical Literature (UML111q) and Information Literacy (INL111q) courses, taken together, may be used to meet this requirement.
- **IBLCE Requirement: Nutrition**
 - Birthingway's Nutrition (NUT131q) course may be used to meet this requirement.
- **IBLCE Requirement: Psychology or Counseling Skills or Communication**
 - Birthingway's Communications I (COM121q) *and/or* Perinatal Psychology for Lactation Consultants (PSL211q) courses may be used to meet this requirement.
- **IBLCE Requirement: Sociology or Cultural Sensitivity or Cultural Anthropology**
 - Birthingway's Working Cross-culturally (WCC211q) course may be used to meet this requirement.
- **IBLCE Requirement: Basic Life Support (e.g. CPR)**
 - This requirement may be met through a non-credit workshop.
 - Birthingway's Maternal/Infant CPR workshop may be used to meet this requirement.
- **IBLCE Requirement: Medical Documentation**
 - Birthingway's Medical Terminology (MED121q) course may be used to meet this requirement.
- **IBLCE Requirement: Medical Terminology**
 - Birthingway's Medical Terminology (MED121q) course may be used to meet this requirement.
 -

Note: All IBLCE Health Science or Continuing Education requirements not specifically listed above are already incorporated into Component 1 of the curriculum and do not need to be taken separately.

Component 4: Supplemental and elective courses (for degree option)

Unless otherwise stated, you must complete these requirements at Birthingway.

- Advanced Lactation Case Studies (ACS221q)- 2 quarter credits
- Botanicals I (BOT231q)- 3 quarter credits
- Communications I (COM121q)- 2 quarter credits

- Communications II (COM 112q)- 1 quarter credit
- Communications III (COM113q)- 1 quarter credit
- Electives (may be transferred in)- minimum of 3 quarter credits, see your Program Coordinator for a list of electives.
- Introduction to Healing Systems (STM121q)- 2 quarter credits
- Lactation Consultant Practice Protocols (LPP211q)- 1 quarter credit
- Pregnancy and Birth Impacts on Breastfeeding (IMP231q)- 3 quarter credits
- Perinatal Psychology for Lactation Professionals (PSL211q)- 1 quarter credit

Recommended Course Sequence

With all four components taken together, Birthingway has developed the following recommended course sequences (RCS). They have been created in such a way that you begin with foundational and introductory courses, and build towards more complicated material. Much of the later material is, in part, dependent upon the knowledge that is acquired in earlier courses.

Please be aware that while the RCS lists an *ideal* pathway through the program, it may not be possible for you to follow due to timing and demand within a clinical placement. This RCS will not likely be a *realistic* timeline for completion of the program. Please see the Lactation Program Coordinator to map out an individualized course completion plan.

2017 Matriculating Cohort Recommended Course Sequence: Certificate in Lactation Consultation

Students seeking the Certificate in Lactation Consultation who wish to graduate within one year must take all required courses as they are offered. Choosing to take only some of the courses when offered in the first year will delay your graduation. Speak with the Lactation Program Coordinator to create a course projection for your completion.

Term	Type	Course Name	Credit Hours
Fall	Lactation-Specific	Lactation Core I (LAC161q)	6
	Clinical Training (LCT211q)	<i>No clinical training allowed during first term.</i>	0
		Total	6
Winter	Lactation-Specific	Lactation Core II (LAC262q)	6
	Clinical Training (LCT211q)- 150 hours of direct client contact		0
		Total	6
Spring	Lactation- Specific	Lactation III (LAC263q)	6
	Clinical Training (LCT211q)- 150 hours of direct client contact		0
		Total	6

In addition, you must complete the IBLCE Health Sciences and Continuing Education requirements either at Birthingway or at any other accredited college. Health Sciences and Continuing Education requirements may be completed at any time before or during your enrollment in the program.

If you choose to meet some or all the IBLCE Health Sciences and Continuing Education requirements by taking the equivalent courses offered by Birthingway, the course schedule is as follows:

Fall term offerings:

Human Anatomy and Physiology (ANP151q)	5 quarter credits
Human Genetics (GEN231q)	3 quarter credits
Medical Terminology (MED121q)	2 quarter credits
Perinatal Psychology for Lactation Professionals (PSY211q)	1 quarter credit
Working Cross Culturally (WCC221q)	2 quarter credits

Winter term offerings:

Infancy (INF121q)	2 quarter credits
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Nutrition (NUT131q)

3 quarter credits

Spring term offerings:

Communications I (COM121q)

2 quarter credits

Information Literacy (INL111q)

1 quarter credit

Using Medical Literature (UML111q)

1 quarter credit

2017 Matriculating Cohort Base Recommended Course Sequence: Associate of Applied Science in Lactation Consultation

First Year			
Term	Type	Course Name	Credit Hours
Fall	Lactation-Specific	Lactation Core I (LAC161q)	6
		Clinical Training Credits (LCT211q) <i>No clinical training allowed during first term.</i>	0
		Total	6
Winter	Lactation-Specific	Lactation II (LAC262q)	6
		Clinical Training (LCT211q)	2
		Total	8
Spring	Lactation- Specific	Lactation III (LAC263q)	6
	Supplemental	Communications I (COM121q)	2
		Introduction to Healing Systems (STM121q)	2
		Clinical Training (LCT211q)	1
		Total	11

Second Year			
Term	Type	Course Name	Credit Hours
Fall	Supplemental	Communications II (COM112q)	1
		Pregnancy and Birth Impacts on Breastfeeding (IMP221q)	2
		Perinatal Psychology for Lactation Professionals (PSY211q)	1
		Clinical Training (LCT211q)	3
		Total	8
Winter	Supplemental	Communications III (COM113q)	1
		Lactation Consultant Practice Protocols (LPP211q)	1
		Advanced Lactation Case Studies (ACS221q)	2
		Clinical Training (LCT211q)	3
		Total	7
Spring	Supplemental	Botanicals I (BOT231q)	3
	Elective		2
		Clinical Training (LCT211q)	1
		Total	6

In addition, you must complete the IBLCE Health Sciences and Continuing Education requirements either at Birthingway or at any other accredited college. Health Sciences and Continuing Education requirements may be completed at any time before or during your enrollment in the program.

If you choose to meet some or all the IBLCE Health Sciences and Continuing Education requirements by taking the equivalent courses offered by Birthingway, the course schedule is as follows:

Fall term offerings:

Human Anatomy and Physiology (ANP151q)	5 quarter credits
Human Genetics (GEN231q)	3 quarter credits
Medical Terminology (MED121q)	2 quarter credits
Working Cross Culturally (WCC221q)	2 quarter credits

Winter term offerings:

Infancy (INF121q)	2 quarter credits
Nutrition (NUT131q)	3 quarter credits

Spring term offerings:

Information Literacy (INL111q)	1 quarter credit
Using Medical Literature (UML111q)	1 quarter credit

Skills Acquisition

You will be exposed to many types of equipment while at Birthingway including, but not limited to, infant scales, pediatric stethoscope, model breasts, model babies, oral anatomy models, supplemental nursing systems, infant feeding tools, nipple shields, and manual and electric breast pumps.

Skills are introduced, practiced, and evaluated in the classroom, as well as during clinical training. You will be introduced to and practice skills included on the *CAAHEP/LEAARC Entry Level Competencies* which includes skills required by the International Board of Lactation Consultation Examiners (IBLCE). In addition, you will learn professional behavior, communication, and relationship skills; teaching and counseling skills; and decision-making ability in classroom and clinical settings.

In skills courses, you will receive *Classroom Skills Documentation* forms which list each of the skills taught and the number of times you must demonstrate the skill.

Skills are also acquired during your clinical training with a preceptor. Preceptors are required to meet with you each term that you are registered for clinical training credit to document which skills you can perform independently. These skills are evaluated using the *Clinical Competencies Checklist*. The *Clinical Competencies Checklist* includes all of the [required IBLCE skills](#), as well as some additional skills Birthingway requires before graduation.

Skills gained while working with a preceptor are practiced on clients and are not uniform because of the nature of clinical practice. You are responsible to document any new skills acquired, as well as the enhancement of classroom skills achieved during your clinical experience. A current copy of the *Clinical Competencies Checklist* is kept in your academic file. For more information, see [CLINICAL TRAINING](#).

Classroom Skills Participation

In order to build empathy and relationships of trust, you will practice some skills on your classmates, where reasonable to do so. In general, you will practice skills with other students from your cohort. However, students from other cohorts or community students may be in your skills course. Participation as a model is required in some skills portions of the curriculum. You will not be paid for modeling in your own classes. You can model for other classes and will be paid according to Birthingway's skills models policy.

You should anticipate practicing and demonstrating proper use of universal precautions, a complete evaluation of breastfeeding assessment of both mother and infant, assessment of breast milk transfer, options for breastfeeding positions, devices and equipment use, and breast milk expression.

As you move further in to the program, you should anticipate practicing and demonstrating proper assessment of prenatal considerations, assessment of true low milk supply, proper use of tools and equipment, pumping, options for milk storage, donation counseling, and infant oral exams.

Additional Learning Requirements

Cohort Time

Students who matriculate into the Lactation Consultation Program in the same academic year are considered a *cohort*. This group of students follows the lactation-specific course sequence together. This includes sharing the same core day for the entire sequence of lactation-specific courses.

After morning coursework, a 30 minute lunch is scheduled, followed by cohort meeting time. This Cohort time is set aside for school announcements, business, clinical stories, and to check-in with your classmates. It can be a forum to process class dynamics and issues that are both practical and emotional. A Birthingway employee will facilitate the cohort meeting. Attendance in cohort is required for graduation.

Clinical Training

Eligibility to Begin Clinical Training

We believe it is important for students to have foundational, theoretical knowledge of lactation-specific education and have a basic level of skill-set before beginning clinical training process. Delaying clinical training also helps students transition into college-level academic learning, as it can be difficult to juggle both the clinical and classroom components of the program.

At a minimum, you must have completed your first term of lactation-specific coursework before beginning clinical training and/or registering for clinical training credits (degree students). When you are ready to begin clinical training, you should first meet with the Lactation Program Coordinator to discuss your clinical options.

Clinical Training Workshop

Before beginning clinical training with a preceptor, you must attend the Clinical Training Workshop, which is offered every Fall term. We will discuss the clinical training process; review client care and clinical credit documentation; and review IBLCE's *Clinical Competencies for the Practice of International Board Certified Lactation Consultants* checklist. If you are unable to attend, you must schedule a meeting with the Lactation Program Coordinator to go over clinical training requirements.

Intent to Begin Clinical Training form

If you are planning to begin clinical training for the first time or to start clinical training under the supervision of the new preceptor, you must submit an *Intent to Begin Clinical Training* form. If you plan on working with a preceptor who has not yet been approved by Birthingway, please submit this form at least three months before you plan to begin clinical training. This [form](#) is available on the Birthingway website.

Clinical Placement Assistance

Birthingway makes every effort to assist you in locating an appropriate practice for clinical training. Because each supervisor/student relationship is unique, Birthingway will not assign you to a specific site. In addition, the availability of clinical hours depends on the demand from clients in the area. Birthingway does not guarantee availability of a clinical site or a minimum number of clinical hours for every student. We continue to develop relationships with IBCLCs in private practice, clinics, and hospital settings who are willing to supervise our students.

If you wish to have Birthingway's assistance in locating a clinical site, please contact the Lactation Program Coordinator. We will work with each student individually to try to make a good match. The Lactation Program Coordinator maintains a list of approved preceptors.

If you wish to work with a preceptor who has not yet been approved, you must contact the Lactation Program Coordinator. Because preceptors are considered faculty, you may not work with a preceptor until they have been approved by the State of Oregon and by Birthingway. **Working with an unapproved preceptor is grounds for withdrawal from Birthingway.**

Your preceptor may have additional requirements beyond those of Birthingway, including charging their own fees, liability and insurance policies, and training prerequisites. It is up to you and the preceptor to negotiate expectations.

Preceptor-Student Relationship Agreements

We have found that the student-preceptor relationship is incredibly important to the success of our student's clinical training. We stress that an integral part of that relationship is having clear expectations and boundaries, for both the student and the preceptor, from the beginning. To further that conversation, Birthingway has created a *Preceptor-Student Relationship Agreement* tool that you are strongly encouraged to use.

Clinical Training Registration

You must register for clinical training in any term that you will be working with a preceptor. To register for clinical training each term, you must submit a complete term *Registration* form, and a *Clinical Training Registration* form, and pay for the credits (degree option). See [REGISTRATION](#).

If you will be working with a preceptor, but do will be completing only the certificate-level clinical practicum (not receiving a Clinical Training Credit), you must still submit a registration for zero credits. It is important that the College is able to track where you are completing your clinical work.

For students taking Clinical Training Credits; one Clinical Training Credit is equal to 30 hours of student work. Using this, the preceptor will agree to provide a minimum number of credits/hours of appropriate work for you during that term on the *Clinical Training Registration* form. In return, you agree to work that minimum number of hours and perform appropriate clinical duties. With your input, the supervisor determines the number of work hours to be completed in the term. This will be an estimate; it is best to plan these hours conservatively. This form must be signed by both you and your supervising preceptor.

You will be limited to 40 hours of student clinical work per week.

Late Registration for Clinical Training Credit

Late registration for additional Clinical Training Credits is permitted. It is advisable to register for a smaller number of Clinical Training Credits at the beginning of the term and add more later in the term as needed. However, work may not be completed toward those credits until you have registered. For example, if you registered on May 5th, you may not count the work done from the beginning of the term through May 4th.

All clinical training registrations must be submitted no later than two weeks before the end the term. After that date, you must meet with the Lactation Program Coordinator, who will evaluate the feasibility of registering for more credit. If the LPC agrees that it is possible to complete on time, they will give you a *Clinical Training Credit Registration Deadline Waiver* which must be attached to your registration form.

Documenting Clinical Training

To document your clinical training, you must submit the following documents to the Lactation Program Coordinator at the end of each term:

- Clinical training timesheets with the hours you have worked during the term. The preceptor must sign off on the timesheets.
- One *Evaluation of Preceptor by Student* form.
- One *Evaluation of Student by Preceptor* form.
- *Clinical Competencies Checklist*. See [SKILLS ACQUISITION](#).

For students requesting Clinical Training Credits, if all of the documentation above is received and completed by the Monday after the last day of term, you will earn a grade of *Complete*. If any of the documentation is not received by that day, or is incomplete, then you will earn an *Incomplete* for the Clinical Training Credit. If documentation is still not received within six weeks of the last day of term, the grade will be changed to *Withdrawn* per Birthingway's grading policy.

In addition, any individual credit hour not completed will be graded *Withdrawn* per Birthingway's grading policy. For example, if you register for three Clinical Training Credits, but only worked 30 of the 90 hours, you would receive one credit hour graded *Complete* and two credit hours graded *Withdrawn*. See [GRADING](#).

Each individual Clinical Training Credit is processed separately. All work must be completed within the term registered. You are responsible for tracking your progress towards each credit and adding/dropping credits as needed. We will not automatically increase nor decrease the number of credits in a term based on more or

less work completed. For example, if you register for one Clinical Training Credit, and complete 60 hours, we will not increase the number of credits earned from one to two unless you added an additional Clinical Training Credit after completing the hours from the first credit but before starting the hours for the second credit.

If you are in clinical training, even if you don't receive clinical credit, you will still accumulate time toward the 300 hours IBLCE requirement if you submit the appropriate documentation of the experience listed.

Clinical Requirements

You must complete a minimum of 300 hours of direct client care to meet your program requirements.

If you are seeking the degree, along with the 300 hours of direct client care, you must complete a minimum of ten Clinical Training Credits. One Clinical Training Credit is equivalent to 30 hours of student effort. This can be a combination of direct contact/client care and additional college-level work. You must meet a minimum of 18 hours of direct client care per credit, but can potentially earn a total of 30 direct client care hours per credit. This may mean working additional hours beyond Clinical Training Credits to reach the 300 hour direct client care requirement.

If you are seeking the degree, you have the option to register for additional Clinical Training Credits (up to a total of 17 credits) to meet the number of credits required for an Associate's degree.

In order to meet IBLCE's requirements for exam eligibility, candidates for the IBLCE exam must have experience in providing care to breastfeeding families. This means that the candidate must be the person who provides the lactation and breastfeeding care. Observation, or shadowing, of practitioners may not count toward meeting the clinical practice requirement.

If you intend to apply for the IBLCE exam, the clinical practice requirement **must be completed within the five years immediately prior to exam application**. Experience obtained more than five years prior to exam application cannot be used to qualify.

The majority of the clinical practice must be obtained through direct, in-person provision of lactation and breastfeeding care. Telephone counseling and group classes or support groups may be used but may not account for the majority of your hours.

Candidates are encouraged to obtain clinical practice in a variety of settings, and with babies and children from newborn to toddler. The *Clinical Competencies for the Practice of IBCLCs* guide identifies the clinical skills and knowledge expected of a competent Lactation Consultant. Contact the Lactation Program Coordinator for information about this guide.

IBLCE defines direct supervision as "a gradual process that begins with observation; progresses to clinical practice experience under direct observation until the skill is mastered; and culminates in independent practice with the mentor or supervisor physically nearby to assist and offer advice and support." In order to demonstrate mastery of a skill, the candidate is expected to complete all three phases of clinical practice under the direct supervision of an experienced IBCLC.

- **Phase 1: Observation.**
 - Time spent observing the supervising IBCLC is necessary but may not be counted toward meeting the required minimum number of hours required by *Pathway 2*.
- **Phase 2: Clinical practice.**
 - This phase involves working directly with breastfeeding families, under the direct observation of the supervising IBCLC.
- **Phase 3: Independent clinical practice.**
 - In this phase, students are providing care in the primary role under supervision.

You can only count hours directly supporting breastfeeding families toward the 300 hours IBLCE requires for exam eligibility.

Appropriate Duties

Direct client care may include:

- In-person consultation
- Phone conversations with clients
- Providing client education

Additional duties you may be asked to perform which will *not* count toward the requires 300 hours of direct client care include:

- Processing lab work
- Filing client information
- Charting
- Cleaning and maintaining clinic/office space
- Ordering/purchasing supplies
- Writing client information forms
- Maintaining a client library
- Maintaining equipment
- Attending staff meetings
- Completing statistical forms
- Transporting to and from one home visit per client
- Attending Peer Review

For Clinical Training Credits, at least 60% (18 hours) of each credit must be in direct client contact duties (see above).

Documentation Requirements

Documentation of clinical experience is required for graduation from the program. You will be required to document both your hours worked and your skills acquired during your clinical experience. At the end of each term, your preceptor(s) will review the *Clinical Competencies Checklist* and update it with dates and signature/initials for each skill. You are also required to turn in a log of your hours worked, signed by each supervisor, and preceptor evaluation forms.

Graduation from the Lactation Consultation Program

Students are not required to take the International Board of Lactation Consultant Examiners (IBLCE) exam in order to graduate from our program. Most students in our program, however, have the goal of sitting for the IBLCE exam and our graduation requirements meet IBLCE's *Pathway 2* exam eligibility criteria.

Please contact the Lactation Program Coordinator (LPC) to begin the graduation process. It is best to start planning for this at least one term before your anticipated completion date.

Graduation Process

The graduation process consists of the following steps:

1. You must meet with the LPC to review your academic file and to confirm that all course requirements and any outstanding credits have been completed. All coursework with *Incompletes* or coursework *In Progress* must be turned in by the last class day of your final term to allow time for faculty evaluation.
2. Official transcripts for all general education courses (for the Associate of Applied Science degree) and health sciences and continuing education (all students) being transferred in must be on file and must meet the specific requirements.
3. The LPC will then verify your classroom skills documentation is complete. If any discrepancies or omissions are noted, you and the LPC will make a plan to follow-up in the areas of concern.
4. You must submit all required clinical documentation (including the *Clinical Competencies Checklist*) to the LPC **no later than two weeks before the end of the term in which graduation is planned**.
5. You must complete and submit the *Graduate Exit Survey* about your experience at Birthingway.
6. You must ensure all library materials are accounted for and any fines are paid. Please contact the Librarian.

7. All financial obligations to Birthingway, including payment of graduation fee, must be met. Please contact the Finance Coordinator to confirm your account balance.

Once all steps are completed, the LPC will notify the Registrar that you have qualified for graduation. The Registrar will create a diploma and update your transcript.

You must be registered for the term in which you graduate. This also applies to the optional Summer term. If you do not complete the graduation process before the first day of the next term, you must register for the next term to maintain the enrolled status required to graduate.

Commencement

Commencement ceremonies are held as warranted by the number of graduates, usually once a year in June. A student may, in rare circumstances, be allowed to participate in the commencement ceremony without having completed all of the requirements for graduation. In general, all graduation requirements must be completed by the end of the term in which commencement occurs.

Changes to Graduation Requirements

Any changes proposed by the College to the graduation requirements of a particular matriculating year must be agreed to by every student in that matriculation year. If the entire cohort cannot reach a consensus, the program requirement will remain unchanged. The exception to this rule is if there is a change in state, federal, accreditation, or certification standards, or if other major programmatic changes are necessary that require Birthingway to make adjustments to the program. You will be informed of these mandatory changes and of their reasons.

Lactation Consultation Program Costs

Tuition and fees include but are not necessarily limited to the following:

One time fees for all LC students:

Application Fee (non-refundable)	\$ 50
Enrollment Fee (non-refundable)	\$ 200 upon initial enrollment only
Graduation Fee	\$ 150

Recurring fees for certificate students only:

Term Fee	\$3,000 per term
<i>(Inclusive of Registration, Technology, Lab, and Coursepack fees as well as classroom tuition.)</i>	
Clinical Training Practicum Fee	\$ 150 per term

Recurring fees and tuition for degree students only:

Registration Fee (non-refundable)	\$ 60 per term
Technology Fee	\$ 40 per term
Tuition—Academic Credit	\$ 512 per credit hour
Tuition—Clinical Training Credit	\$ 240 per credit hour
Coursepack and lab fees vary by course.	

Tuition and fees are subject to annual increases. Historically, these increases have usually been between 3% and 10%. The College reserves the right to increase tuition by up to 20% in any given year, as needed.

Costs in the following table are an estimate based upon the current recommended course sequence using 2017-18 tuition and fee costs, and coursepack, lab, text, and equipment costs from previous academic year. Actual individual costs may vary. This estimate **does not** include costs associated with obtaining general education requirements for the degree program, as these courses are transferred in from approved, outside institutions.

Certificate Track Cost Estimate			
	Tuition & Fees	Texts, Equip	Total
Lactation-Specific Credits	\$9,000	\$458	\$9,300
Clinical Training	\$300	\$0	\$300
Total (Estimated)	\$9,300	\$458	\$9,600

Degree Track Cost Estimate* +				
		Tuition & Fees	Texts, Equip	Total
First Year	Course Credits	\$11,921	\$915	\$12,836
	Clinical Credits	\$720	\$0	\$720
	Total First Year	\$12,641	\$915	\$13,556
Second Year	Course Credits	\$8,406	\$204	\$8,610
	Clinical Credits	\$1,440	\$0	\$1,440
	Total Second Year	\$9,846	\$204	\$10,050
Overall Total (Estimated*)		\$22,487	\$1,119	\$23,606
*Estimate does not include general education credits which must be transferred in from another approved institution.				

For both the certificate and degree tracks: if you choose to complete your Health Sciences and Continuing Education requirements by using additional courses offered at Birthingway, the following estimated costs would be added to the above estimate. Actual costs will vary depending on how many of these courses you choose to take at another accredited institution instead.

Health Sciences	\$9,728	\$900	\$10,628
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Lactation Consultation Program Policies

Cohort Year/Catalog Year

You are required to complete the graduation requirements defined in the catalog for your matriculation year. For example, if you matriculate in spring 2016, you must complete the program graduation requirements explained in the *2016-2017 Student Handbook and Catalog*. This includes completing all the courses listed in the recommended course sequence.

Birthingway will offer the exact courses, or their equivalent, necessary to meet the graduation requirements in your recommended course sequence each year during the one year (certificate track) or two consecutive years (degree track) beginning with and following your matriculation year. Failure to follow the recommended course sequence may result in difficulty registering for courses at a later date. Birthingway cannot guarantee that required courses will be available in the same format beyond your recommended course sequence. For example, some courses may increase in credit value to accommodate new content. Although you will still be able to complete requirements defined at your matriculation, it may be necessary for you to attend longer courses, portions of different courses, or to complete special testing or individual projects at additional expense in order to meet your original graduation requirements. See [LACTATION CONSULTATION PROGRAM TIMEFRAME](#) and [CREDIT AND CATALOG YEAR GRADUATION REQUIREMENTS EXPIRATION](#).

Lactation Consultation Program Timeframe (Minimum and Maximum)

Students must be registered continuously from the date of matriculation to graduation.

The Certificate Track is designed to be completed in **one year** by following the recommended course sequence. Your catalog will expire **three years** after matriculation.

The Degree Track is designed to be completed in **two years** by following the recommended course sequence. Your catalog will expire **four years** after matriculation.

The length of time it takes to complete depends on many factors, including:

- whether you follow the recommended course sequence
- how many credits you take each term

- the availability of preceptor sites
- personal life events, such as having a baby, getting married, etc.

Your course credits will expire after seven years. See [CREDIT AND CATALOG YEAR GRADUATION REQUIREMENTS EXPIRATION](#).

Per IBLCE's policy, lactation-specific coursework and direct contact must be completed within the five years immediately before IBLCE exam application.

Meeting with the Lactation Program Coordinator

You are encouraged to meet with the Lactation Program Coordinator to review your progress in all areas of the program, to assess your needs, and to provide input about the program at least once each academic year. A written summary of the conference will be placed in your permanent record.

Mandatory meetings are scheduled during winter terms. This is a chance for you to give feedback on your experience at Birthingway thus far and to have a projected course completions evaluation with the Lactation Program Coordinator.

Required Equipment

There is no required equipment for this program. You are not required to own a computer.

Lactation Consultation *Pathway 1 and Pathway 3* Options

Pathways 1 and 3 provide an avenue for students to use previous health-care experience, or to use a less formal education, to become certified as a Lactation Consultant. *For more detailed information on Pathway 1 and 3 requirements and to see which pathway is best for you, please see the IBLCE website or contact the Lactation Program Coordinator.*

The Birthingway Lactation Consultation Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Lactation Education Accreditation and Approval Review Committee. Commission on Accreditation of Allied Health Education Programs 25400 US Hwy 19 N., Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org.

Our lactation education course sequence meets IBLCE's 90 hour minimum education requirements.

Coursework

All candidates for the IBLCE Pathway 1 or 3 certification examination must meet minimum requirements in the following areas of study and experience:

- Section A. Education in human lactation and breastfeeding
- Section B. Clinical practice in providing care to breastfeeding families
- Section C. Education in specified health science subjects

Section A: Human Lactation and Breastfeeding Courses

The courses that cover the required Human Lactation and Breastfeeding Education are:

- Lactation Core I (LAC161q) – 6 quarter credits
- Lactation Core II (LAC262q) – 6 quarter credits
- Lactation Core III (LAC263q) – 6 quarter credits

Section B: Clinical Practice

Each Pathway has a different minimum requirement for clinical experience.

- Pathway 1 requires 1000 hours of supervised lactation-specific clinical hours.
- Pathway 3 requires 500 hours of supervised lactation-specific clinical hours.

Section C: Specified Health Science Subjects

See the Health Science Course table listed in [APPENDIX C: LACTATION CREDENTIALING REQUIREMENTS COMPARISON](#).

Time frame for Completion

Per IBLCE policy, required lactation specific coursework must be completed within the five years immediately before IBLCE exam application. Your Birthingway credits will expire after seven years.

Lactation Consultation *Pathways 1 and 3* Costs

Term Fee	\$3,000 per term
<i>(Inclusive of Registration, Technology, Lab, and Coursepack fees as well as classroom tuition.)</i>	
Clinical Training Practicum Fee	\$ 150 per term

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Childbirth Educator Program

Childbirth Educator Workshop

The childbirth educator workshop is offered once a year. This may only be taken as a stand-alone course. *Childbirth educator certification is temporarily unavailable.*

Topics include:

- Biodynamic approaches to the labor and birth process;
- tools for emotional and physical support;
- providing informed choice;
- providing education to adults.

Because our Childbirth Education Workshop is designed for both midwives and independent Childbirth Education providers, we ask students to provide demonstration of some basic pregnancy and birth related knowledge so that everyone can be starting from a similar point of understanding. Before registering for the workshop, you must provide evidence of having some basic prenatal, birth, and postpartum knowledge. There are a number of ways this prerequisite can be met, including: having taken a Labor Doula workshop, being a Lactation Consultant student who has already taken the A&P requirement, being a Midwifery Student, or being a health professional, such as a nurse or physical therapist. Please contact the Specialized Programs Coordinator (SPC) for a list of other ways to meet this requirement.

Re-Certification

For any currently certified Birthingway Childbirth Educator, re-certification is required every two years. Re-certification requires documentation of one series of classes taught during each year of certification (self-evaluation journals and parent evaluation forms), documentation of 15 hours of continuing education (pertinent classes, workshops, lectures, etc.) and payment of the re-certification fee. Re-certification forms are available from the College upon request.

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Labor Doula Program

Labor Doula Workshop

The labor doula workshop is offered several times a year. It may be taken as a stand-alone course, as a step toward labor doula certification, and/or as a prerequisite for admission into the Midwifery Program. The workshop is often offered evenings or weekends to fit a variety of schedules. Topics include:

- Biodynamic approaches to the labor and birth process;
- tools for emotional and physical labor support;
- providing continuity of care;
- supporting mom's process of telling her birth story;
- supporting breastfeeding;
- running a doula business.

About the Program

A labor doula or birth companion is a person who is knowledgeable about and experienced in the birth process. A labor doula provides emotional, physical, and informational support to a mother before, during, and just after childbirth.

Certification is optional. There is no requirement for national certification available at this time. Certification as a Labor Doula is conferred and administered by Birthingway College of Midwifery. Certification by another doula organization, such as Doulas Of North America (DONA) or the Childbirth and Postpartum Professional Association (CAPPA), is a separate process. While Birthingway Certification meets and exceeds the certificate requirements of other organizations, it does not transfer to certification by any other organizations.

Labor Doula Program Goals

- To train students in labor doula skills.
- To assist students in acquiring labor doula work experience.
- To train students with competence in basic research and information literacy skills.
- To provide students with labor doula applications for a variety of therapeutic modalities.
- To prepare students to provide individualized doula care.
- To provide clarity around scope of practice of a labor doula.
- To teach and promote Biodynamic birth principles.
- To use diverse methodologies based on Biodynamic educational principles that encourage integration of intellect, senses, intuition, and judgment in learning situations.
- To support students with reaching their educational and professional goals.
- To encourage an evolving awareness of professional ethics and relationships with peers, preceptors, clients, and others as articulated in the [*MANA Statement of Values and Ethics*](#).
- To encourage and support students to be change agents in their communities.

Technical Standards for Doulas

A certified labor doula from Birthingway signifies that the holder is a doula prepared for entry into active practice. They must have the knowledge, skills, attitudes, and judgment to function in a broad variety of situations and to render a wide spectrum of client support. Therefore, the following abilities and expectations must be met and maintained, with or without reasonable accommodation, through certification and re-certification. Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding standards are encouraged to contact the SPC.

- You must be able to observe demonstrations in the Biodynamic model of care
- You must have sufficient use of the sensory, visual, hearing and/or motor systems to support women in birth and families in the immediate postpartum period.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity, both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems (within scope), and reach therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.

- You must possess the interpersonal skills to develop rapport and to maintain effective, mature, and sensitive relationships with clients, care providers, hospital staff, colleagues, staff, and faculty.
- You must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the practicum. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments/family structures; to display flexibility and to function in the face of uncertainties inherent in the problems and needs of many clients.

Application to the Labor Doula Program

Admission to the Labor Doula Program is by application. The application includes a non-refundable application fee. The College recommends that applicants keep a copy of their application. Applications are accepted on an ongoing basis.

Applicants must have completed Birthingway's Labor Doula Workshop prior to application.

Birthingway's admissions process is in compliance with our institutional non-discrimination policy. See [NON-DISCRIMINATION POLICY](#).

The completed application includes:

- The completed *Application for Admission to the Labor Doula Program* form.
- Response to application essay questions.
- One letter of recommendation (from someone not related to the applicant) sent directly to the College from the references. Email is acceptable provided a mailed copy follows with an original signature.
- Application fee (non-refundable).
- Any outstanding Birthingway account balance must be paid in full.

Applications are evaluated using the following criteria:

- Completeness and clarity of the application.
- Responses to the essay questions on the applications, including correct spelling, grammar, and conventions.
- Time available to complete the program.
- Feedback from the teacher of the Labor Doula workshop.

Applicants will be contacted when all information has been received or if more information is needed. Applicants will be notified by email once a decision is reached.

Enrollment

Your decision to accept admission to the program is a statement to the Birthingway community of your intent to complete the program and graduate. To emphasize the importance of this decision, Birthingway uses an *Enrollment Agreement*. The *Enrollment Agreement*, along with the one-time enrollment fee, must be returned to Birthingway by the enrollment deadline or it will be assumed that you have declined our offer of admission.

Registration announcements will be emailed to you shortly after we have received your completed enrollment paperwork and payment. Registration materials are also available on our [website](#). You must complete a term registration each term to maintain your enrollment. See [REGISTRATION](#).

Matriculation and Orientation

All Labor Doula Program students are required to attend an orientation meeting with the Specialized Programs Coordinator. New students will be oriented to the policies and procedures of the College and of the Program. You must attend the new student orientation to be considered matriculated. If you enroll but fail to attend orientation, you will be withdrawn from the program. Tuition and fees will be refunded per policy. See [REFUND POLICY](#).

Labor Doula Program Overview

To complete Birthingway's Labor Doula Certificate Program, you must do the following:

1. Apply to the Labor Doula Program.
2. Enroll in the Labor Doula Program.
3. Register each term while in the Program.
4. Complete independent work.
5. Complete the practicum requirements.
6. Complete the Labor Doula Certification Exam.
7. Submit all required forms and documentation.
8. Provide payment for all required program costs.

Independent Work

Once you have enrolled in the program, you may begin independent work. Independent work includes creating a community resource binder and attending at least three doula support meetings each year. Attendance will be monitored by the SPC and is required for certification. See SPC for dates and times of current doula support meetings.

In lieu of attending doula learning circle meetings, you may complete six CEU's relevant to labor doulas instead.

Practicum Requirements

You are required to attend and document a minimum of five births to meet your practicum requirements. See the Specialized Programs Coordinator (SPC) for specific information about these requirements. All required documentation forms will be provided to you by the College.

We recognize that it is not always possible to get the optimal number of prenatal and postpartum contacts with each client, particularly if a client requests a doula late in pregnancy or is difficult to contact. Therefore, you are not required to document continuity of care with every client. However, we do recommend that you attempt to cultivate a relationship of trust developed through frequent contact with every client.

Birth leads will be sent to all currently enrolled Labor Doula students via email. Leads are first-come first-served. Most birth leads received by the College will be based in the Portland Metro area. You will need to seek out birth leads on your own as well. This is especially if you are not able to access the greater Portland Metro area or if you are focusing on a particular population of clients.

Certification

Prior to certification, all enrolled student labor doulas must take and pass a final labor doula written certification exam with a score of 80% or better. A study guide will be provided. Students will have two opportunities to remediate the test if they do not pass the first time. If still unable to pass the certification exam after three attempts, students must retake the Labor Doula Workshop.

Upon successful completion of the practicum, you can request certification by submitting the *Labor Doula Certification Request* form with the certification fee to the Birthingway front office.

An evaluation conference will be scheduled with the SPC before you receive your certification. This provides you with an opportunity to go over the practicum, review your client and self-evaluation forms, assess the program, and discuss whether it met your academic and professional needs. Once the evaluation conference is complete, the certification request can be processed, and if all requirements have been met, a Labor Doula Certificate will be issued. Labor Doula certification is valid for two years.

Re-Certification

Certification is valid for two years. Re-certification requires documentation of two labor assists and documentation of ten contact hours of continuing education (lectures, workshops, etc.) during those two years. Documentation forms for re-certification will be provided to you from the College in the packet with your Labor Doula Certificate. A re-certification fee applies.

You must re-certify every two years without lapse for as long as you want to maintain your Birthingway

certification. If your Birthingway certification is lapsed and you need an extension, you will need to complete the *Petition for Exception to Policy* process. You may be required to retake the Labor Doula Workshop.

Labor Doula Program Costs

1. Non-credit Workshop Fee [^]	\$500	One-time
2. Application Fee	\$25	One-time
3. Enrollment Fee	\$75	One-time
4. Registration and Technology Fees	\$100	Each term
5. Certification Fee	\$50	One-time
6. Re-certification Fee	\$50	Every two years

[^]Students are also required to purchase a course-pack. Please see registration materials for current course-pack fees.

Labor Doula Program Policies

Labor Doula Tuition Waiver

The Labor Doula Tuition Waiver is open to students from communities where access to that population is difficult for someone outside that community. Examples of such populations include:

- bilingual (native language and English) students;
- people of color;
- students who work with or are a part of the homeless women's population.

Students must show both enthusiasm for doula work and the ability to bring this work back to their specific communities.

Students may apply for the waiver at any point in the process.

This waiver covers up to half of the workshop tuition, the full application fee, enrollment fee, and registration fees during a recipient's initial participation in the Program. Recipients are required to purchase necessary texts, coursepacks, and equipment, and to pay other required fees, including late registration fees if submitted after the registration deadline.

Tuition waiver students who choose to seek certification must apply and enroll in the Labor Doula Program within two months of completion of the Labor Doula Workshop in order to remain eligible for the waiver through the duration of the program.

If the tuition waiver student finishes the practicum within one year of matriculation, Birthingway will waive the certification fee. If more time is needed beyond one year, the student will need to fill out a *Petition for Exception to Policy* form for an extension and pay the fee when ready to certify.

There will be one designated tuition waiver spot in the Labor Doula workshop each term. Applications are evaluated based on the population they are planning to work with, and the level of need in the community population. If not immediately awarded, waiver applications will be held for one year based on the date of receipt. The student will have to re-apply after one year to continue to be considered for the tuition waiver.

Length of the Labor Doula Program

If pursuing a Labor Doula Certificate, you have one year from the time you complete the workshop to apply to and enroll in the Labor Doula Program. You have one year from matriculation to complete the work and become certified. You must complete the *Petition for Exception to Policy* process if you need additional time to complete the program.

Doula Learning Circles For Graduates

Certified Labor Doulas may attend the Doula Learning Circles. Each of these meetings will count as one hour of Continuing Education Unit (CEU) for a fee of \$10.00 per meeting.

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Postpartum Doula Program

Postpartum Doula Workshop

The 24-hour workshop is offered twice per year and may be taken as a stand-alone class, or as the first step toward certification. Students are expected to complete readings before the class meets. During the workshop, you will learn about a variety of topics pertinent to the postpartum period including:

- scope of practice for postpartum doulas;
- hormones of the postpartum period and their effects;
- infant care;
- care of the postpartum woman;
- perinatal mood disorders;
- tools for supporting breastfeeding;
- various ways that birth experiences affect the postpartum period.

About the Program

A postpartum doula is someone who helps families during the transition after birth, assisting the family with needs as they change on a day-to-day basis. They nurture the mother, and provide experience and education on maternal/infant care. Doulas also recognize the family's needs and help guide new parents in making informed choices about newborn care, breastfeeding, and family well-being. Above all, Birthingway postpartum doulas provide compassionate, non-judgmental care.

Certification is optional. There is no requirement for national certification at this time. Certification as a Postpartum Doula is conferred and administered by Birthingway College of Midwifery. Certification by another doula organization, such as Doulas Of North America (DONA) or the Childbirth and Postpartum Professional Association (CAPPA), is a separate process. While Birthingway Certification meets and exceeds the certification requirements of other organizations, it does not transfer to certification by any other organization.

Postpartum Doula Program Goals

- To train students in postpartum doula skills.
- To assist students in acquiring postpartum doula work experience.
- To train students with competence in basic research and information literacy skills.
- To provide students with postpartum doula applications for a variety of therapeutic modalities.
- To prepare students with individualized doula care.
- To provide clarity around scope of practice of a postpartum doula.
- To teach and promote Biodynamic principles.
- To use diverse methodologies based on Biodynamic educational principles that encourage integration of intellect, senses, intuition, and judgment in learning situations.
- To support students with reaching their educational and professional goals.
- To encourage an evolving awareness of professional ethics and relationships with peers, preceptors, clients and others as articulated in the [*MANA Statement of Values and Ethics*](#).
- To encourage and support students to be change agents in their communities.

Technical Standards for Doulas

A certified postpartum doula from Birthingway signifies that the holder is a doula prepared for entry into active practice. They must have the knowledge, skills, attitudes and judgment to function in a broad variety of situations and to render a wide spectrum of client support. Therefore, the following abilities and expectations must be met and maintained, with or without reasonable accommodation, through certification and re-certification. Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding standards are encouraged to contact the Specialized Programs Coordinator.

- You must be able to observe demonstrations in the Biodynamic model of care
- You must have sufficient use of the sensory, visual, hearing and/or motor systems to support women in birth and families in the immediate postpartum period.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.

- You must have the skills to analyze and synthesize information, solve problems (within scope) and reach therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and to maintain effective, mature, and sensitive relationships with clients, care providers, hospital staff, colleagues, staff, and faculty
- You must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the practicum. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments/family structures; to display flexibility and to function in the face of uncertainties inherent in the problems and needs of many clients.

Application to the Postpartum Doula Program

Admission to the Postpartum Doula Program is by application. The application includes a non-refundable application fee. The College recommends that applicants keep a copy of their application. Applications are accepted on an ongoing basis.

Applicants must have completed Birthingway's Postpartum Doula Workshop prior to application.

Birthingway's admissions process is in compliance with our institutional non-discrimination policy. See [NON-DISCRIMINATION POLICY](#).

The completed application includes:

- The completed *Application for Admission to the Postpartum Doula Program* form.
- Response to application essay questions.
- One letter of recommendation (from someone not related to the applicant) sent directly to the College from the references. For or email is acceptable provided a mailed copy follows with an original signature.
- Application fee (non-refundable).
- Any outstanding Birthingway account balance must be paid in full.

Applications are evaluated using the following criteria:

- Completeness and clarity of the application.
- Responses to the essay questions on the applications, including correct spelling, grammar, and conventions.
- Time available to complete the program.
- Feedback from the teacher of the Postpartum Doula workshop.

Applicants will be contacted when all information has been received or if more information is needed. Applicants will be notified by email once a decision is reached.

Enrollment

Your decision to accept admission to the program is a statement to the Birthingway community of your intent to complete the program and graduate. To emphasize the importance of this decision, Birthingway uses an *Enrollment Agreement*. The *Enrollment Agreement*, along with the one-time enrollment fee, must be returned to Birthingway by the enrollment deadline or it will be assumed that you have declined our offer of admission.

Registration announcements will be emailed to you shortly after we have received your completed enrollment paperwork and payment. Registration materials are also available on our [website](#). You must complete a term registration each term to maintain your enrollment. See [REGISTRATION](#).

Matriculation and Orientation

All Postpartum Doula students are required to attend an orientation meeting with the Specialized Programs Coordinator. New students will be oriented to the policies and procedures of the College and of the Program. You must attend the new student orientation to be considered matriculated. If you enroll but fail to attend orientation, you will be withdrawn from the program. Tuition and fees will be refunded per policy. See [REFUND POLICY](#).

Postpartum Doula Program Overview

To complete Birthingway's Labor Doula Certificate Program, you must do the following:

1. Apply to the Postpartum Doula Program.
2. Enroll in the Postpartum Doula Program.
3. Register each term while in the Program.
4. Complete independent work.
5. Complete the practicum requirements.
6. Complete the Postpartum Doula Certification Exam.
7. Submit all required forms and documentation.
8. Provide payment for all required program costs.

Independent Work

Once you have enrolled in the program, you may begin independent work. Independent work includes creating a community resource binder specific to postpartum care, completing two book reviews on postpartum topics, and interviewing a breastfeeding specialist (IBCLC, Lactation Educator, etc).

You will also be required to submit two letters of reference from other healthcare professionals and provide proof of Adult AND Infant CPR (American Heart Association or American Red Cross).

Additionally, you must attend at least two doula support meetings each year. Attendance will be monitored by the SPC and is required for certification. See SPC for dates and times of current doula support meetings.

In lieu of attending doula learning circle meetings, you may complete four CEU's relevant to postpartum doulas instead.

Practicum Requirements

You are required to document a minimum of 48 hours of postpartum support serving a minimum of three families (at least eight hours each). Self-evaluations and client feedback forms will be provided for each shift. All required documentation forms will be provided to you by the College.

Postpartum leads will be sent to all currently enrolled Postpartum Doula students via email. Leads are first-come first-served. Most leads received by the College will be based in the Portland Metro area. You will need to seek out leads on your own as well. This is especially if you are not able to access the greater Portland Metro area or if you are focusing on a particular population of clients.

Certification

Prior to certification, all enrolled student postpartum doulas must take and pass a final postpartum doula written certification exam with a score of 80% or better. A study guide will be provided. Students will have two opportunities to remediate the test if they do not pass the first time. If still unable to pass the certification exam after three attempts, students must retake the Labor Doula Workshop.

Upon successful completion of the practicum, you can request certification by submitting the *Postpartum Doula Certification Request* form with the certification fee to the Birthingway front office.

An evaluation conference will be scheduled with the SPC before you receive your certification. This provides you with an opportunity to go over the practicum, review your client and self-evaluation forms, assess the program, and discuss whether it met your academic and professional needs. Once the evaluation conference is complete, the certification request can be processed, and if all requirements have been met, a Postpartum Doula Certificate will be issued. Postpartum Doula certification is valid for two years.

Re-Certification

Certification is valid for two years. Re-certification requires documentation of ten hours of postpartum care during those two years. Documentation forms for re-certification will be provided to you from the College in the packet with your Postpartum Doula Certificate. You must also submit proof of current Adult and Infant CPR. A re-certification fee applies.

You must re-certify every two years without lapse for as long as you want to maintain your Birthingway certification. If your Birthingway certification is lapsed and you need an extension, you will need to complete the *Petition for Exception to Policy* process. You may be required to retake the Postpartum Doula Workshop.

Postpartum Doula Program Costs

1. Non-credit Workshop Fee [^]	\$475	One-time
2. Application Fee	\$25	One-time
3. Enrollment Fee	\$75	One-time
4. Registration and Technology Fees	\$100	Each term
5. Certification Fee	\$50	One-time
6. Re-certification Fee	\$50	Every two years

[^]Students are also required to purchase a course-pack. Please see registration materials for current course-pack fees.

Postpartum Doula Program Policies

Postpartum Doula Tuition Waiver

The Postpartum Doula Tuition Waiver is open to students from communities where access to that population is difficult for someone outside that community. Examples of such populations include:

- bilingual (native language and English) students;
- people of color;
- students who work with or are a part of the homeless women's population.

Students must show both enthusiasm for doula work and the ability to bring this work back to their specific communities.

Students may apply for the waiver at any point in the process.

This waiver covers up to half of the workshop tuition, the full application fee, enrollment fee, and registration fees during a recipient's initial participation in the Program. Recipients are required to purchase necessary texts, coursepacks, and equipment, and to pay other required fees, including late registration fees if submitted after the registration deadline.

Tuition waiver students who choose to seek certification must apply and enroll in the Postpartum Doula Program within two months of completion of the Postpartum Doula Workshop in order to remain eligible for the waiver through the duration of the program.

If the tuition waiver student finishes the practicum within one year of matriculation, Birthingway will waive the certification fee. If more time is needed beyond one year, the student will need to fill out a *Petition for Exception to Policy* form for an extension and pay the fee when ready to certify.

There will be one designated tuition waiver spot in the Postpartum Doula workshop each term. Applications are evaluated based on the population they are planning to work with, and the level of need in the community population. If not immediately awarded, waiver applications will be held for one year based on the date of receipt. The student will have to re-apply after one year to continue to be considered for the tuition waiver.

Length of the Postpartum Doula Program

If pursuing a Postpartum Doula Certificate, you have one year from the time you complete the workshop to apply to and enroll in the Postpartum Doula Program. You have one year from matriculation to complete the work and become certified. You must complete the *Petition for Exception to Policy* process if you need additional time to complete the program.

Postpartum Doula Workshop for College Credit

You may choose to take the Postpartum Doula workshop for college credit. Students choosing this route must do so through the Independent Study process. Students will pay the current Birthingway credit cost and will be required to complete additional work. If you are enrolled in the Midwifery or Lactation Consultation programs, the course may count as one of your required elective courses. If you choose to certify, you will have an additional four months after the end of the term in which to complete the practicum.

Doula Learning Circles For Graduates

Certified Postpartum Doulas may attend the Doula Learning Circles. Each of these meetings will count as one hour of Continuing Education Unit (CEU) for a fee of \$10.00 per meeting.

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Finances

Making Payments

Payment of tuition and fees is due at the time of registration for each term unless you are an enrolled Lactation Consultation Program student with a qualifying payment plan, and/or on financial aid **and** receiving a disbursement in that term. To qualify for financial aid, you must have a completed *Free Application for Federal Student Aid (FAFSA)* and have a signed award letter on file at Birthingway showing a disbursement in that term. Contact the Financial Aid Officer for questions related to your financial aid disbursement. If you are on financial aid, any amounts unpaid after all financial aid funds for the term have been credited to the account are due and payable within 30 days per monthly account statement.

Textbook and equipment kit charges are due when ordered, unless you are receiving a financial aid disbursement in the term and have authorized payment from your financial aid disbursement. By signing the *Textbook Order* form, you will agree to pay for the textbook order either by providing payment with the form or by authorizing use of your student aid funds for the charges listed on the form. Any charges not covered by aid will be due upon receipt of a statement.

Library charges are due immediately upon notification.

You will receive a statement of your accounts, via your birthingway.edu email, once every term and then additionally when charges are incurred. If you receive financial aid you may receive multiple statements. You should review each document carefully for details of amounts due, terms, etc. If you have questions about your account, contact the [Finance Coordinator](#).

PayPal Payments

Birthingway uses PayPal to process credit card and electronic check payments. A copy of the PayPal payment confirmation must be attached to the form/statement when the document is submitted to Birthingway. This is required for security reasons and to ensure application of funds to the correct account. Forms, including registration forms, without proof of payment will be considered incomplete and will not be accepted.

To ensure student privacy and compliance with FERPA regulations, third party payers will receive no communication from Birthingway concerning the disposition of the funds that they send. Information provided to PayPal by individuals while setting up accounts or using the PayPal system is outside the control of Birthingway. See [STUDENT RECORDS](#) for more information on FERPA and privacy of your student records.

Please note that PayPal may impose its own restrictions on payments made through their system. Your transactions with Birthingway that are processed through PayPal are subject to PayPal's privacy policy and practices. Should you experience issues while using the PayPal system, please contact PayPal directly as we at Birthingway will be unable to assist you.

Good Financial Standing

Good financial standing means that all charges are paid when due.

Additional charges may not be added to an overdue account. If you are not in good financial standing, you will not be allowed to register for courses or workshops in a new term, have a transcript released, or graduate. If you are not in good financial standing, you will be allowed to submit a registration for the term only (the registration fee, technology fee, and late fee if applicable), and pay by cash, check, or PayPal to hold your enrollment for the term. See [REGISTRATION](#).

Unpaid accounts will be referred for collection. If you are a currently enrolled student and your account is referred to collections, you will be withdrawn from your program.

Program Costs

Costs vary slightly by program. For current tuition, fees, and expenses, please see your individual program section in this catalog and the registration materials available each term.

Coursepack and Lab Fees

Current coursepacks are required for most courses. These consist of copyright cleared readings from various sources. All skills courses, and some other courses, will incur a mandatory lab fee. These fees are listed in the registration materials for each term and are subject to change.

Finance Charges/Late Fees

Charges are due and payable upon receipt of account statement. Late payment fees, also called finance charges, will be assessed against student account balances, based on 15% APR with a \$5 minimum per month charged. Late fees will begin to accrue on the 30th day after the billing statement date and are retroactive to the due date.

Refund Policy

You may cancel enrollment or registration within three business days of signing the *Enrollment Agreement* or *Registration* forms by giving written notice to the school. All tuition and fees will be refunded in full. After the three-day cancellation period, the standard refund policy applies.

Program application fees, enrollment fees, registration fees, late registration fees, and technology fees are non-refundable. Equipment kits, coursepacks, textbooks, and lab fees are non-refundable after the registration deadline. In the event of course cancellation, all tuition and relevant fees will be refunded in full.

Refund Schedule

The following schedule of pro rata tuition adjustment applies should you withdraw from a for-credit course, including clinical training credits, or leave your program. See [DROP/WITHDRAWAL](#). NOTE: Some courses start after the refund deadline but are still subject to the same refund policy. Withdrawal dates are counted as calendar days.

Spring and Winter Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1st day of the term	100%
(Day) 2 through 7	86%
8 through 14	72%
15 through 21	58%
22 through 28	44%
29 through 35	30%
36 through 42	16%
43 through end of term	No Refund

Fall Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1st day of the term	100%
(Day) 2 through 7	86%
8 through 14	72%
15 through 21	58%
22 through 28	44%
29 through 35	30%
36 through 43	16%
44 through end of term	No Refund

Summer Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1st day of the term	100%
(Day) 2 through 7	80%
8 through 14	60%
15 through 21	40%
22 through 28	20%
29 through end of term	No refund

Refund Schedule for Non-Credit Courses and Workshops

You may request refunds for non-credit workshops or audited courses by providing written notice of withdrawal and submitting this to the front office. The College must receive this no later than seven days before the first day of class to receive a 95% refund. 80% of the course fee will be refunded up to the first day of the course. No refund will be made on or after the first class day. Please allow up to six weeks for receipt of refund.

Processing Returned Checks

If a check is returned for insufficient funds, the amount due may not be paid with an additional personal check. It must be paid by cashier's check, money order, or cash. You are responsible for paying a returned-check fee of \$25, in addition to the original amount due. A late registration fee will also be assessed if the replacement funds are received after the registration deadline.

Birthingway will notify you of the returned check via your birthingway.edu email account. You will have two weeks from the date of notification to pay the amount due on your account through one of the above payment methods.

If the amount is not paid in full within the two weeks after notification, any registrations covered by that check will be handled as follows:

- If the returned payment covered tuition and course-related fees, the end of the two week deadline is the date used to determine:
 - whether the student is considered *Withdrawn* or *Dropped*, and
 - the amount of credit, which will determine the amount still owed.
- If the amount covered the registration fee and/or other fees required for continued enrollment, you will be considered withdrawn from your program due to failure to maintain good financial standing. This is true on or after the Enrollment Confirmation Deadline.
 - Exception: if the two week period ends before the Enrollment Confirmation Deadline, the student will have until the Enrollment Confirmation Deadline to register and pay the fees required to maintain their enrollment status.

If a student has two or more checks returned due to insufficient funds, we will no longer accept personal checks from them. All future payments must be made by cashier's check, money order, cash, or PayPal.

Financial Aid

Birthingway College of Midwifery is authorized to offer Federal Student Aid (FSA, also called *Title IV Funds*). The programs available include both need-based and non-need-based federal student aid. **Federal Student Aid is currently available only to eligible, enrolled Midwifery Program students.** Enrolled Lactation Consultation Program students may be eligible for other types of financial aid.

We recommend that those interested in financial aid read the Department of Education's *Do You Need Money for College? The Guide to Federal Student Aid*. This guide is a good general introduction to federal financial aid. Copies are available online at <http://studentaid.ed.gov/guide>.

Birthingway currently offers the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and Direct Loan (including subsidized and unsubsidized Stafford loans and PLUS loans) programs to eligible students. We also participate in the state-run Oregon Opportunity Grant (OOG) program. In addition, Birthingway is listed as an eligible training provider with the Oregon Department of Workforce Development. As a Title IV school, we are authorized to accept payment through Americorps. We are also approved by the Oregon State Department of Education to train veterans which, if you are eligible, may include chapters 30, 31, 33, 35, 1606, and 1607.

Financial Aid Advising

Students on financial aid are required to complete a formal check-in with the Financial Aid Officer (FAO) midway through their program. Midwifery Program check-ins will be held in the fall term of second year. The meeting will be a chance to review current borrowing levels and discuss eligibility for the remaining portion of the program. You will be notified by the Financial Aid Officer of appointment times.

Students are also welcome to set up individual appointments to speak with the FAO at any time during their program. Appointments must be arranged directly with the FAO.

Federal Student Aid Eligibility

Federal Student Aid is only available for those who qualify and who are an enrolled Midwifery program student. Students are not eligible for federal student aid if completing prerequisites, or if only enrolled in our Lactation Consultation programs, Labor Doula program, Postpartum Doula program, or Childbirth Educator program..

LLP credits and non-credit courses are not eligible for student aid. Study-abroad programs are generally FSA eligible; however, Birthingway does not currently offer nor participate in any study-abroad programs.

Free Application for Federal Student Aid (FAFSA)

To apply for Federal Student Aid, you must complete the *Free Application for Federal Student Aid* (FAFSA) online at www.fafsa.gov. If you have questions about the FAFSA, please contact the [Birthingway Financial Aid Officer](#). Each FAFSA covers the federal award year, which runs July 1 through June 30. The FAFSA for each upcoming year will always be available to complete on October 1st of the previous year. The 2016-17 FAFSA covers summer term 2016 through spring term 2017. The 2017-18 FAFSA covers summer term 2017 through spring term 2018. Eligibility for aid is based on the information provided on the FAFSA and will vary by program. All eligibility is determined by Department of Education formulas. All Federal Student Aid recipients must be U.S. citizens or eligible non-citizens.

You do not have to be admitted to Birthingway before submitting the FAFSA; however, an award will only be made if you are accepted into an eligible program.

Your FAFSA must be submitted and completed by May 1st each year. FAFSAs still under verification are not considered complete. See [FAFSA VERIFICATION](#). Only FAFSAs completed on or before May 1st will be considered for the Federal Supplemental Education Opportunity Grant (FSEOG), unless additional funding remains. If your FAFSA is not received by May 1st, you may experience a delay in your financial aid disbursements.

When completing the FAFSA, you will need to enter Birthingway's Federal School Code of **036683**. This will ensure that your application is sent to Birthingway so we can begin to process the financial aid package. **You must apply for aid annually.** Continuing students should submit a renewal FAFSA.

You will automatically receive a Student Aid Report (SAR) directly from the Department of Education after completing your FAFSA. This will contain your Expected Family Contribution (EFC) which we use to determine your aid package.

FAFSA Verification

FAFSAs may be selected for verification by the Department of Education or by Birthingway. If your application is selected for verification, you will be notified by Birthingway's Financial Aid Officer. You will be required to submit additional documentation to Birthingway before your award can be processed. Your application is not considered complete, and aid will not be disbursed, until after the verification is complete.

Changing Your Marital Status on the FAFSA

If your marital status changes after your original submission of the FAFSA, please contact the Financial Aid Office to inquire whether you are required to make changes. Birthingway accepts changes from continuing students for marital status on a case-by-case basis until September 1st each year.

Petitioning for Professional Judgment

In limited circumstances, the Birthingway Financial Aid Officer is able to make what is called a *professional judgment*. This can be used to create a dependency override or to take into consideration circumstances that are not otherwise reported on the FAFSA or in the verification paperwork. For example, a student may petition for a Cost of Attendance increase for childcare costs. To see if your circumstances qualify for a professional judgment, please speak with the Financial Aid Officer. Be prepared to document your need and your special circumstances.

Summer Term Financial Aid

To be considered for financial aid during Birthingway's summer term, you must turn in a completed *In-House Summer Aid Application* and FAFSA by May 1st. Birthingway will not automatically package aid for summer term, with the exception to loan periods that include summer term. The in-house application is available from the Financial Aid Officer.

Responsibilities of Students Receiving Financial Aid

You are responsible for completing all forms accurately and by the published deadlines. You must submit information requested by financial aid staff in a timely manner and inform Birthingway of any change in address, name, marital status, financial situation, or other changes in status. Any additional assistance from outside sources (scholarships, loans, other educational benefits) **must** be reported to the financial aid staff. You are responsible for reapplying for aid each award year.

Changes to your enrollment status may increase, decrease, or eliminate your award. You are responsible for maintaining your course schedule to meet your requirements. See [REGISTRATION: ENROLLMENT CONFIRMATION DEADLINE](#) and [FINANCIAL AID PROCESS: CONFIRMING ENROLLMENT STATUS](#).

You are also responsible for maintaining Satisfactory Academic Progress (SAP). Students who fail to maintain SAP will not be eligible for aid. Please see [SATISFACTORY ACADEMIC PROGRESS](#).

Title IV funds and Drug Convictions

A federal or state drug conviction can disqualify a student for FSA funds if the conviction was for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Length of ineligibility varies based upon whether the conviction was for a first or subsequent offense. If eligibility is lost, you will be notified as to the steps you can take to reestablish eligibility.

The following excerpt was taken from the Federal Student Aid Handbook (Vol 1, Page 19-20):

- A federal or state drug conviction can disqualify a student for FSA funds.
- Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	--

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

- A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program or, effective beginning with the 2010–2011 award year, passes two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.
- Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by a federal, state, or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Important note: Title IV fund restriction due to drug convictions are based on federal laws on controlled substances. Though cannabis is legal in the State of Oregon, it is still considered illegal federally and conviction for possession of cannabis will still impact your ability to receive Title IV funds.

Cost of Attendance

Cost of Attendance is an estimate of how much it costs an average student to attend school for a year, including school costs like tuition, fees, books, supplies, equipment, and living expenses such as housing, food, transportation, personal, and miscellaneous expenses. A cost of attendance summary will be included on your award letter.

The cost to attend Birthingway is different each year. These costs are calculated based on our recommended course sequence and may not reflect your actual costs of attendance. The cost to live in the Portland area is an estimated amount used to calculate eligibility for financial aid. Our current estimate for the 2017-18 standard academic year is \$6,017 for housing and food, \$2,043 for transportation and \$3,292 for miscellaneous expenses. This amount will increase if you are also attending Summer term.

Birthingway does not offer student housing. Individual student costs may vary depending on lifestyle choices and personal living arrangements.

Consortium Agreements

Students can generally only receive financial aid from one school at a time. However, under the terms of a *Consortium Agreement*, you may receive financial aid from Birthingway for work completed at Birthingway

(home school) and another, approved post-secondary institution (host school). Without a completed consortium agreement, only credits taken at Birthingway will be considered when calculating your financial aid award for each term. You must be registered at Birthingway for all terms in which you are completing a *Consortium Agreement* through Birthingway, including summer term. This is true even if you are only completing credits at the host school during a specific term.

In general, Consortium Agreements will only be approved for courses taken at a host school that are required for completion of your Birthingway program. If you are considering courses other than those which will satisfy general education or health science requirements, please contact your Program Coordinator to approve the course before registering.

You must submit a *Consortium Agreement* form to Birthingway at least one week before the Enrollment Confirmation Deadline of the term covered. Forms received by the Financial Aid Officer after this date cannot be processed. If you will be attending multiple schools or terms, a separate form must be completed for each school and term. Forms can be found on our website or by request from the Financial Aid Officer.

Financial Aid Programs

Pell Grants

Pell grants are only available to students with significant financial need who are completing their first undergraduate program. The award amount will depend on your enrollment status, cost of attendance, and Expected Family Contribution (EFC). The maximum award for full-time, full-year students with the highest need is \$5,920 for the 2017-18 award year. Pell Grants are considered “gift aid” and do not need to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is available to students with significant financial need completing their first undergraduate program. Birthingway's awards are dependent on our federal funding level. Priority is given to Pell Grant recipients and those whose applications were complete by the May 1st FAFSA deadline. For incoming students, the priority deadline is the spring term registration deadline.

Students whose applications were complete and ready for packaging by the deadline are prioritized by EFC, and then by receipt date if there are insufficient funds to award two or more students with the same EFC. Late applicants will only be awarded FSEOG if funds remain after awarding all eligible students whose applications were complete by the deadline.

For the 2017-18 award year, we anticipate making annual awards of \$600 to eligible students attending the full award year. Students attending only part of the award year (such as students planning to graduate in winter term or incoming students beginning in the spring) will receive prorated awards of approximately \$200 per term. FSEOG is considered “gift aid” and does not need to be paid back.

FSEOG is only disbursed during regular fall, winter and spring terms. No FSEOG disbursements will be made during summer term.

Federal Work-Study (FWS)

For the 2017-18 award year, Birthingway will not be offering Federal Work-Study.

Oregon Opportunity Grant (OOG)

This program is managed through the Oregon Student Access Commission. In addition to the standard financial aid requirements, to be eligible for an OOG you must:

- file a FAFSA
- be an official Oregon resident (lived in Oregon for at least twelve consecutive months);
- hold no prior baccalaureate or higher degree;
- be enrolled at least half time; and
- meet state of Oregon definitions for financial need.

For the 2017-18 award year, the maximum award is \$2,250 per year for full time, full year students with highest need. OOG awards vary annually depending upon state and federal funding, and your self help contribution based on State of Oregon formula. Award amounts depend on your unmet need after applying the state formula. For more information on State-awarded aid, you can visit their website at <http://www.getcollegefunds.org/>.

Eligibility is determined annually by the state of Oregon using FAFSA data. The state informs Birthingway when students have been awarded OOG. Your award will be added to your financial aid package automatically. You may receive OOG for no more than 12 terms (4 years) of full-time attendance. OOG is considered “gift aid” and does not need to be paid back.

Federal Student Loans

After your eligibility for gift aid has been determined, if there is still financial need (as defined by federal formulas) and you are attending at least half-time, you may be eligible for **Direct Stafford subsidized loans**. With a subsidized loan, interest on the loan is paid by the Federal government while you are in school at least half-time or in a deferment period.

The amount of Direct Stafford subsidized loan you are eligible for varies by your EFC, other aid received, your year in school, cost of attendance, and whether or not you are considered dependent or independent. There is an annual award limit and aggregate limit for Direct Stafford subsidized loans.

Additionally, for all subsidized loans first disbursed to new borrowers after July 1, 2013, the interest subsidy will only be available for the equivalent of 150% of the program length. Once the time limit has been reached, those loans will lose their subsidy and the student will not be eligible for any additional subsidized loans in that program. See [SUBSIDIZED LOAN LIMITATIONS—150% OF PROGRAM LENGTH](#).

In addition to subsidized loans, **Direct Stafford unsubsidized loans** are available. Unsubsidized loans are non-need-based aid. With an unsubsidized loan, the borrower is liable for all interest on the loan. Interest will begin to accrue immediately and will continue to accrue even when not in repayment. Unsubsidized loans are limited to the difference between the cost of attendance and the amount of other aid received. There is an annual award limit and aggregate limit for unsubsidized loans.

Loan Limits for Direct Stafford Loans	Subsidized	Total (subsidized and unsubsidized)
Annual Limit for Dependent Students:		
1st Year	\$ 3,500	\$ 5,500
2nd Year	\$ 4,500	\$ 6,500
3rd Year & Up	\$ 5,500	\$ 7,500
Annual Limit for Independent Students		
1st Year	\$ 3,500	\$ 9,500
2nd Year	\$ 4,500	\$10,500
3rd Year & Up	\$ 5,500	\$12,500
Aggregate Limits		
Dependent Students	\$23,000	\$31,000
Independent Students	\$23,000	\$57,500

Grade level depends upon the Title IV program that you are enrolled in. The Midwifery Program grade level is determined as follows:

- 1st Year (0 – 36 quarter credits)
- 2nd Year (37 – 72 quarter credits)
- 3rd Year & Up (73 or more quarter credits)

In addition to Stafford loans made to the student, a dependent student's parents may borrow an unsubsidized **Parental Loan for Undergraduate Student (PLUS)** to fund the student's education. PLUS loans are based on your parent's credit history or that of a co-signer. Parents interested in PLUS should contact Birthingway for further information and for an application.

Students receiving loans must complete entrance and exit counseling. Failure to comply with this requirement will affect your award and your ability to graduate from Birthingway. The Financial Aid Officer will provide you with information on how to complete entrance and exit counseling.

A student loan is a binding contract with the Federal Government. Students must sign a multi-year *Master Promissory Note* (MPN) before receiving loans. **Students are legally bound to repay any loan that has been taken out. Student loans are not erasable through bankruptcy.**

Repayment of student loans begins when you graduate, withdraw from the program and/or drop below half time enrollment status. You will have a one-time six-month grace period. When in repayment, if you do not make your loan payments on time, your loan will be considered delinquent. Any loan that is delinquent for 270 days or more is considered in default. Defaulted loans may be subjected to federal prosecution, seizure of income and/or tax refunds, and referred to a collection agency. Defaulting on a student loan impacts not only yourself, but also your fellow students. If the default rate on loans to Birthingway students is too high, Birthingway will no longer be permitted to participate in the FSA program.

Under some circumstances, students may be eligible for education loan deferments while serving in the Peace Corps, under the Domestic Volunteer Service Act, or as a volunteer at a tax-exempt organization. For more information, contact Birthingway's Financial Aid Officer or your loan servicer.

Subsidized Loan Limitations—150% of Program Length

As of July 1, 2013, new borrowers will be subject to new limitations on the amount of subsidized loans they may borrow.

A "new borrower" is defined as a student:

1. with no federal student loan balance as of July 1, 2013 OR
2. who had a federal student loan balance on July 13, 2013, but who paid the balance in full prior to receiving a subsequent subsidized loan disbursements after that date.

Federal loan balance applies to both FFEL and Direct student loans.

New borrowers seeking subsidized loans will only be able to receive them during the first 150% of their minimum program length, as measured in years. Please see the chart for the definition of 150% of your program:

Program Name: Credential Type	Minimum Program Length	150%
Midwifery Program: Certificate	3 years	4.5 years
Midwifery Program: Bachelor Degree	4 years	6 years

Transferring between programs and/or institutions may impact the amount of subsidized loan for which you are eligible. Always use the program in which you are currently enrolled as your benchmark for the 150% length described above.

Example One:

You are enrolled in the Midwifery Program seeking the Certificate of Midwifery and receive four and a half years of subsidized loans. At this point, you reach your subsidized loan limits in this program.

You decide to change which credential you are seeking and switch to the Bachelor of Science in Midwifery. At this point, you will have one and a half additional years (150% of the Midwifery Program/six years minus the four and a half years already received) before you reach your new subsidized loan limits.

Example Two:

You are enrolled in the Midwifery Program seeking the Bachelor of Science in Midwifery. You have borrowed subsidized loans for six years.

At this point, you decide to change the credential you are seeking to the Certificate of Midwifery. Because you have already received six years of loans, and your new limit is four and a half years, you have exhausted your eligibility. You will not be able to receive any additional subsidized loans. Any subsidized loans borrowed will start to accrue interest at this point.

Example Three:

You are enrolled in a four-year bachelor program at a local state college. You have borrowed for six years toward this program.

You apply to Birthingway and enroll in our Bachelor of Science in Midwifery Program. You have no remaining subsidized loan eligibility. (Six years total minus six years received equals no remaining eligibility.)

You will notify Birthingway of the credential you are seeking during the enrollment process. You may change the credential you are seeking at any point in the program; however, it is strongly encouraged that you meet with the Financial Aid Office to discuss if and how this will impact your financial aid package.

Only periods in which you borrow subsidized student loans count toward the 150% program length. For example, if you are enrolled in the Bachelor of Science in Midwifery Program for four years, but only borrow for two of those years, you will still have four additional year of subsidized eligibility in this program. Years are also prorated based on your enrollment status (full-time, $\frac{3}{4}$ time, half-time).

After you reach the 150% mark:

- You will no longer be eligible for additional subsidized loans.
 - You MAY be eligible for additional unsubsidized loans.
- You will be responsible for any interest that begins to accrue on the subsidized loans.

Students will be notified of their eligibility for new loans and their 150% status with their initial award letter each year. Your loan servicer will notify you if you become responsible for paying interest on your subsidized student loans.

Outside Scholarships and Other Aid

You may also apply for independent scholarships through other sources. There are a variety of free online scholarship search services and other resources available. Please contact the Financial Aid Officer for tips on organizing a scholarship search.

Enrolled Lactation Consultation Program students may qualify for some scholarships and other sources of aid.

The Oregon Office of Student Access and Completion coordinates a large number of scholarships, mostly for Oregon students. Information is available online at <http://www.getcollegefunds.org>.

Scholarships or other outside aid must be reported to Birthingway's Financial Aid Office to be included in your financial aid award package. Please contact the [Financial Aid Officer](#) for more information.

If you want to use a College Savings 529 Plan, please contact the Financial Aid Office for more information.

Private Student Loans

Private student loans are non-federal student loans provided to students privately by banks or other lenders. Private student loans are based on your credit history or that of a co-signer. Before you apply for a private loan, we recommend that you exhaust your eligibility for federal and state grants, and federal loans (Subsidized, Unsubsidized, and PLUS), as the terms and conditions of federal loans are typically more favorable than those of private loans. If you are a matriculated student with a complete *Free Application for Federal Student Aid (FAFSA)* on file with Birthingway, you will receive an award letter with the maximum amount of federal grant and loan assistance available to you for the award year. This information will be very useful to you when determining how much private loan assistance you may want to seek.

Enrolled Lactation Consultation Program students may qualify for Private Student Loans.

Birthingway maintains a [Preferred Lender List](#), which is available on our website. We do not endorse one lender over another and encourage students to shop around for lenders, including lenders that do not appear on our list. We will not deny or otherwise impede your choice of a lender that is not included on the list.

Financial Aid Process

When packaging aid, Birthingway will assign awards in the following order:

1. Pell Grant
2. OOG
3. FSEOG
4. Outside scholarships or other non-loan aid
5. Subsidized loans
6. Unsubsidized loans

Generally, your estimated financial assistance may not exceed the Cost of Attendance minus your Expected Family Contribution.

Once we have created a student aid package, an award letter will be provided to you. You must then confirm acceptance of the award by signing and returning the award letter with an original signature to the front office. If the award is not confirmed, no aid will be distributed. You may choose to accept all or only part of an award.

You may register for courses each term without providing payment at the time of registration if you meet all of the the following requirements:

- You have a *complete* Free Application for Federal Student Aid (FAFSA) on file.
- You have a signed award letter on file.
- We anticipate, based on your award letter, that you will receive aid in the term.

Confirming Enrollment Status

For the purposes of aid eligibility, Birthingway confirms your enrollment status on our Enrollment Confirmation Deadline. This is always the Monday following the first full week of classes at 4:30 pm. We use this date to determine whether you are attending full, three-quarter, half, or part time, and will make changes to your financial aid awards if applicable. No changes to eligibility will be made after this date. For example, if your enrollment status increases after this date, the award will not be increased. There are some exceptions. If you do not begin attendance in all classes, regulations require that the Pell Grant award be recalculated. If you are not registered for credits (including clinical training credits) at this date, you will not be eligible for a financial aid disbursement. See [ENROLLMENT CONFIRMATION DEADLINE](#).

Financial Aid Disbursements

Aid for which you are eligible is generally credited to your student account by the end of the third week of the term. Checks for remaining funds will be available in the business office no later than 14 days after your student account has been credited. Failure to meet Birthingway's deadlines may delay disbursements.

Pell Grant, FSEOG, and OOG disbursements are made in three generally equal parts, one each term. For most students, loan funds are also disbursed evenly over three consecutive terms with one disbursement each term.

Student aid is first credited to your student account to pay outstanding current year tuition and educational fees. A credit balance check containing any remaining funds will then be released to you within 14 days unless you have authorized Birthingway to hold your credit balance. This amount is intended to help cover living expenses. You will be notified of the availability of the credit balance check for pick-up in the front office. If the refund check is not cashed within 180 days, the check becomes non-negotiable. These unclaimed funds will be returned to the Department of Education. If a stop-payment must be placed on the check, you will be charged for any expenses incurred by Birthingway.

Federal student aid can be applied to the current year's educational charges only. We cannot apply aid to library fines, textbook costs, etc. without your written authorization. The only exception is that we can apply federal financial aid up to \$200 towards prior year charges without authorization.

You are still accountable for any outstanding charges on your student account even if you previously received a credit balance check.

Withdrawals and Return of Title IV (Federal Student Aid) Funds

Federal student aid is awarded to you under the assumption that you will attend school for the entire period (term) for which the aid is awarded. If you drop all courses, withdraw from all courses, or withdraw from Birthingway's Midwifery program during a term, you may be required to return a portion of or your entire financial aid disbursement to the Department of Education.

The return of aid funds policy is separate and distinct from Birthingway's Refund Policy. See [FINANCES](#). Therefore, you may still owe funds to the school to cover unpaid institutional charges and the school may attempt to collect federal student aid funds that the school was required to return. The amount you are required to return to the Department of Education may be more or less than your refund as stated in Birthingway's standard refund policy. It is possible that after returning the required amount of FSA funds, you may still owe additional funds to Birthingway.

Once you have completed 60% of the term, all of your aid is considered earned. No funds must be returned. If you stop attending classes before you complete 60% of the term, you have not earned your entire award. Date of withdrawal is always the last date of attendance. Number of days in the term is always counted by calendar days. For example, if the last date that you attended class is day 42 of the 84 days in the term, you have completed 50% of the term. This means 50% of your aid is earned and may be kept, while 50% of your aid is unearned and must be returned to the Department of Education.

Funds must be returned to individual financial aid programs in a specified order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. PLUS Loan
4. Pell Grant
5. Federal Opportunity Grant (FSEOG)

Birthingway will provide written notification to you within 30 days of the date we determined you withdrew of any grant or loan payments due from you.

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's Master Promissory Note.

Example of Return of Title IV Funds

1. The school determines that you received a disbursement for \$1400 of Pell Grant funding and \$1750 of subsidized loan funding.
2. You withdrew on day 30 of 84. This means that you completed 36%* of the term.
3. 64% of your funds are considered unearned and must be returned to the Department of Education.
4. This means that \$2016 must be returned. The entire subsidized loan fund would be returned and a portion of the Pell Grant funds.

*In actual calculations, we round to the third decimal place. Numbers have been rounded here for simplicity.

Special Rules around Withdrawing from One Course

You may be subject to the Return of Title IV Funds policy if you stop attending or fail to begin attendance in a single course. This policy would pertain to you if you are not concurrently attending at least one other course at the time of drop/withdrawal, even if you are registered for a course that begins later in the term.

If you plan on dropping or withdrawing from a course, please speak with the Financial Aid Officer first in order to best determine the financial impact of this decision.

If you are not concurrently attending a course when you withdraw, but anticipate taking a course that begins later in the term, you will be required to confirm your intent to attend the course scheduled later in the term. If you provide written confirmation of your intent to attend, but later do not attend, you will be considered withdrawn as of the date of last attendance. You may change the date you intend to return. This written notice must be received by the College prior to the original return date. For more information on policies related to Return of Title IV Funds, please see [WITHDRAWAL AND DISMISSAL](#) and [REFUND POLICY](#).

College Services and Resources

Facilities

Birthingway's building includes two theory-based classrooms, one skills-based classroom with exam tables, one twin bed, one hospital birth bed, and massage tables, and a full kitchen where we hold Plant Medicine classes. Birthingway's library is housed on the main floor of our building.

Building Hours

Academic Year Building Hours:

Mondays – Thursdays 8:30am – 5:30pm

Fridays 8:30pm – 3:00pm

Summer Building Hours are:

Mondays – Thursdays 8:30am – 4:30pm

Fridays 8:30am – 2:00pm

Hours are subject to change. Please see the Birthingway website for current hours or contact the front office staff.

Students are not allowed in campus buildings after hours, unless in class or under the direct supervision of a teacher or staff member.

Holidays

Birthingway will be closed for the following holidays:

- Two days for New Years
 - New Year's Day and either New Year's Eve or the day after New Year's (depending on when it falls)
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Two days for Thanksgiving
 - Thanksgiving Day and the Friday after Thanksgiving
- Two days for Christmas.
 - Christmas Day and either Christmas Eve or the day after Christmas (depending on when it falls)

Facility Cleaning Guidelines

All members of the Birthingway community are equally responsible for keeping our facilities clean. Please return furniture to the place you found it, wash any dishes you use and return them to the kitchen, and throw any trash or recycling in the appropriate receptacle. Continually cleaning up after ourselves is the best way to keep the College presentable between housecleaning days. Guidelines are posted in the kitchen.

Lost and Found

All items found and turned into the front office will be held for 30 days. Any items not claimed will be given to charity or disposed of in an appropriate fashion. Please mark your belongings and schoolwork with your name so they can be returned to you.

Pets

Pets are not allowed on college property with the exception of assistance animals.

Student Mailboxes

Lactation Consultation and Midwifery Program students are assigned mailboxes in the front hallway.

In an effort to protect student privacy, prevent mistakes and misunderstandings, and provide the best use of student tuition, Birthingway staff will only check student mailboxes upon request to verify if there are any contents present. Staff will not search through the contents of any student's mailbox, nor relay any information about what the contents are or have written upon them.

When a student has been withdrawn from their program of study, a College employee will pull materials from the student's mailbox and mail all personal contents to their last known address. The withdrawn student will be given a three week notification to pick up or arrange to pick up any materials too large mail in a standard envelope. Any materials left after the three weeks will be recycled or shredded as appropriate.

Weather Closures

Birthingway will notify students of weather closures by changing our answering message, posting the closure to our online College calendar and updating our status on the [College's Facebook page](#). School district and community college closures are announced on the radio, TV, and online at <http://www.pdxinfo.net>.

Birthingway uses the following system for determining building closures and class cancellations in the event of inclement weather:

When Portland Public Schools (PPS) is in session, Birthingway follows the PPS cancellation notices.

- If PPS announces that they are canceling day classes, Birthingway will cancel all day classes. In addition, all campus buildings will be closed.
- If PPS announces they are delaying opening times in Southeast Portland, Birthingway will open at 10:00 am.
 - On delayed opening day, determination about opening of evening classes will be made by 3:30 pm. Afternoon and evening classes will be held as normal, unless there is a later closure notice from PPS or Portland Community College.

When Portland Community College (PCC) is in session, Birthingway follows cancellation notices for the PCC Southeast Center for:

- All evening classes
- All weekend classes
- Day classes and building closures, if PPS is not in session

At all other times, weather-related building closures will be determined by the College President, generally based on available information concerning Portland area weather conditions and the ability of building staff to safely reach the Birthingway campus. In addition, while a class is in progress, individual faculty may cancel the remainder of their class session and send students home if they become concerned about the safety of weather conditions, whether or not they are aware of a PPS or PCC closure

Birthingway's Building Closure policy will be in effect when the campus is closed due to inclement weather.

See [MAKING UP A CANCELLED CLASS SESSION](#).

Library

Birthingway maintains a specialized library for student and community use. Library use is free of charge to matriculated Midwifery, Lactation Consultation, and other enrolled students, classroom faculty, and staff with current Birthingway ID. Community members may purchase a community library card for three months at a cost of \$15, six months for \$25 and one year for \$40. Cards may be purchased during regular library hours. A current Birthingway ID or a community library card must be shown to check out materials.

Academic Year Library Hours:

Mondays - Thursdays 8:30am – 6:00pm
Fridays 8:30am – 4:00pm

Summer Library Hours:

Mondays – Thursdays 9:00am – 3:00pm

Hours are subject to change, especially during academic breaks and holidays. Please call and/or check the Birthingway homepage to verify.

Items may be checked out for individual use under the following policies:

- Birthingway students, faculty, and staff may check out up to five items. Only three items may be checked out at one time by community members.
- Items may be checked out for three weeks at a time, except for Reserve items.

- DVDs, video tapes, and other audiovisual items on the regular library shelves may be checked out but cannot be renewed. If the audiovisual item is needed for longer than three weeks, it must be physically returned to the library and re-checked out.
- At the end of three weeks, if no one has placed a hold on a book, it may be renewed. Books may be renewed in-person, by email, or over the phone by calling 503-477-7427. Renewal requests should include your name and phone number/email address on file with Birthingway.
- To place a hold on a library item, speak with a librarian, email the library, leave a detailed phone message, and/or place a detailed note in the *Returned Books* box by the library door. Please include your name and the name of the item you are requesting.
- Journals, selected books, and audiovisual materials marked as *Reference Only*, *Library Use Only*, and/or *In Birthingway Use Only* may not be checked out or leave the building.

Checking out and Returning Library Items

Library items are shelved by subject heading and are alphabetical by title within their subject category. If you need assistance, please ask library staff. Items in the library can be searched for using the online catalog.

A current ID/library card is required to check out library items.

Please return borrowed item(s) to the *Returned Books* box by the library door or directly to the librarian's desk.

Overdue Fines and Replacement Charges for Students, Staff and Faculty

Due Date Reminders are provided to borrowers at least one week in advance of the item's due date. These notices list each title checked-out, the date due, and may indicate library fines accumulated to-date. Fines are charged to current students, staff or faculty as follows:

- No daily fines are levied on general collection items for enrolled students and faculty.
- A fine of \$0.50 per day will be levied against overdue Reserve and Hold items. Maximum \$25/item.
- Fines begin on the first day the item is overdue.
- If an item is 21 days overdue, it is considered *lost*. Each *lost* or damaged item (including general collection items) carries the charge for the replacement cost of the item plus an additional \$10 processing fee. If a *lost* item is returned, the replacement cost and processing fee will be refunded. See [LOST LIBRARY ITEMS](#).
- Fees and replacement costs must be paid to the Front Office. Any charges remaining at the end of the term will be sent to the Finance Coordinator's office for billing. You must be in good financial standing to retain library privileges.

Fines are charged to Community members as follows:

- A fine of \$0.50 per day will be levied against all overdue items.
- Fines begin on the first day the item is overdue.
- All fines must be paid before other items may be checked out. The maximum fine per item is \$25.
- If an item is 21 days overdue, it is considered *lost*. Each *lost* or damaged item (including general collection items) carries the charge for the replacement cost of the item plus an additional \$10 processing fee. If a *lost* item is returned, the replacement cost and processing fee will be refunded. See [LOST LIBRARY ITEMS](#).
- Fees and replacement costs must be paid to the Front Office. Any charges remaining at the end of the term will be sent to the Finance Coordinator's office for billing.
- Fees remaining after three attempts to contact the patron by the Librarian will be sent to the Finance Coordinator's office for billing.
- You must be in good financial standing to retain library privileges.

Lost Library Items

Items not returned or renewed within 21 days of their original due date are considered lost.

- When an item is lost or damaged, please report it to the library as soon as possible.
- Lost or damaged items are subject to the actual replacement cost of the item and an additional \$10 processing fee.
- Reporting an item as lost or damaged will temporarily freeze fines associated with the item.
- At the time of reporting an item lost/damaged, you may indicate an intention to replace the item within 30 days. You may then replace the item with an acceptable copy. An acceptable copy is one that is the same or newer edition of the item lost/damaged. It must be in *new*, or *nearly new* condition. *Nearly new* condition is defined as: all covers intact, no highlighting or pen/pencil marks in text, and solidly

bound or packaged (in the case of a video, DVD, etc.). You must consult with the Librarian before choosing this option.

- If you are able to replace the item within 30 days, you will still be responsible for the \$10 processing fee.
- Should you not wish to replace the item yourself, or if you are unable to do so within 30 days, the library will attempt to replace the item. You are then responsible for the actual replacement cost and the \$10 processing fee.
- Fees for lost items are nonrefundable once paid.

Ability to return a damaged item is determined by the Librarian and/or Library Director. Damaged items deemed non-returnable will be treated as lost items. Library staff will notify patrons of their lost item status. Changes to status regarding lost items will be reported to the patron and Finance Coordinator as soon as possible. Library staff will deliver detailed notices/invoices to the patron and Finance Coordinator that includes item details and the *Lost Policies* stated above. Once the item has been returned or replaced, a final fine notice, delivered to the patron and Finance Coordinator, is made including the full amount of the fine and a note stating that the item has been *Returned* or *Replaced*.

Reciprocal Borrowing Policy with the National University of Natural Medicine Library

Students from Birthingway may check out up to three circulating items from the National University of Natural Medicine (NUNM) Library. Students will need to present a valid Birthingway College ID, with a current term sticker as proof of eligibility to borrow. Students are subject to borrowing, fine, and library policies at the NUNM Library. Books borrowed from NUNM must be returned directly to NUNM. If a student loses or damages an NUNM Library book they will be billed for the full cost of the book, including associated fees, by Birthingway College.

Technology

Wireless Internet Access

Wi-Fi internet access is available for users who bring their own electronic devices. Due to differences in individual computer configurations, the College cannot guarantee connectivity. Users are responsible for the security of their own computer systems. The College strongly recommends the use of a firewall and antivirus software.

Personal computer, tablet, and smartphone use in class must be limited to note-taking or course-related activities. It is a distraction to other students and disrespectful to the learning environment when students check e-mail, blog, or play games during class time.

It is strongly recommended that students use a USB flash device for transporting documents to school and for transferring the files to school computers. Birthingway does not take responsibility for school work that cannot be turned in on time due to an internet outage or difficulty with accessing files stored on the internet.

Illegal up/downloading and peer-to-peer (P2P) file sharing is prohibited for all users of the Birthingway student network on both personal and school computers. See [COPYRIGHT POLICY](#).

Birthingway Student Computers and Printers

Students may write essays, do internet research, and use other installed programs on College computers. Students are not permitted to install new programs, change computer settings, or alter equipment connections.

There are two computers, and a multi-function copier/scanner/two-sided printer available for use in the Birthingway Library during regular library hours. There is also a student computer in the Den, along with another multi-function copier/scanner/two-sided printer.

There are two Google Cloud Print enabled printers in the Den and outside of the Blue Classroom. You will receive permission to use these printers from the Technology Coordinator. These printers are only able to be used by printing from Google Apps, such as Docs, Sheets, and Slides. Do not attempt to connect or print to these printers directly and remember to pick up any documents you may have printed.

Google Apps for Education Account

All enrolled program students will be issued a Google Apps for Education account in the form of

firstname.lastname@birthingway.edu. The account will stay active as long as the student is a currently enrolled student. This account includes access to email, document sharing, access to Coursepages (course websites), calendars, and more.

Your account will be deactivated 30 days after your withdrawal or three years after your graduation date. Once the account is deleted, all of the information stored with it is permanently deleted. This includes all of your email (unless forwarded to another account), documents, sites, contacts, etc. The Technical Coordinator will contact you by email at the time of withdrawal or graduation to assist you with backing up or archiving any information you want to save.

When another person's account is deleted, any documents they shared with you will also be deleted unless you have downloaded or made your own copy. The "add to my drive" feature simply lets you organize the file in your folder structure, but does not actually copy the document. You can see which files were created by other people by opening Google Drive and selecting "Shared with me" in the menu on the left.

You can make your own copy either in Drive or by downloading the document.

- To create a copy in Google Drive
 - Go to "File>Make a copy," change the name and select a folder and click "OK"
 - Unfortunately, all comments will be lost.
- To create a "local" copy on your computer's hard drive
 - Go to "File>Download as" and select the format to be saved to your hard drive.
 - The Microsoft Word (.docx) format is recommended as it will preserve comments and can be opened by the most different types of software, including LibreOffice and OpenOffice.

Birthingway Email

Your birthingway.edu address will be used for all official Birthingway communication. Enrolled students are required to check their birthingway.edu email address at least weekly or have it forwarded to a personal address that is checked at least weekly. Time sensitive and confidential information concerning Birthingway College of Midwifery, including but not limited to financial aid, registration, grades, and student account information, will be communicated to you via your birthingway.edu email account only. Birthingway cannot guarantee the security of messages sent outside the birthingway.edu domain.

Email sent and received using this account is the legal responsibility of Birthingway, therefore any illegal activity will not be tolerated. Birthingway will comply with lawful requests for access to emails. Students may not use this address for commercial purposes other than posting to the Birthingway Bulletin Board Group. You will receive the guidelines for the Bulletin Board Group with your email account information. General rules are also included at the bottom of all emails to the group.

Course Email Groups

Every course has an email group that is only open to the faculty and students enrolled in the course, so you must use your Birthingway account to post to it. Specific staff members are given permission to post when necessary.

Coursepages

Every course at Birthingway has a dedicated Coursepage that may include the syllabus, documents and links relevant to the course, and course reading materials. Each teacher uses the Coursepages differently, so make sure you have carefully reviewed the course syllabus to see what materials you may need from the Coursepage.

Coursepages will remain available for one year from the end of the class. At that time, the course email group, the Coursepage, and all attached documents will be removed from the network. This data cannot be retrieved once removed.

Core Page

There is a [Core Page](#), similar to the Coursepages, that is available to all enrolled Midwifery and Lactation Consultation Program students. The Core Page includes some handy information that is used in numerous courses, such as common abbreviations and terminology, charting information, protocol templates, and AMA Style and Writing tips.

Document Sharing

Documents can be uploaded for editing, converting, or sharing using Google Drive. It is Birthingway policy that students use their Google Apps for Education accounts for school-related activities, as this is a secure area where documents can be shared between students. The Google Apps system may not be used to share copyrighted material without permission, including documents, music, or movies. See [COPYRIGHT POLICY](#).

Other Technology

Students may also check out MP3 players and USB flash drives. Teachers may check out the digital camera and laptop/projector from the front office for on-campus, educationally-related needs. Please speak with your teacher at least one week in advance if you require any of this technology for use in class, so it can be reserved for your use.

Please be aware that Birthingway services and maintains our technology equipment regularly in order to keep these resources available to our students but cannot guarantee uninterrupted availability. Students are advised to schedule their use of school equipment, including printers, with enough time to utilize other community resources and to avoid late class assignments should service interruption occur.

Please forward any requests for new technology to, or request assistance from, our [Technology Coordinator](#).

Student Services

Academic and Personal Advising

Advising is available to help students meet their academic goals, succeed in their chosen program, and succeed as a member of the Birthingway community. Contact your program coordinator for more information.

Career Planning and Job Placement

Because the vast majority of our graduates are self-employed, Birthingway does not offer job placement services at this time. The College does offer courses and workshops that cover career and business aspects of health care professions. Your program coordinator may assist with career planning; however, the College does not have any dedicated professional career services staff. For more information about professional opportunities for graduates of our programs, please speak with your program coordinator.

Disability Accommodation

For information about our Disability Services, please see the [DISABILITY SERVICES COMMUNITY ACCESS HANDBOOK](#). The handbook can be found on our website or by contacting our Disability Services Coordinator by email at APC@birthingway.edu.

Health Insurance/Health Services

You are responsible for your own medical coverage; this is not included in student fees. Birthingway does not offer any medical or health services, professional licensed counseling, therapy, or medical testing either on or off campus. We encourage you to seek out and make use of Portland area resources, many of which operate on a sliding-scale fee or have significantly reduced costs as a part of the clinical training for students in other health care professions.

Below are some Portland area mental health resources that have received positive reviews. This list is provided as a starting point only, Birthingway does not have a partnership with any of these organizations and does not endorse any one resource over another. (In alphabetical order.)

- Call to Safety (formerly Portland Women's Crisis Line), crisis line and resources for women survivors of interpersonal violence
 - www.calltosafety.org, 503-235-5333, 1-888-253-5333
- Lewis and Clark College Community Counseling Center, low-cost individual, couple, family counseling
 - <https://graduate/lclark.edu/clinics/community-counseling>, 503-768-6320
- META Counseling Clinic, sliding-scale mindfulness-based therapy
 - www.meta-training.com/clinic, 503-450-9999
- Oregon Suicide Hotline/Portland Crisis Line
 - www.suicide.org/hotlines/oregon-suicide-hotlines.html, 503-988-4888, 1-800-716-9769

- Portland State University Community Counseling Center, low-cost individual, couple, family counseling
 - www.pdx.edu/coun/clinic, 503-725-4620
- The Northwest Network, resources for LGBTI survivors of interpersonal violence
 - www.nwnetwork.org
- Trans LifeLine, crisis line and resources for trans folk
 - www.translifeline.org, 1-887-565-8860

Housing

Birthingway does not provide housing for students, nor does it endorse any housing, at this time.

Student ID Cards

Identification/library cards are provided to all incoming program students at no charge. You must have a current ID (with current term sticker) to check out library materials. Please see the front office if you would like a renewal sticker. Replacement cards are available for \$5.00. You will also need to fill out the *Replacement Library/ID Card Request* form, which is available in the front office. Pictures of midwifery students taken at Meet and Greet are used and cards are distributed at Orientation. If a picture is not available from Meet and Greet, a picture will be taken at Orientation. Pictures of lactation consultation students are taken at Orientation, and distributed soon thereafter. Specialized programs students should speak with the Specialized Programs Coordinator.

Textbooks

Most courses require texts. Reference copies of all required texts are available in the Birthingway library. A textbook list with ISBN and retail price is provided in the registration materials for each term. Textbooks are available for purchase through Birthingway until the registration deadline for each term. After that point, it would be necessary to purchase from alternate sources.

Transportation

Birthingway does not provide transportation assistance to the College or to clinical settings. Portland has an excellent public transportation system with stops close to Birthingway. See the TriMet route map in the building entryway or <http://www.trimet.org> for more information. There are also bicycle lanes and paths on many major roads around the College. Two bike racks are available for those commuting by bicycle. Walking and biking maps are available in the front hallway.

Tutoring

Students who require tutoring should contact their program coordinator if assistance is needed with locating a qualified tutor. It is then up to the student and tutor to decide on meetings, materials, and any compensation. Students may also request or offer tutoring services by placing a notice on the student bulletin board in the hallway or on the online *Bulletin Board* email list.

Student Records

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records. These rights include:

1. The right to inspect and review your academic records within 45 days of the day the College receives a request for access.

Please contact your program coordinator if you wish to access your academic record. You will need to complete a *Student Record Request* form.

2. The right to request the amendment of your academic records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights.

To correct your student record, you must submit a challenge in writing to the Registrar with sufficient original documentation to support any change. The challenge must be approved by your program coordinator in consultation with relevant faculty.

3. The right to consent to disclosures of personally identifiable information contained in your academic records, except to the extent that FERPA authorizes disclosure without consent.

Student records are confidential. Generally, records will only be released with written permission of the student. The privacy of student records at Birthingway is protected by federal law. Birthingway will not release private student information except when it is required by regulation or in other situations of legitimate educational interest. Examples of when your student record may be released include, but are not limited to, College employees who need to review a record in order to fulfill their professional responsibilities, audits by our accrediting agency, MEAC, the State of Oregon, and/or the federal government, or while working with prior institutions you have attended to determine your financial aid eligibility.

In addition, you should be aware that academic records and related information may be shared among school officials (like staff, faculty and other employees) in support of your education. All disclosures, including within the institution, will only be made when there is legitimate educational interest.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student records belong to Birthingway. You may request copies of information in your student records. Birthingway may charge a nominal fee to cover the cost of copying.

Directory Information

Under FERPA, Birthingway is authorized to make specific *Directory Information* public. *Directory Information* is defined at Birthingway as your:

- Name
- Address
- Phone Number
- Birthingway E-Mail Address
- Matriculation Year
- Certificates/Degrees received
- Program(s) of study

Birthingway does not indiscriminately distribute private information to the general public, but certain elements of student, graduate, and alumni *directory information* may be provided. This is limited to just your name, program of study, matriculation year, and certificates/degrees received.

Full *Directory Information* is made available to all current program students in the published *Student Roster*. You may decline to have your *Directory Information* made public by selecting the *Privacy Protected* check-box each term on the *Registration* form, or by submitting a *Privacy Protection Status* form.

Transcripts

You may request a transcript by submitting a completed *Transcript Request* form with your original signature, along with payment. We cannot accept requests by fax or by email. This form is available on the Birthingway website or from the front office.

Official transcripts cost \$10 each. Unofficial transcripts cost \$5 each. Transcripts will be mailed by Birthingway to you or the receiving institution. You must be in good financial standing before transcript requests will be processed. Please allow at least ten business days to process.

Completion of a non-credit workshop is noted on a certificate of completion only.

Student Feedback

Students, graduates, and alumni of Birthingway, as well as community members, are encouraged to provide input concerning Birthingway's curriculum, programs, student services, employees, facilities, supplies, policy-making, or other aspects of the College at any time. Feedback can be given in-person or in writing.

Administrative staff, including the President, maintain an open door policy to receive your comments verbally, but will usually request that you give feedback in writing as well, in order to ensure the accuracy of your input. Please be aware that, while a personal conversation may create a greater sense of immediacy in giving your input, writing your comments is a more efficient way of getting them "on the radar" and into the hands of people who can utilize those comments to make changes.

Students sometimes question whether giving their feedback does any good, since it may sometimes appear that changes happen slowly, if at all. Please keep in mind that continual improvement is a long-term process for the College. There are many instances of student input resulting in changes: different textbooks have been adopted, teacher training programs have been instituted, new teachers have been hired, and course learning objectives have been updated. We are always happy to follow up with you on your feedback.

Formal Student Meetings

A formal opportunity for students to provide feedback on all aspects of the College is included as part of the annual orientation for continuing students. Midwifery program students also have an opportunity to provide feedback during their second year check-in meeting with the Midwifery Program Coordinator just before third year begins, and again on the last core course day in third year. Lactation Consultation Program students have an opportunity to formally provide program feedback to the Lactation Program Coordinator at the end of the first year for the degree program or at the beginning of their second term for the certificate program.

Curricular Review Process

Each academic year, beginning in spring term, the Academic Coordinator facilitates a series of meetings to review the entire curriculum for all programs. All community members, including students and faculty, are invited to provide agenda items and to participate in the review process. The Curriculum Review Process typically takes place over the course of three or four community wide meetings ending in fall term. Based on the community feedback, staff meet to make final decisions and integrate the recommendations early in winter term for the next academic year.

Program and Course Evaluations

You are strongly encouraged to submit a written course evaluation upon completion of each course. The course evaluation may include, but is not limited to, input on the following:

- course content and organization
- readings and texts
- teacher's teaching style and technique
- homework and exams
- ideas for improvement

Course Evaluation forms will be made available to you on the last day of class for each course you take. Additionally, you may submit a [Course Evaluation](#) form at any point in the term; blank forms are available in the front office.

All evaluations are read by the Faculty Coordinator and the course teacher, and many are read by other members of the administrative staff as we decide how to incorporate your feedback.

Suggestion Box

A suggestion box is available to anyone in the Birthingway community for anonymous, written feedback. The suggestions are reviewed during regular staff meetings. A summary of the suggestions and responses from the College are posted on the college bulletin board in the first floor back hallway. Contact the front office staff if you wish to review archived suggestions and responses.

Student Representative to the Board of Directors

Each year, one student from the Midwifery Program and one student from the Lactation Program are elected to serve as a liaison between the Birthingway Board of Directors and the student body. Student Representatives are responsible for voicing student concerns and feedback, and reporting the content of the meeting back to the student body. Student Representatives should also provide input to the Board on issues such as academics, budgeting priorities, or concerns not adequately addressed after discussion with the appropriate program coordinator and College President.

During spring term, each cohort selects a representative. The third-year Midwifery cohort representative acts as Student Representative to the Board for the Midwifery Program. The second-year cohort representative will act as the substitute Student Representative to the Board. The first-year cohort representative does not have an official role as Board Representative, but plays a key role in communicating student concerns from their cohort to the Midwifery Student Representative to the Board. From the Lactation Program cohorts, one Student Representative to the Board and one substitute are chosen, regardless of their year in the program.

Student Representatives to the Board are expected to serve for one academic year. Four Board meetings are held each year on the second Thursday evening in March (in person), June (teleconference), September (in person), and December (teleconference). Prior to each Board meeting, Student Representatives to the Board are expected to submit a written Student Report to include in the packet for that meeting. This report should incorporate input from other cohort representatives and/or students in their program to ensure adequate representation of the student body.

While only one student from the Midwifery Program and one student from the Lactation Program serve as official Student Representatives to the Board, all students enrolled in one of Birthingway's programs are welcome to attend Board meetings. This includes extension students and students involved in one of Birthingway's specialized programs. Students interested in attending a board meeting should contact the [Assistant to the President](#) for more information.

Volunteer Opportunities

Volunteering at Birthingway provides students with an opportunity to take an active role in our community. Please consider your willingness to participate in events outside of classes. Some opportunities include:

- acting as a student representative to the Board of Directors.
- participating during annual events, like setting up for the Midwifery Program Meet and Greet or taking part in a panel at our *So, You Want To Be a (Midwife or Lactation Consultant or Doula)* events.
- Participating in fund raising efforts, such as the Plant Sale.
- serving as a member of a committee such as Midwifery and/or Lactation Consultation program admissions team or applicant buddy, or Diversity Committee.
- supporting special projects, such as the commencement ceremonies.
- helping set up and facilitate study groups of students who would like to study in a group setting.
- tabling events such as community and education fairs, and other outreach events.
- acting as a spokesperson with staff for cohort groups or other cohort leadership opportunities.

For more information, speak with your program coordinator or the Outreach and Development Coordinator.

Health and Safety

Security on Campus

Birthingway is required by law to inform our students and employees of any situation that represents a threat to their safety. In addition, we will not tolerate any endangerment of the safety of our community. We will fully cooperate with local police in the investigation of any incidents.

In the event that a situation arises that, in the judgment of the President or Operations Coordinator, constitutes an ongoing or continuing threat, a school-wide *timely warning* will be issued. The Birthingway Community will be informed through prominent notices on the school bulletin boards, in student mailboxes, and through email. Upon confirmation of an immediate and significant emergency or dangerous situation, or if there is a need to evacuate the building, those inside the building will be alerted through a building-wide announcement using the page-all phone system.

As a small school, Birthingway does not employ security staff; however, we are careful to maintain the safety of our campus. The entire parking area is lit at night and we encourage community members to keep their car doors locked and not to leave the building alone if possible. College employees check all doors and rooms before closing for the night. Outside doors are kept locked during evening classes.

Please report any safety concerns to a staff member.

Emergency Response and Evacuation Procedures

Birthingway's Emergency Response and Evacuation procedure packets are posted throughout the building. An overview of emergency response and evacuation procedures are presented to program students during cohort in spring term and are tested annually in the spring. Additionally, a fire drill is conducted annually.

Reporting a Crime

Birthingway strongly encourages anyone who is the victim of, or witness to, a crime to immediately report it to the Portland Police.

To report a crime or request emergency assistance, call 9-1-1

To make a non-emergency police report, call 503-823-3333

In addition, we ask that students and faculty report crimes to Birthingway's front office staff (or to any staff member), preferably in writing. Please include the date, time (if known), and nature of the crime along with any pertinent details. The report may be submitted anonymously if the student does not wish to contact the police. Staff or faculty who receive a crime report will forward the information to the Operations Coordinator.

Any conviction for violent crime (including homicide, assault, and sex offenses) while attending Birthingway College of Midwifery will cause immediate termination from Birthingway. Termination for other crimes will be handled on a case-by-case basis, depending on the specifics of the crime.

Annual Security Report

Under the federal Campus Security Act, Birthingway is required to compile and make available an *Annual Security Report* showing statistics for crimes taking place on campus each year. Copies of the Security Report for the last several years are available online at: <http://birthingway.edu/about-us/consumer-information/health-and-safety/>

Contact the front office for a free print copy. Statistics for all colleges are also available directly from the federal government at the Campus Security Statistic website <http://ope.ed.gov/security/>.

Sexual Offenses

Birthingway will not tolerate any form of sexual abuse or assault by any member of the Birthingway community. Birthingway will take disciplinary action in the event of a sexual offense by a student or employee. If a final determination is made that a sexual crime, including sexual harassment, occurred, the student or employee responsible will be terminated from Birthingway. See [STUDENT CODE OF CONDUCT](#) and [DISCIPLINARY PROCESSES](#).

Sexual offenses should be reported to the front office staff or to any staff member. Any crime may be reported anonymously. We encourage victims to contact local police as soon as possible; school personnel will assist in contacting police if requested to do so. Victims and witnesses should keep in mind the importance of preserving evidence for proof of a criminal offense.

Birthingway staff members are not qualified to provide professional counseling, nor do we have sponsored on- or off-campus services for victims. We will do our utmost in offering non-professional support, including changes to a student's academic situation if necessary. In addition, the following local resources are available:

- Call to Safety (formerly the Portland Women's Crisis Hotline).....503-235-5333/1-888-235-5333
- Call to Safety Business Office.....503-232-9751

Under the Violent Crime Control and Law Enforcement Act of 1994, the Oregon State Police maintain information regarding registered sex offenders. Students may request a list of sex offenders registered in any Oregon zip code by calling the Oregon State Police at 503-378-3725 ext. 4429. Students may also find information on registered predatory sex offenders by online search at <http://sexoffenders.oregon.gov/>. The state of Oregon does not automatically distribute such information unless it has reason to believe that a predatory sex offender is an immediate danger to the community.

Sexual Violence Prevention Program

Birthingway offers an online training module to all incoming students, staff, and faculty. Current students, staff, and faculty will also have opportunities to participate in sexual violence education, such as in the Psychosocial Issues course and through continuing education modules.

Drug and Alcohol Abuse Prevention Program

In compliance with Public Law 101-226, The Drug-Free Schools and Communities Act Amendment of 1989, Birthingway College of Midwifery is legally required, and ethically committed, to the prevention of illicit drug use and the abuse of alcohol by students and staff/faculty. As part of our Drug and Alcohol Abuse Prevention Program, Birthingway educates and informs our community of the health risks associated with the use of illicit drugs and the abuse of alcohol, refers community members to counseling and treatment resources, and informs community members of legal penalties for noncompliance.

Birthingway Policy

The College holds a strict policy against any community member (including faculty, staff, and students) attending class, clinicals, births, or any other work/practice settings in any condition other than sober. All community members must be able to concentrate and make good decisions. Any conviction for illegal drug and/or alcohol use or possession while on College property; engaging in College business; taking part in any Birthingway educational opportunity (such as field trips, clinical training, doula births); or in any way serving in a practice-related capacity will result in immediate expulsion or termination from Birthingway.

Use of alcoholic beverages is prohibited on Birthingway property. Anyone under the influence of alcohol will be removed and dismissed or suspended from College premises. Specific exceptions to this may be made for special events, such as commencement, when approved by the President or Board of Directors.

Substance Use Counseling and Treatment Resources

Birthingway staff members are not qualified to provide professional counseling. Local resources available for individuals who are alcohol and/or drug affected include:

Alcoholic Anonymous.....	503-223-8569
Al-Anon.....	503-292-1333
Alcoholics Victorious.....	503-245-9629
Cocaine Anonymous.....	503-256-1666
Multnomah County Crisis Line.....	503-988-4888
Narcotics Anonymous.....	503-345-9839

Health Risks

Drug and alcohol abuse is dangerous to your health. The use of illicit drugs and the abuse of alcohol can create a variety of health risks as well as impair one's ability to succeed at college and in a chosen career.

- **Alcohol** can cause loss of concentration, poor judgment and coordination, impaired memory, drowsiness and mood swings, hallucinations, coma, and death. Abuse is linked to liver damage, high blood pressure, cancer, and heart and liver damage.
- **Amphetamines** are stimulants, speeding up the action of the central nervous system. They can lead to hallucinations, heart problems, malnutrition, dependence, paranoid psychosis, and death. Methamphetamine, particularly crystallized methamphetamine, is a form of amphetamine with even stronger effects on the central nervous system.
- **Cocaine/Crack** is a stimulant, speeding up the action of the central nervous system, and can lead to increased heart rate and high blood pressure, short attention span/poor judgment, irritability, aggression, mood swings, paranoid psychosis, malnutrition, liver damage, seizures, coma, stroke, heart attack and death.
- **Deliriants** cause mental confusion and include aerosol products, lighter fluid, paint thinner, “poppers”, and other inhalants. Effects include confusion, loss of coordination, hallucinations, dependence, convulsions, and death. They can lead to damage to lungs, brain, liver, and bone marrow.
- **Depressants** include barbiturates, tranquilizers, and methaqualone. Depressants relax the central nervous system, and can lead to confusion, depression, convulsions, dependence, paranoid psychosis, coma, and death. Tranquilizers (such as Valium) are especially dangerous in combination with alcohol.
- **Hallucinogens** distort reality and include lysergic acid (LSD), mescaline, and phencyclidine (PCP). They can lead to hallucinations, panic, “flashbacks” and possibly long-term psychosis.
- **Marijuana** (cannabis, hashish) alters perception and mood, and can lead to impaired memory/judgment, increased heart rate, slowed reaction time, and poor coordination.
- **Narcotics** include codeine, heroin, morphine, and opium. Narcotics lower pain perception and have a wide variety of negative health effects that may include lethargy, loss of judgment and self-control, dependence, malnutrition, convulsions, coma, and death.

In addition to the effects described above, the form in which a substance is introduced to the body (i.e. inhaling, smoking) can create additional health problems (i.e. lung disease). All of these substances can be extremely harmful to the health of an unborn baby. Use during pregnancy can lead to birth defects or even death of the fetus.

Legal Penalties

Federal and state law sets severe penalties.

Penalties for Possession in Oregon	Maximum Prison Time	Maximum Fine
Schedule I -- Class B Felony Heroin, LSD, other hallucinogens, marijuana*, others	10 years	\$100, 000
Schedule II -- Class C Felony Methadone, morphine, amphetamine, cocaine, PCP	5 years	\$100,000
Schedule III -- Class A Misdemeanor Non-amphetamine stimulants, some stimulants	1 year	\$2,500
Schedule IV -- Class C Misdemeanor Valium-type tranquilizers, some less potent depressants	30 days	\$500
Schedule V -- Violation Dilute mixtures, compounds with small amounts of controlled drugs	None	\$1,000

Oregon law allows cars, boats, and other forms of transportation used to transport illegal drugs to be seized and forfeited.

Alcohol is an illegal drug for those under 21 years of age. For drivers under 21, any detectable amount of alcohol may be grounds for license suspension from 90 days to one year.

*Note that while Oregon law has provisions for legal recreational and medical marijuana use and possession, it is still considered illegal under Federal law. Birthingway recognizes the medicinal value of cannabis as an herb and believes that our students have a right to learn about it. However, because we receive Title IV Federal Student Aid funding, we are required to observe Federal law regarding cannabis. For that reason, any use and/or possession of marijuana or marijuana products on campus is forbidden.

Smoking and Tobacco Use On Campus

Smoking of any kind, including e-cigarettes, is not allowed on college property or during college events. Chewing tobacco should be disposed of in an appropriate waste container.

Scents and Fragrances

Birthingway values the health and well-being of our entire community. We recognize that air quality is important to well-being and that the ingredients in many personal care, laundry, and cleaning products can negatively affect the health of some in our community. Birthingway is committed to using only fragrance-free products on our campus and strongly encourages our students, staff, faculty, and visitors to help us maintain a fragrance-free environment.

Communicable Diseases

In the interests of Birthingway community members' health, as well as the pregnant women and the infants with whom they come in contact, those with signs and symptoms of a serious communicable illness are required to refrain from attending classes until free of the condition or serious symptoms.

Individuals should be free from signs such as vomiting, fever over 100°F, rashes or other possibly contagious skin irritations, and severe or prolonged coughing fits for 24 hours before returning to classes.

Please use common sense when deciding if your own health, or the health of those you come in contact with, would be adversely affected by your attendance. This is particularly important in skills classes where students have close physical contact with other students and with skills models.

Candle Use

For fire safety reasons, lit candles will only be allowed for specific class needs. Candles must not be left unattended and must be extinguished at the end of class.

Institutional Policies

Appeal Process

Birthingway will review student appeals on a case-by-case basis under limited circumstances. The following types of appeals will be considered if it has been discovered that there was an error in the process, if the process was concluded preemptively, or if relevant information that had not been previously available has been discovered:

- Exception to Policy final decisions.
- Disability Services Student Access decisions.
- Student Code of Conduct and Disciplinary decisions.
- Financial Aid Professional Judgment decisions.

Additionally, an appeal regarding a student's grade or evaluation will be considered if the student believes they received a prejudiced or capricious academic evaluation.

Birthingway will not consider any appeals relating to the following:

- Any school or course policy that has not yet gone through the Exception to Policy process.
- Financial issues and decisions.
- Any other financial aid issues and decisions.

Any currently registered student may file an appeal by completing an *Appeal* form and submitting supporting evidence.

If the resolution to an appeal would cause the College to incur a financial or time burden, that cost may be assessed to the student.

All decisions are subject to approval by the Administrative Programs Coordinator and the President. The final decision for any Appeals may be reviewed through the Grievance process.

To file an Appeal:

Step One. You must complete an *Appeal* form and give it to Front Office for date stamp and reception.

Step Two. The Administrative Programs Coordinator will review the form for completeness and correctness. The APC will contact you if additional information is needed. The Administrative Programs Coordinator will then create a committee to review the Appeal.

- The committee will consist of not less than two Birthingway employees.
- The Administrative Programs Coordinator will not normally be a part of the committee but may brief the committee members ahead of time.
- Committee members may be selected because of their knowledge, because of their need to know, or, in some cases, because of non-involvement and objectivity.

Step Three. The committee will review the forms and any other related correspondence, may request more information, and after they determine that their understanding is sufficient, will use the decision criteria to give a group decision.

Step Four. The President and Administrative Programs Coordinator will review the entire petition packet and either sign off on the decision or return it to the committee for more review.

Step Five. The Administrative Programs Coordinator will notify you of the final decision by email. If the petition was denied, the notification will include a brief summary of why.

All Appeal decisions are final. Students have the right to file a grievance using the institutional *Grievances* policy and procedure.

Attendance

You are expected to attend all classes. Tardiness and excessive time spent out of class (ex: talking on the phone; food prep in the kitchen) will be noted and will accrue towards total hours absent from the course. In the event a class session is missed, you must make up all missed work and remain responsible for all course content. Each course teacher has their own policy on whether or not they will accept late work.

Missing more than 25% of class hours in any course, for any reason, will cause you to be withdrawn from the course due to lack of attendance. If you are withdrawn from a course due to lack of attendance, you will be responsible to retake it at a future time, paying all tuition and fees current at the time the course is retaken. No refund of tuition or fees will be made beyond the normal tuition refund policy.

Attendance is also expected for all students at your program's annual orientation and during all Cohort sessions. Midwifery Program students are also expected to attend Meet and Greet on the Friday before Thanksgiving.

Making-up a Canceled Class Session

In the event of a canceled class, the Faculty Coordinator, teacher, and students will decide together on the best time to schedule a make-up class. Students are expected to make themselves available to attend make-up sessions that are scheduled in the syllabus from the beginning of the course. If additional or unscheduled make-up sessions are needed, teacher and students will agree together on the date and time that works for the majority, and all those who state their availability for the make-up session are expected to attend it. If a student states inability to attend an unscheduled make-up session, the absence will not be counted against their attendance.

Jury Duty

Due to the chance of missing a great deal of class time if placed on a trial, Birthingway strongly recommends that you attempt to have jury duty deferred until a College break. Students on jury duty are at risk of being withdrawn from their courses due to lack of attendance.

Children on Campus

You may bring your babies to class up to four months of age (approximately 16 weeks) only if your baby does not cause disruptions to the class. You must meet with your program coordinator to sign a parental agreement before doing so. Please be advised that time spent out of class to care for your baby on site will result in time lost towards attendance. See [ATTENDANCE POLICY](#).

After reaching four months, babies begin to become more vocal and can cause greater distraction to the learning of their parents and others. After this time, a childcare provider may bring the baby for each class break, but the baby must be cared for off-site during class. We do not currently have safe facilities for the care of children on campus. Children under the age of ten may not be left anywhere on campus without direct adult supervision.

Some of our courses deal with difficult issues (such as sexual and domestic violence) that can cause strong emotional responses. Parents will want to be aware of these topics as they determine whether or not to bring their babies.

For safety reasons, **under no circumstances are children allowed in the skills classrooms** unless specifically as part of the skill being demonstrated.

Clinical Training at an International Site

Lactation Consultation and Midwifery students must submit a written proposal and have it approved by a committee in order to complete clinical training in an international setting. You must have completed the *Working Cross -Culturally* course, or equivalent coursework, prior to submitting your proposal. The proposal should be submitted at least 12 weeks before you plan to begin the placement. Please contact your program coordinator for more information and to request a copy of the application.

Clinical Training in States Other Than Oregon

Some states require that post-secondary schools, including Birthingway, first be approved by a state agency to allow students to do clinical training in the state. This can be true even if a school only has one student

completing one credit in the state. Some states have no such requirements, but we are obligated to first determine this before allowing anyone to undertake clinical training outside of Oregon.

In order to be approved, Birthingway may need to undergo an application process unique to that state, which may be both cumbersome and expensive. Depending upon the state rules, we may or may not be approved through their application process. Further, depending upon the unique situation, state process, and expense, we may determine that we are or are not able to accommodate your request to do clinical training in a given state. You may not be able to obtain clinical training in all states while attending Birthingway. We will do our best, but please be prepared to consider other opportunities should this happen.

In order to best assist you with your educational planning, you must notify Birthingway of your intent to work out of state in writing via the *Out-of-State Clinical Training Request* form. This form, available on our website, must be submitted to Birthingway by the first day of the term at least two terms before the term in which you intend to complete clinical training out-of-state. This includes summer term. For example, if you wish to begin working in California in winter term, you must submit this form no later than the first day of summer term.

Please note, again, that completion of this form alone does not mean that you will be able to work in the state you are seeking, in the time frame that you are seeking to work. Its purpose is to inform Birthingway so we can begin working on your request.

Please speak with the Administrative Programs Coordinator if you have any questions.

Confidentiality

Students must maintain confidentiality of the information obtained from clients, in chart and peer review, classroom discussions, and other professional settings. Students may not discuss specific outcomes of client care outside of the clinic or classroom setting, even with other students or care providers. Protecting confidentiality is not intended to discourage sharing stories or participating in review, but to emphasize protection of privacy and identity of individuals. The goal is for clients and others to know that their feelings, thoughts, and confidences are safe with the student. Healthcare professionals often find themselves in the position of hearing secrets and confidences from clients and others. Confidentiality extends beyond merely not passing on information; it includes not revealing that one ever knew the information, even after it becomes public.

Confidentiality extends into the digital world as well. Students should not share confidential stories, including updates on births or client care, on their websites, blogs, or other social media venues.

It is also not acceptable to present oneself as a representative of Birthingway or to share internal information about the school, its faculty, staff, or students.

All students are required to sign a *Confidentiality Agreement* annually. Breach of confidentiality in any context is cause for dismissal from the program. See [APPENDIX H: CONFIDENTIALITY AGREEMENT EXAMPLE](#).

Copyright Policy

Birthingway's copyright policy is intended to foster a community that supports and respects the rights of authors of original works, and to educate the campus community on the general principles of US Copyright Law and proper use of copyrighted materials.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and illegal downloading, is a violation of Birthingway's Student Code of Conduct, and may subject violators to civil and criminal liabilities, as well as institutional sanctions. See [STUDENT CODE OF CONDUCT](#).

Copyright Overview

The following information is a brief summary of the US Copyright law (Title 17, US Code) and is not a full representation of the finer points of the law. Birthingway encourages community members to educate themselves on the nature and scope of copyright protection and infringement. For more information on copyright law, please visit the US Copyright Office website at <http://www.copyright.gov>.

The US Copyright law is a form of intellectual property law, protecting "original works of authorship fixed in tangible medium of expression" and encompasses works that fall into the following categories:

- Literary works
- Musical works, including accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

Protection extends to both published and unpublished works. Owners of these original works of authorship are given exclusive rights to their work and the ways in which the work is used. This includes, but is not limited to, dissemination, reproduction, sale, performance, display and licensing of the work. To use a copyrighted work, one must obtain permission from the holder of that work. According to the law, copyright protection does not apply to ideas, systems, concepts, and procedures that may be embodied or described in a work.

You may wonder when it is fair to use a copyrighted work for limited, educationally-related purposes. The U.S. Copyright law does include a "fair use" provision that looks at the following:

1. How a piece of work is being used, whether not-for-profit use, commercial purposes or otherwise.
2. The nature of the copyrighted work, such as whether the work is a workbook, scientific article, poem, or musical score, etc.
3. The amount of the copyrighted work being used in relation to the whole work.
4. The impact of the use on the market value of the work.

All four factors are reviewed qualitatively and are open to interpretation. *Fair Use* should only be thought of as a legal defense against accusations of copyright infringement. In other words, while included in U.S. Copyright Law, it is not an exception to seeking permission for use of the work, but may be used as a defense that would have to be proved in a court of law in case of accusation of copyright infringement. When *Fair Use* becomes infringement is not a line that is easily defined and, when in doubt, it is best practice to seek permission from the holder of the copyrighted work. For information on how to seek permission for use of a copyrighted work, please contact the Learning Resources Coordinator.

Copyright Policies Specific to the Birthingway Network

Use of Birthingway's computer network is limited to educationally-related activities. Users of the Birthingway network are prohibited from participation in the unauthorized distribution of copyrighted materials, including peer-to-peer file sharing and the illegal uploading or downloading of unauthorized copyrighted materials. If found in violation of this policy, users may face civil and criminal liabilities, as well as institutional sanctions. *User* is defined as any person--student, faculty, staff, and/or community member--using the Birthingway network. All users logging on the Birthingway network from a personal computer must agree to abide by the Digital Millennium Copyright Act (DMCA) before being allowed to log on.

Peer to Peer (P2P) file-sharing

Peer-to-peer (P2P) file-sharing is a method of sharing files between two computers without the use of a server. When you visit a website, you are connecting to a server that has the website files on it. P2P software lets you use any desktop or laptop computer as a server for other computers on the P2P network. Because of this, people are able to share large files (like movies and music) without regard to copyright protection that would be imposed on a company hosting a server.

Products such as Frost Wire, Vuze, BitTorrent, uTorrent, and, before coming into compliance with copyright law, Napster/Rhapsody are examples. These products serve as an excellent way to share large documents or files, but using them to copy movies, music, books, or other copyrighted material is against the law and in violation of the DMCA.

Because the majority of P2P file-sharing is illegal, all P2P file-sharing is blocked on our network. If you have a legitimate, educational reason to use P2P services, please contact the Technical Coordinator.

There are many free, legal options for P2P file-sharing for downloading and streaming media. Birthingway is required to provide alternatives and does not exclusively endorse the following recommendations. Two popular services are Hulu (www.hulu.com) for television and movies, and Pandora (www.pandora.com) for music. A comprehensive, regularly updated list of legal options can be found at the Educause webpage "Legal Sources of Online Content".

Civil/Criminal Liabilities for Copyright Infringement

Penalties for copyright infringement are severe. Those found guilty of infringement may have to repay actual damages or actual profit loss suffered by the copyright holder. If the court elects for statutory damages to be paid, fines run from \$750-\$30,000. Cases in which the courts determine the infringement was willful may award damages for up to \$150,000 per work and may also include a prison sentence of up to five years and fines of up to \$250,000. You are responsible for any civil and/or criminal liabilities imposed by outside authorities, and any trial costs and/or attorney fees.

Institutional Disciplinary Procedure

Federal regulations require Birthingway to inform our students of disciplinary procedures specifically related to copyright infringement. As copyright infringement is a violation of the Student Code of Conduct, such violations of the copyright policy may be grounds for dismissal. Violators of the copyright policy may alternatively be required to research and write a paper related to copyright law, in order to further educate individuals and the campus community.

Creative Rights

The College keeps some copies of student work, including students' research projects, in the library. You maintain all rights to your own work. Your work will not be published or otherwise distributed without prior written consent.

Credit and Catalog Year Graduation Requirements Expiration

Graduation from Birthingway is an indication to the public of the currency and completeness of a graduate's knowledge. Because currency is critical, **program course credits expire after seven years**. For example, if you take a course in Fall 2017, those credits will expire in fall 2024.

If your course credits expire before you complete the program: the courses will be reviewed for currency, accuracy, and completeness of knowledge. You may be required to re-take courses, pass the current course exam, or otherwise demonstrate the currency of knowledge in order to graduate.

Credits completed before you matriculate into a program are subject to the seven year credit expiration rule. In addition, credits completed before matriculation will be reviewed to verify that they meet your catalog's program requirements.

Any new coursework which must be taken must be paid for at current academic year costs.

Catalog year graduation requirements will expire at different times, depending on your program:

- For students in the Lactation Consultation Program on the Certificate Track: Your catalog will expire three years after matriculation.
- For students in the Lactation Consultation Program on the Degree Track: Your catalog will expire four years after matriculation.
- For students in the Midwifery Program on the Certificate and Degree Tracks: Your catalog will expire six years after matriculation.

If your catalog year graduation requirements expire before you complete the program: you will need to meet the graduation requirements of a more current catalog year. This means you may be required to complete additional coursework and/or clinicals not required at the time of your matriculation, re-take classes that have changed significantly, or otherwise demonstrate competencies in current program areas.

Again, any new coursework which must be taken must be paid for at current academic year costs.

Lactation Consultation Pathway 2 Students: Please note that the International Board of Lactation Consultant Examiners (IBCLE) requires *Pathway 2* candidates to have graduated from their program within five years immediately prior to applying for the exam. While this does not have bearing on Birthingway's requirements, we provide this information here for planning purposes.

Disciplinary Processes

Institutional Disciplinary Process

Birthingway College of Midwifery seeks excellence in instruction, service, and research. The College recognizes the intrinsic value of individual differences and diversity and supports the right of all people to live and learn in a safe and respectful environment that promotes the free and vigorous expression of ideas. All members of the Birthingway Community are expected to conduct themselves in a manner consistent with these principles.

The disciplinary procedures for violations of institutional policies are intended to be educational in nature and to lead to self-evaluation and accountability. For this reason, Birthingway practices a stepped process of disciplinary intervention.

Violations of the offenses listed in the Codes of Conduct and/or violations of any other institutional policies may be subject to the disciplinary process. In all steps of the process, the disciplinary committee will consist of College employees who are appropriately trained and do not have a conflict of interest or bias for or against the parties involved.

Institutional policies with additional or specific disciplinary proceedings may take precedence over this policy. We reserve the right to skip any step based on the specific situation and the severity of the policy violation.

1. Warning.

Within two weeks of a complaint/having the incident brought to the College's attention, each student involved will have a conversation with a designated College employee to review the policy that was violated and the expectations held for students within that policy. The conversation will be documented in the student's file. The designated College employee will review the documentation after one month to review the student's compliance with the policy.

2. Written remediation plan

Within two weeks from when any recurrence is brought to the College's attention, a plan to address the concerns will be agreed upon by the student and a designated College employee (or College employees), with a copy placed in the student's educational file. The plan will include specific steps to be taken by the student to remediate the problem and/or policy violation, and a timeline for re-evaluation. (See the list of sanctions in step 3 for possible options to remediation.)

3. Written final warning

If the problem continues to occur, within two weeks from when a recurrence is brought to the College's attention, a third meeting will be held between the student and designated College employees including, at a minimum, the student's Program Coordinator and the College President. A plan for sanctions and a signed report will be placed in the student's educational file.

Possible sanctions include:

- Letter of apology
- Educational project or paper
- Hold on student account/registration
- No-contact order
- Restitution
- Administrative removal from a course
- Withdrawal from the program (expulsion)
- Negative notation on transcript
- Degree revocation
- Community service
- Disciplinary probation

Students have the right to appeal disciplinary action taken against them. See [APPEAL PROCESS](#)

Interpersonal Violence Disciplinary Process

As a part of Birthingway's commitment to create a safe space for our students and employees to learn, a separate process has been created to address any violations of our Codes of Conduct that infringes on another person's ability to learn and participate in our community. Previously, the College only had one disciplinary process for all violations. This process was created as a way for the College to demonstrate and uphold our zero-tolerance policy for interpersonal violence.

Any violation of the Codes of Conduct and/or violations of any other institutional policies that rise to a level of interpersonal violence will be subject to this disciplinary process.

Any outside legal proceedings will take precedent over the College's proceedings.

In all steps of the process, the disciplinary committee will consist of College employees who are appropriately trained and do not have a conflict of interest or bias for or against the parties involved. Through the process, the accuser and the accused will each have equal opportunity to have an adviser or representative of their choice present. Each party will also be given timely notice of any meetings at which one or the other or both may be present.

Note that compliance with this disciplinary procedure does not constitute a violation of FERPA.

1. Fact Finding.

Within one week of an accusation/having the incident brought to the College's attention, the College will begin to collect documentation of the event. This may include collecting statements from the parties involved as well as any witnesses present.

- The student will be reminded of their right to report the incident to the local authorities, if applicable.
- Care will be taken to preserve evidence for reporting purposes, if applicable.
- The College may offer interim protections until a final determination has been made (see protections listed under step 5a.)

2. Timely review of findings by all parties.

Within five business days of completing all findings, the accuser, the accused, and appropriate officials will be given access to the information gathered that will be used during the disciplinary hearing. All parties will be given at least three business days to review the findings before any hearing.

3. Disciplinary hearing

A disciplinary committee will be chosen of College employees. Committee members chosen will be appropriately trained and ensured to not have a conflict of interest or bias for or against the parties involved.

The disciplinary committee will be given five business days to review the findings. A hearing will be scheduled for no later than ten business days after the findings have been released.

At the hearing, the disciplinary committee will hear all information, written and oral, relevant to the case. The disciplinary committee may request additional documentation. Witnesses may be called or signed, written statements may be submitted by individuals not able to attend.

As available, the disciplinary committee will take into consideration the verdict of any outside legal proceedings. Any court orders for protection will be incorporated into the final determination to ensure the victim's rights.

4. Notification

Within five business days following the hearing, the disciplinary committee will reach a final determination and send simultaneous notification, in writing, to all parties involved. The notification will also inform students of any available appeal procedures.

5a. Protections

Given the nature of the College as a small, relationship-based school, any protections offered to students may be limited in effect.

- Adaptation of course schedules.
- Assistance in changing privacy protections of directory information.
- No-contact order
-

5b. Sanctions

Possible sanctions include:

- Hold on student account/registration
- Disciplinary probation
- No-contact order
- Administrative removal from a course
- Withdrawal from the program (expulsion)
- Negative notation on transcript
- Degree revocation

Depending on the situation, the following sanctions may also be imposed in conjunction with any of the above sanctions:

- Letter of apology
- Educational project or paper
- Community service

Students have the right to appeal disciplinary actions taken against them. See [APPEAL PROCESS](#)

Grievance Policy

Birthingway is committed to upholding an educational climate that ensures all voices are heard, even when what is being said is uncomfortable to hear. For this reason, the College has designed a formal process for students, faculty, and staff to resolve grievances. The grievance process must begin within 90 calendar days following the incident in question.

No one will be discriminated or retaliated against as a consequence of making a grievance. Participation in the grievance process is mandatory. Any students or employees involved in a dispute who refuse to take part in the overall process may be terminated or dismissed/withdrawn.

The process includes several steps in order to facilitate a process of least intervention, and to allow for an individual to have their grievance addressed in multiple settings and with a varied group of individuals. Each step of the process, with the exception of Step One, must be requested in writing to the Administrative Programs Coordinator no later than 14 calendar days following the conclusion of the previous step. If a request is not received, the individual with a grievance may be required to begin again at Step One of the process. The Administrative Programs Coordinator will respond in writing to each request within 14 calendar days of receiving it to schedule the next step.

Step One:

Every attempt should be made to first resolve grievances informally through a dialogue with those immediately concerned. This includes exhausting the *Petition for Exception to Policy* and *Appeal* processes.

Step Two:

If informal dialogue is unsuccessful in resolving the dispute, a facilitated conversation will be scheduled. The facilitator will take enough notes from the conversation to make a statement should the dispute progress to later steps in the process.

Step Three:

Individual submits a written grievance with supporting documentation to the Administrative Programs Coordinator. If the grievance involves the Administrative Programs Coordinator, the written grievance will be directed to the President. Neither staff member should have a conflict of interest.

The Administrative Programs Coordinator will send a brief statement by mail or email to the individual with the grievance, listing at a minimum:

- The manner in which the school will investigate the grievance.
- Any request for additional information regarding the grievance (if needed).
- Notice that the Administrative Programs Coordinator may contact other individuals as needed to help resolve the grievance. This may include seeking additional information as well as interviews, as

appropriate.

Step Four:

Once all information has been collected, a Grievance Committee composed of a minimum of three individuals with appropriate knowledge will be appointed by the President in conjunction with the Administrative Programs Coordinator. If the grievance involves the President, a Grievance Committee will be appointed by the Administrative Programs Coordinator in conjunction with the Academic Coordinator. No member of the Grievance Committee, selected at the time of request, will have a conflict of interest with the case at hand.

The Grievance Committee will hear all information, written and oral, relevant to the grievance. The Grievance Committee may request additional documentation. Witnesses may be called or signed, written statements may be submitted by individuals not able to attend.

Once all information has been reviewed, the Committee will come to a final decision including a solution. Possible solutions may include, but are not limited to, mediation, a letter of apology, and/or compensation/restitution.

The Grievance Committee must make a report of the meeting to the Administrative Programs Coordinator, including its solution to the grievance, and the Administrative Programs Coordinator shall notify the parties of the decision.

Step Five:

As a final step, if the grievance is still not able to be resolved, all parties may appeal directly to the Board of Directors to hear the case.

Steps four and five will be audio recorded. Any resolution agreed upon at any step shall be documented and presented in writing to the President and/or Board of Directors, as appropriate, with a copy to each party and a copy in the student, faculty and/or staff member's file, as well as a copy to the *Grievances Binder*.

Any student who believes that their grievance was not adequately addressed, or that they were discriminated or retaliated against as a part of, or as a result of, their participation in this process, may submit a grievance directly to the following:

Midwifery Education Accreditation Council
850 Mt. Pleasant Ave
Ann Arbor, MI 48103

State of Oregon Office of Degree Authorization
255 Capitol Street NE Third Floor
Salem, OR 97301

If you have questions about this policy, please contact the [Administrative Programs Coordinator](#).

Leave of Absence

We strongly recommend that you speak with your Program Coordinator before deciding to take time off from school, whether that means all coursework or just core courses. Any enrolled student may choose not to take coursework during a particular term or multiple terms; however, this is a serious decision. Returning to classes after a leave of any period of time can be challenging. By missing a term or more of coursework, you lose the advantage of following Birthingway's recommended course sequence for your program. Extended time-off may result in credits expiring before graduation.

Each term, you must register and pay registration fees, even if you are not taking any credits, in order to remain in your program. If you have not registered and/or paid registration fees, then you will be considered withdrawn from your program. See [REGISTRATION](#).

If you register and pay registration fees but do not register for any credits by the enrollment confirmation deadline, you will be considered to be on *leave of absence* for that term. While no form has to be completed to request leave of absence, you are encouraged to check in with your program coordinator if you know you will not be taking courses or clinical training credits during an upcoming term.

IMPORTANT: You may take no more than three consecutive terms off and/or a total of four terms off in seven years or you will be withdrawn from your program.

Parental Leave

As an institution of higher learning, we aim for a balance of support for parent-child bonding, shared learning inside and outside of the classroom, and informed decision-making. Therefore, we encourage students to know their options when considering having a child while in school and encourage students to take time off from classes after the birth.

We encourage new parents to meet with their program coordinator to discuss academic workload, clinical training, and requirements for time off. In particular, pregnant students must meet with their program coordinator, discuss the unique needs of their pregnancy, birth, and postpartum recovery, and sign a parental agreement as a part of planning for continued educational study.

Non-Discrimination Policy

Birthingway College of Midwifery strives to foster an environment of diversity and acceptance. Birthingway does not discriminate on the basis of anyone's actual or perceived race, color, ethnic origin, religion, sex, gender identity, sexual orientation, marital status, age, disability, socioeconomic status, or any other protected class in employment decisions, admissions, or other college activities. While we are all products of a sexist and racist society, every individual associated with the College should make an effort to eliminate prejudice and bigotry in our dealings with each other and the world. Discrimination and hatred will not be tolerated at Birthingway.

Concerns regarding this policy can be addressed to:

[Title IX Coordinator](#),
12113 SE Foster Rd.
Portland, OR 97266
503-760-3131

or by contacting:

Office of Civil Rights
400 Maryland, SW
Washington DC 20202-1100
1-800-421-3481.

Observation Guidelines

Some courses require observation of outside organizations. Most teachers or providers are happy to give students the opportunity to observe. The following are Birthingway's guidelines when observing a class or a health care provider:

- Make arrangements to observe well in advance of the assignment's due date. It is your responsibility to plan ahead in order to turn in assignments on time. If you cannot get your observation done in time to hand in the assignment by the due date, discuss this with your teacher.
- Keep your appearance clean and not distracting.
- Arrive at least ten minutes prior to observation start time.
- Do not talk during the observation unless invited to do so.
- Take notes and discuss any questions or concerns with the teacher after the observation is done. It is never appropriate to confront or correct a teacher in front of a class or a provider's recommendation in front of a client.
- Allow students or families some time after the class/appointment to talk with the teacher. Your conversation should wait until they have completed their class/appointment responsibilities.
- Offer to help the teacher with preparations before and clean up after the class/appointment.
- Do not distribute supplies, brochures or promote private practices or businesses, nor request to do so, unless the teacher has specifically requested.

Petition for Exception to Policy

The Exception to Policy process is intended for unusual or unexpected situations in which a student cannot meet an institutional or course policy. For an exception to a course policy, we recommend that you speak with your teacher, if applicable, before submitting your petition. Any student may petition by filling out the *Petition for Exception to Policy* form available on our website, from the front office, or from the Administrative Programs Coordinator. In addition, supporting evidence must be submitted with the petition. Petitions must be submitted within 30 calendar days of the unusual or unexpected situation.

Once received by the front office, the petition will be processed.

We evaluate each *Petition for Exception to Policy* on a case-by-case basis using the following criteria to make our determination:

- Was the circumstance outside the student's control? (car accident, death in family, etc.)
- Is the circumstance something that actually impacted the student's ability to meet our policy?
- Was it beyond the student's ability to anticipate happening?
- Has the student demonstrated conscientious communication and/or follow-through regarding this circumstance?
- Has the student taken steps to mitigate the situation?
- Is the proposed resolution reasonable?
- Is the proposed resolution free of any expense or time burden for the college?

If a student requests more than three *Petitions for Exception to Policy* during their tenure at the College, a committee will meet to discuss the student's progress and determine either a) steps to take to support the student's academic goals or b) to discontinue the student's enrollment in the program.

Plagiarism / Academic Honesty

Plagiarism is using any other person's theories, ideas, or phrases without acknowledging the creator. This may happen when you copy or rearrange source materials (such as sections from books, journal articles, webpages, or interviews) and include it in your own work in a way that makes it look like your own. It is also plagiarism to turn in an assignment that was borrowed, stolen, or purchased from someone else. An example of plagiarism that many students may not think of is turning in their preceptor's practice materials for course assignments, or using their preceptor's materials as a base. Not only is this an act of plagiarism, it will often result in an *Incomplete*, because preceptors' practice materials were designed for their own use and not to meet Birthingway course requirements.

The simplest way to avoid plagiarizing is to always cite the sources from which you gather information or develop arguments. All citations in all Birthingway courses use AMA format. Your teacher or the Birthingway librarian can help you with any questions you have about writing proper citations.

Acts of academic dishonesty may result in dismissal from the college. See [DISCIPLINARY PROCESSES](#). Questions regarding academic honesty should be directed to your program coordinator.

Student Code of Conduct

Philosophy on Professional Behavior

It is the intention of Birthingway to create and maintain a positive learning environment for all members of the community. As a community, we all work together in a way that values relationships, learning, creativity, flexibility, consistency, cooperation, collective intelligence, transparency, intuition, honesty, and compassion. We believe each individual brings their own unique contribution and possesses both strengths and weaknesses. Tolerance when challenges come up – and being open to input and honest, compassionate feedback – is crucial.

Students should endeavor to interact with clients, midwives, and others in an ethical manner. Continued and blatant disregard of professional ethics may be grounds for dismissal.

As a student, you are representing the College at all times. Therefore, students should behave professionally in speech and demeanor. The public's view of midwifery and its specialized professions is created through impressions of individual practitioners, students, and employees. Common sense standards of appearance and behavior are expected. Care providers are sensitive to the impression clients receive from students associated with their practices.

Central to the Biodynamic model taught at Birthingway are the concepts of individualized care, continuity of care, and formation of relationships of trust. This trust encompasses and extends beyond professional client-care provider relationships. It is reflected in the support and rapport found among students, faculty, staff and practitioners. Each member of the College community is expected to live and strive toward the ideals of trust, honesty, communication, and presence in relationship, with clients and each other. These ideals are taught and discussed openly in class, as well as in individual student evaluations.

Expectations

As a students, you are expected:

- to utilize Non-Violent Communication (NVC) to responsibly express needs, listen with empathy, and resolve problems compassionately. Opinions should be expressed directly and kindly. Birthingway has zero tolerance for yelling, accusations, non-productive criticism, talking negatively behind people's backs, faulting, blaming, shaming, demeaning behavior, sarcasm directed toward another person, or speaking with negative or malicious intent.
- to embrace cooperation and multi-vocal sharing of different points of view.
- to manage your own educational experience and not attempt to interfere with or manage another student.
- to acknowledge that mistakes happen and to cultivate compassion for yourself and others when mistakes occur. Be gracious if a mistake that someone else makes impacts you, and accept responsibility if you make a mistake that impacts others.
- to use sensitivity, intuition, and caution in the formation of the intimate relationships with other Birthingway community members. While Birthingway does not have a policy which bans the formation of romantic connections, students must use care when entering a new relationship.

Violations

The following actions may subject the student to disciplinary proceedings and possible dismissal:

- All forms of academic cheating, fraud, and dishonesty, including but not limited to: plagiarism, buying and selling of course assignments and research papers, copyright infringement, performing academic assignments (including tests and examinations) by other persons, unauthorized disclosure and receipt of academic information, and such other practices commonly understood to be academically dishonest.
- The formation of relationships which violate trust, create emotional stress to others, or damage the credibility and integrity of the community.
- Unauthorized possession of keys to College facilities, including buildings, offices, desks, files or equipment.
- Unauthorized entry to, use, or possession of College facilities or property, including buildings, grounds, desks, files, records, or equipment.
- Theft or other intentional abuse of computer or computer network time, including but not limited to:
 - a) Unauthorized entry into a file to use, add, delete, read, or change the contents, or for any other purpose
 - b) Unauthorized copying or transfer of a file, or any portion thereof;
 - c) Unauthorized use of another individual's identification and/or password, or unauthorized attempts to circumvent data protection systems, or uncover security loopholes;
 - d) Unauthorized installation and/or use of unlicensed, or improperly licensed software programs or applications, or any other action violating the terms of applicable software licensing agreements or copyright laws
 - e) Use of any computing facility to interfere with the work of any student, faculty member, or College official
 - f) Use of any computing facility to interfere with normal operation of the College computing system, including attempts to introduce programs commonly known as computer viruses, Trojan horses, and worms;
 - g) Use of the College network to gain unauthorized access to any computer system
- Malicious damage, misuse, or theft of College property, or the property of any other person, that is a College-owned or controlled location, or is in the care, custody, or control of the College.
- Knowingly providing false or misleading information to the College, or knowingly failing to provide required information to the College, or misrepresenting a person's identity to an teacher or other College official.

- Forgery, alteration, or unauthorized use of College documents, records or identification.
- Tampering with the election of any College-registered student organization or program.
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property, in contravention of law or without College authorization.
- Illegal use, possession, or distribution of drugs on College-owned or controlled property.
- Refusal by any student while on College property to comply with an order of the President of the College, or appropriate authorized official or officials, to leave such premises because of conduct proscribed by the code, when such conduct constitutes a danger to health, personal safety, or property, or is disruptive of education or other appropriate College activity.
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the College, including the safety of its students, faculty and officials and the protection of its property.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including the College's public service functions or other authorized activities on College-owned or -controlled property.
- Obstruction or disruption that interferes with the freedom of movement, either pedestrian or vehicular, on College-owned or -controlled property.
- Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health of any person on College-owned or controlled property.
- Retaliation against a student or College official, or any action motivated by bias toward a student or College official, as a result of, or in an attempt to preclude or otherwise limit, that person's participation in any College process. This includes, but is not limited to, the various feedback processes, the Exception to Policy process, the Appeal process, and the Grievance process.
- Public indecency, defined as exposing the genitals of the person in, or in view of, College-owned or -controlled property, outside of normal College operations.
- Harassment, or discriminatory actions against any other person based on that person's actual or perceived race, color, ethnic origin, religion, sex, gender identity, sexual orientation, marital status, age, disability, or socioeconomic status.
- Harassment or bullying, defined as behavior that threatens, intimidates, humiliates, or isolates people at the College, or undermines their reputation or academic performance.
- Stalking, defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. For the purposes of complying with the requirements of the Clery Act, including for statistical purposes, any incident that meets this definition of stalking will be considered a crime.
 - a) Course of Conduct is defined as two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follow, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - b) Substantial emotional distress is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c) Reasonable person is defined as a reasonable person under similar circumstances and with similar identities to the victim.
- Sexual harassment, defined as unwanted and unwelcome sexual advances or requests for sexual

favors and other verbal or physical conduct of a sexual nature where:

- a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College-sponsored educational program or activity; or
 - b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or working environment.
- Sexual assault, defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.
 - a) Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b) Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental incapacity.
 - c) Incest is defined as non-forcible sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d) Statutory rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - e) Consent is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Silence, lack of resistance, being drunk, drugged, or unconscious do not constitute consent.
 - Dating violence, defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of "domestic violence". For the purposes of complying with the requirements of the Clery Act, including for statistical purposes, any incident that meets this definition of dating violence will be considered a crime.
 - Domestic violence, defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or had cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. For the purposes of complying with the requirements of the Clery Act, including for statistical purposes, any incident that meets this definition of domestic violence will be considered a crime.
 - Bias/Hate crime, defined as a crime reported to local police agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as a basis for a determination that a crime is a hate crime shall include the victim's actual or perceived race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, and disability.
 - Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute danger to health, personal safety, or property or where the offense occurred on College-owned or -controlled property or at College sponsored or -supervised activities.

Students who fail to meet or otherwise violate the Student Code of Conduct will be subject to the Institutional Disciplinary Process and/or the Interpersonal Violence Disciplinary Process, as appropriate. See [DISCIPLINARY PROCESSES](#).

Telephone Calls / Personal Messages

In order to avoid disruption of student learning, the College will not interrupt classes for personal messages unless it is an emergency.

Cell phones must be off during class unless the student is on-call. If on-call, the phone must be set to vibrate. Non-emergency client calls should be responded to after class; emergency calls should be taken outside of the classroom. Time missed from class due to a telephone call count toward your attendance. See [ATTENDANCE](#).

Students should generally not make long distance calls from college phones unless calling collect or using a phone card. In the event that a student must make a long distance call, the minimum charge is \$5, which must be paid at the time the call is made.

Updating Personal Information

To update your contact information, you must submit a *Change of Contact Information* form to the front office.

Legal name changes must be reported to Birthingway. Please bring the completed *Change of Name* form and either your 1) original drivers license **and** social security card, or 2) passport to the front office.

Both forms are available on Birthingway's website.

Vaccine Policy

All incoming Midwifery and Lactation Consultation (degree-seeking) program students must provide proof of immunization for measles before their second term of attendance. This requirement is enforced by the Oregon Health Authority. Required forms will be provided in the enrollment packets or at orientation. You will be blocked from registering for courses if proof is not received by the first day of registration for your second term.

The exception to this policy is to students who were born before 1957; those with medical exemption; or those with religious exemption.

Appendices

Appendix A: MANA Statement of Values and Ethics (August 2010)

The Statement of Values and Ethics of the Midwives Alliance of North America (MANA) is a critical reflection of moral issues as they pertain to maternal and child health. It is intended to provide guidance for professional conduct in the practice of midwifery, as well as influence MANA's organizational policies, thereby promoting high-quality care for childbearing families.

Since what we value infuses and informs our ethical decisions and actions, the Midwives Alliance of North America affirms:

I. Woman As a Unique Individual:

- A. We value each woman as a strong, creative, unique individual with life-giving powers.
- B. We value each woman's right to a supportive caregiver appropriate to her needs and respectful of her belief system.
- C. We value a woman's right to access resources in order to achieve health, happiness and personal growth according to her needs, perceptions and goals.
- D. We value a woman as autonomous and competent to make decisions regarding all aspects of her life.
- E. We value the empowerment of a woman during the processes of pregnancy, birth, breastfeeding, mother–infant attachment and parenting.

II. Mother and Baby as Whole:

- A. We value the mother and her baby as an inseparable and interdependent whole and acknowledge that each woman and baby have parameters of well-being unique to themselves.
- B. We value the physical, psychosocial and spiritual health, well-being and safety of every mother and baby.
- C. We value the mother as the direct care provider for her unborn child.
- D. We value the process of labor and birth as a rite of passage with mother and baby as equal participants.
- E. We value the sentient and sensitive nature of the newborn and affirm every baby's right to a caring and loving birth without separation from mother and family.
- F. We value breastfeeding as the ideal way to nourish and nurture the newborn.

III. The Nature of Birth:

- A. We value the essential mystery of birth.
- B. We value pregnancy and birth as natural, physiologic and holistic processes that technology will never supplant.
- C. We value the integrity of a woman's body, the inherent rhythm of each woman's labor and the right of each mother and baby to be supported in their efforts to achieve a natural, spontaneous vaginal birth.
- D. We value birth as a personal, intimate, internal, sexual and social experience to be shared in the environment and with the attendants a woman chooses.

E. We value the right of a woman and her partner to determine the most healing course of action when difficult situations arise.

F. We value the art of letting go and acknowledge death and loss as possible outcomes of pregnancy and birth.

IV. The Art of Midwifery:

A. We value our right to practice the art of midwifery, an ancient vocation of women.

B. We value multiple routes of midwifery education and the essential importance of apprenticeship training.

C. We value the wisdom of midwifery, an expertise that incorporates theoretical and embodied knowledge, clinical skills, deep listening, intuitive judgment, spiritual awareness and personal experience.

D. We value the art of nurturing the inherent normalcy of pregnancy and birth as expressions of wellness in a healthy woman.

E. We value continuity of care throughout the childbearing year.

F. We value birth with a midwife in any setting that a woman chooses.

G. We value homebirth with a midwife as a wise and safe choice for healthy families.

H. We value caring for a woman to the best of our ability without prejudice with regards to age, race, ethnicity, religion, education, culture, sexual orientation, gender identification, physical abilities or socioeconomic background.

I. We value the art of empowering women, supporting each to birth unhindered and confident in her natural abilities.

J. We value the acquisition and use of skills that identify and guide a complicated pregnancy or birth to move toward greater well-being and be brought to the most healing conclusion possible.

K. We value standing up for what we believe in the face of social pressure and political oppression.

V. Woman as Mother:

A. We value a mother's intuitive knowledge and innate ability to nurture herself, her unborn baby and her newborn baby.

B. We value the power and beauty of a woman's body as it grows in pregnancy and a woman's strength in labor and birth.

C. We value pregnancy and birth as processes that have lifelong impact on a woman's self-esteem, her health, her ability to nurture and her personal growth.

D. We value the capacity of partners, family and community to support a woman in all aspects of pregnancy, birth and mothering and to provide a safe environment for mother and baby.

VI. The Nature of Relationship:

A. We value an egalitarian relationship between a woman and her midwife.

B. We value the quality, integrity and uniqueness of our interactions, which inform our choices and decisions.

C. We value mutual trust, honesty and respect.

D. We value a woman's right to privacy, and we honor the confidentiality of all personal interactions and health records.

E. We value direct access to information that is readily understood by all.

F. We value personal responsibility and the right of a woman to make decisions regarding what she deems best for herself, her baby and her family, using both informed consent and informed refusal.

G. We value our relationship to a process that is larger than ourselves, recognizing that birth is something we can seek to learn from and to know, but cannot control.

H. We value humility and the recognition of our own limitations.

I. We value sharing information and understanding about birth experiences, skills and knowledge.

J. We value a supportive midwifery community as an essential place of learning.

K. We value diversity among midwives that broadens our collective resources and challenges us to work toward greater understanding.

L. We value collaboration between a midwife and other health-care practitioners as essential to providing a family with resources to make responsible and informed choices.

M. We value the right and responsibility of both a midwife and a woman to discontinue care when insurmountable obstacles develop that compromise communication, mutual trust or joint decision making.

N. We value the responsibility of a midwife to consult with other health-care practitioners when appropriate and refer or transfer care when necessary.

VII. Cultural Sensitivity, Competency and Humility

A. We value cultural sensitivity, competency and humility as critical skills for the midwife to master in an increasingly multicultural society.

B. We value cultural sensitivity—a midwife's awareness of and ability to honor differences between people and the cultural values of the women she serves.

C. We value the importance of cultural competency in addressing the social and economic barriers to access to care for vulnerable, under-served and marginalized women, thereby improving maternal and infant health and the well-being of families.

D. We value cultural humility as a lifelong process of self-reflection and self-critique in order to develop a respectful partnership with each woman.*

*Section VII is derived from Melanie Tervalon and Jann Murray-Garcia, "Cultural Humility versus Cultural Competency: A Critical Distinction in Defining Physician Training Outcomes in Multicultural Education," *Journal of Health Care for the Poor and Underserved* 9 (May 1998): 117–

Statement of Ethics

Our values inform and inspire midwifery practice in our hearts and minds. Acting ethically is an expression of our values within the context of our individual, geographic, religious, cultural, ethnic, political, educational and personal backgrounds and in our relationships with others. As we seek to respond in the moment to each situation we face, we call upon ethical principles of human interaction as follows:

- Beneficence—to act so as to benefit others
- Non-maleficence—to avoid causing harm
- Confidentiality—to honor others' privacy and keep personal interactions confidential
- Justice—to treat people respectfully and equitably
- Autonomy—to respect an individual's rights to self-determination and freedom to make decisions that affect his or her life.

The equality and mutuality of the relationship between midwife and client create a foundation uniquely suited to integrate these principles. As midwives, we seek to benefit women and babies in our care. Mutual trust and respect are critical to the success of a relationship that requires joint decision making at every level. Moral integrity, truthfulness and adequate information enable all participants to judge together the best course of action in varied situations.

Judgments are fundamentally based on awareness and understanding of ourselves and others. They grow out of our own sense of moral integrity, which is born within the heart of each individual. Becoming self-aware and increasing understanding are ongoing processes that must be nurtured as a function of personal and professional growth. MANA's affirmation of individual moral integrity and recognition of the complexity of life events bring us to an understanding that there cannot possibly be one right answer for all situations. Since the outcome of pregnancy is ultimately unknown and is always unknowable, it is inevitable that in certain circumstances our best decisions in the moment will lead to consequences we could not foresee.

We recognize the limitations of traditional codes of ethics that present a list of rules to be followed. Therefore, a midwife must develop a moral compass to guide practice in diverse situations that arise from the uniqueness of pregnancy and birth as well as the relationship between midwives and birthing women. This approach affirms the mystery and potential for transformation present in every experience and fosters truly diverse practice. Midwifery care is woman-led care with informed choice and a clear set of values at its core. Decision making is a shared responsibility with the goals of healthy women and babies and of gentle, empowering births with a focus on individual and family needs and concerns. Ultimately, it is at the heart of midwifery practice to honor and respect the decisions women make about their pregnancies and births based on their knowledge and belief about what is best for themselves and their babies.

There are both individual and social implications to any decision-making process. Our decisions may be impacted by the oppressive rules and practices of a society that is often hostile to homebirth, midwives and midwifery clients. Our actual choices may be limited by the medical, legal, political, economic, cultural or social climate in which we function. The more our values conflict with those of the dominant culture, the greater the threat to the integrity of our own values, and the greater the risk that our actions may lead to professional repercussions or legal reprisal. In such conditions we may be unable to make peace with any course of action or may feel conflicted about a choice already made. The community of women, both midwives and those we serve, may provide a fruitful resource for continued moral support and guidance.

In summary, acting ethically requires us to define our values, respond to the communities of families, midwives and cultures in which we find ourselves, act in accord with our values to the best of our ability as the situation demands, and engage in ongoing self-examination, evaluation, peer review and professional growth. By carefully describing the multifaceted aspects of what we value and defining the elements of moral integrity and decision making, we have created a framework for ethical behavior in midwifery practice. We welcome an open and ongoing articulation of values and ethics and the evolution of this document.

Appendix B: Midwifery Credentials Comparison Chart

CREDENTIALS COMPARISON CHART

The Midwifery Certificate and Degree program's requirements meet or exceed requirements for Oregon State licensure and NARM certification as follows:

	NARM Requirement*	Birthingway Requirement	State of Oregon Requirement
Births-Other	10 Observer Role	5 Labor Doula*	n/a
Births-Assistant	20	25**	25
Births-Primary under Supervision Role	20	25	25
Prenatals-Assistant	25, including 3 initials	25	100 total
Prenatals-Primary under Supervision Role	75, including 20 initials	75, including 20 initials	See above
Newborn exams-Assistant	20	20	None
Newborn exams-Primary under Supervision	20	25	25
Postpartums-Assistant	10	10	None
Postpartums-Primary under Supervision	40	40	40
Minimum number of Primary Under Supervision births that must be within the United States or Canada	10	10	None
Continuity of Care	5 of the Primary under Supervision role births	15 of the Primary under Supervision role births	10 of the Primary under Supervision role births
Home/Out of Hospital Births	10 of the Primary under Supervision role births	All 25 of the Assistant role births and 25 of the Primary under Supervision role births must be planned out-of-hospital.	Of the 50 totals births, 25 must have taken place in an out-of-hospital setting.
LD & D Courses:			
Pharmacology	None	15 hours	8 hours
Medication by Injection	None	6 hours	2 hours
Treatment of Shock	None	42 hours	16 hours
Resuscitation-Neonatal	None	18 hours	6 hours
Resuscitation-Adult	None	18 hours	Oregon Certification
Suturing	None	21 hours	8 hours

*These five births may count toward NARM Observer Role requirements.

**Five of these births may count toward NARM Observer Role requirements.

*All NARM certification requirements can be found at:

<http://narm.org/testing/graduate-of-a-meac-accredited-program/>

Appendix C: Lactation Credentialing Requirements Comparison Chart

Higher Education Courses	
IBLCE Requirements	Courses offered at Birthingway which meet the requirements:
Biology	Human Genetics (GEN231q)
Human Anatomy	Anatomy and Physiology for Birth and Lactation Professionals (ANP151q)
Human Physiology	Anatomy and Physiology for Birth and Lactation Professionals (ANP151q)
Infant and Child Growth and Development	Infancy (INF121q)
Nutrition	Nutrition (NUT131q)
Psychology or Counseling or Communication Skills	Communications I (COM121q) or Perinatal Psychology for Lactation Consultants (PSL211q)
Introduction to Research	Using Medical Literature (UML111q)* and Information Literacy (INL111q)*)
Sociology or Cultural Sensitivity or Cultural Anthropology	Working Cross-culturally (WCC221q)

Continuing education (in six subjects)	
IBLCE Requirements	Courses offered at Birthingway which meet the requirements:
Basic life support (e.g. CPR)	Maternal/Infant CPR workshop
Medical documentation	Medical Terminology(MED121q)
Medical terminology	Medical Terminology(MED121q)
Occupational safety, including security, for health professionals	Lactation Core series
Professional ethics for health professionals	Lactation Core series
Universal precautions and infection control	Lactation Core series

*All IBLCE certification requirements can be found at:

www.iblce.org/certify/eligibility-criteria/

Appendix D: Board of Directors

Birthingway College of Midwifery is a non-profit educational corporation. Institutional oversight is provided by a Board of Directors composed of individuals with expertise or interest in midwifery education. Each spring, the student body will elect one student from each program to sit as non-voting student body representative.

The Board meets four times each year on the 2nd Thursday of March, June, September and December.

The role of the Board includes the following tasks:

- Approve general and financial policy for the College.
- Approve, hire, and evaluate the College President.
- Approve annual budget.
- Approve business plan.
- Participate on College and Board committees.
- Attend regular board meetings at least four times per year, and emergency meetings as necessary.

Members of the Board of Directors:

Polly Gottesman is an owner and operator of Pumpkin Ridge Farm, an organic cooperative, and a mother who has had three midwife-attended homebirths. Polly is the acting Chair of the Board.

Rolanda E. Lively has been working in the field of social work since the early 90's. She is currently completing her Masters in Social Work with a concentration on Practicing Leadership and Community Organizing as Portland State University. Rolanda is committed to working on social issues to improve the health and well-being of all families in Oregon with an intentional focus on Equity and Inclusion related to Education.

Carrie McCormick is a former Birthingway student, staff, and faculty member who has worked extensively in the fields of midwifery and public health. She has worked frequently in Kenya as well as the United States.

Mike Reding is the Director of Marketing for the Stayton Telephone Company. He is the father of Academic Coordinator, Nichole Reding, and one of his granddaughters was born at home with a midwife. Mike brings significant marketing and human resources experience to the Board.

Mari Yerger is Development Director for Neighborhood House, a non-profit social service organization. She is a homebirth mom who lives in Portland.

Appendix E: Faculty

All faculty can be contacted by email at [first name].[last name]@birthingway.edu.

Laura Bartko

Courses: Pharmacology

Educational Background: MA in Nursing, Oregon Health and Science University

Credentials and Professional Background: Ms. Bartko is a CNM in private practice in Beavercreek, Oregon.

Arika Bridgeman-Bunyoli

Courses: Working Cross Culturally

Educational Background: MPH in International Health and maternal and child health, Oregon State University; BA in Cultural and Interdisciplinary Studies, Antioch College

Credentials and Professional Background: Ms. Bridgeman-Bunyoli is a social services trainer in Portland; her work focuses on cultural humility and versatility.

Mindy Cash

Courses: Botanicals I; Botanicals II; Botanicals III; Nutrition

Educational Background: ND, National College of Naturopathic Medicine; MS Oriental Medicine, National College of Naturopathic Medicine; BS Biology, English, James Madison University

Credentials and Professional Background: Dr. Cash is a naturopathic doctor in private practice in Portland.

Melissa Cole

Courses: Advanced Lactation Case Studies

Educational Background: BS Maternal Child Health, Union Institute & University

Credentials and Professional Background: Ms. Cole, IBCLC, is a lactation consultant in private practice in the Portland area.

Daina Dickman

Courses: Information Literacy, Research Methods, Research Project

Educational Background: MLIS, San Jose State University, MA Comparative Studies, Ohio State University; BA Political Science, English, University of California

Credentials and Professional Background: Ms. Dickman is a Librarian in Portland.

Jesica Dolin James

Courses: Running a Midwifery Practice

Educational Background: BSM, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Dolin, CPM, LDM is a midwife in private practice in Portland.

Megan Felling

Courses: Gynecology Skills

Educational Background: BSM, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Felling is a midwife in private practice.

Regina Flanagan

Courses: Applied Microbiology for Midwives; Microbiology Skills, Anatomy & Physiology for Birth & Lactation Professionals

Educational Background: ND, National College of Naturopathic Medicine

Credentials and Professional Background: Dr. Flanagan is a naturopathic midwife in private practice in

Portland.

Adrienne Fuson

Courses: Advanced Breastfeeding Theory; Introduction to Breastfeeding Theory; Lactation Consultant Practice Protocols; Lactation Core series

Educational Background: BA Women's Studies, Psychology, Oberlin College

Credentials and Professional Background: Ms. Fuson, IBCLC, LMT, CD, is a lactation consultant, massage therapist, and labor doula in private practice.

Leora Marialicia González

Courses: Complex Situations III; Spanish for Birth Professionals

Educational Background: BSN, Simmons College; BS Social Work, Spanish Minor, Creighton University

Credentials and Professional Background: Ms. Gonzalez is an RN practicing in Portland and a CPM candidate.

Brandee Grider

Courses: Critical Care Skills III; Physical Assessment I; Physical Assessment II; Well Woman Gynecology

Educational Background: BSM Birthingway College of Midwifery

Credentials and Professional Background: Ms. Grider, CPM, LDM, LMT is a practicing midwife and massage therapist.

Heather Hack-Sullivan

Courses: Infancy; Postpartum Skills Prenatal Skills

Educational Background: BSM Birthingway College of Midwifery

Credentials and Professional Background: Ms. Hack-Sullivan, CPM, LDM, is a practicing midwife.

Ann Holland

Courses: Botany

Educational Background: ND, National College of Naturopathic Medicine

Credentials and Professional Background: Dr. Holland is a practicing naturopathic doctor in Portland.

Sarah Husain

Courses: Midwifery History and Politics

Educational Background: MA, Ethnic Studies, San Francisco State University; BA, Women and Gender Studies, University of California

Credentials and Professional Background: MS. Husain is a CPM and Doula in Portland.

Celeste Kersey

Courses: Communications I; Communications II; Communications III

Educational Background: BA German, Psychology, St. John's University; Certificate in Midwifery, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Kersey, CPM, LDM, is a practicing midwife in Canby, OR.

Stacey Marshall

Courses: Breastfeeding Skills

Educational Background: AS in Lactation Consultation, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Marshall, IBCLC, CD, is a lactation consultant, labor doula, postpartum doula and childbirth educator.

Bonnie McAnnis

Courses: Exploring Spirituality in the Perinatal Period; Massage Skills for Perinatal Practitioners

Educational Background: MA Applied Theology, Marylhurst College; BA Psychology, Lewis and Clark College

Credentials and Professional Background: Ms. McAnnis, LMT, is a massage therapist in private practice.

Carrie McCormick

Courses: Breastfeeding Politics and Policy; International Midwifery; Using Medical Literature

Educational Background: MPH, Oregon State University

Credentials and Professional Background: Ms McCormick is a midwife who works internationally.

Jennifer Means

Courses: Homeopathy

Educational Background: ND, National College of Naturopathic Medicine; MS Oriental Medicine, National College of Naturopathic Medicine

Credentials and Professional Background: Dr. Means is a naturopathic doctor and licensed acupuncturist in private practice in Beaverton, OR.

Marilyn Milestone

Courses: Suturing

Credentials and Professional Background: Ms. Milestone, CPM, LDM, IBCLC, is a midwife in private practice in the Portland area.

Brooke Noli

Courses: Perinatal Psychology for Lactation Consultants; Perinatal Psychology for Midwives

Educational Background: MA Psychology, North Central University; BA English, Lewis and Clark College

Credentials and Professional Background: Ms. Noli is a clinical therapist in private practice.

Cari Nyland

Courses: Introduction to Healing Systems; Plant Medicine I; Plant Medicine II; Plant Medicine III

Educational Background: ND, National College of Naturopathic Medicine; BA Mathematics, Vassar College

Credentials and Professional Background: Dr. Nyland is a practicing naturopathic doctor and homeopath.

Denise O'Halloran

Courses: Critical Care Skills I; Critical Care Skills II; Critical Care Skills III; Hematology

Educational Background: BS Humanities Education, Oregon State University

Credentials and Professional Background: Ms. Clark is an emergency medical technician-paramedic (EMT-P).

Laurie Perron Mednick

Courses: Childbirth Education

Educational Background: BA Philosophy, University of Vermont; Certificate in Midwifery, Birthingway

Credentials and Professional Background: Ms. Perron Mednick, CPM, LPM is a midwife in practice in Portland.

Aerlyn Pfeil

Courses: Medical Terminology; Midwifery Integration

Educational Background: BSM, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Pfeil is a CPM.

Rhonda Ray

Courses: Prenatal Skills

Educational Background: BA Social Sciences, Marylhurst University

Credentials and Professional Background: Ms. Ray, CPM, is a retired midwife and the Midwifery Program Coordinator at Birthingway.

Nichole Reding

Courses: Antepartum; Complex Situations I; Psychosocial Issues

Educational Background: MA History, University of Oregon; BA History, Political Science, Gonzaga University; BSM, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Reding, CPM, is a midwife, childbirth educator and the Academic Coordinator at Birthingway.

Holly Scholles

Courses: Complex Situations II; Differential Diagnosis; Intrapartum

Educational Background: MA Biological Anthropology, Emory University; MA Cultural Anthropology, University of Texas; BS Social Sciences, University of Texas

Credentials and Professional Background: Ms. Scholles, CPM, LDM, is the President and founder of Birthingway. She is a practicing midwife in Oregon and an anthropologist specializing in Human Reproduction and Medical Anthropology.

Emilia Smith

Courses: Fetal Assessment; Lactation Core series; Postpartum; Pregnancy and Birth Impacts on Breastfeeding

Educational Background: BA Music, Lewis and Clark College; BSM, Birthingway College of Midwifery

Credentials and Professional Background: Ms. Smith, CPM, LDM, IBCLC, is a practicing midwife and Lactation Consultant.

Kristen Werth

Courses: Human Genetics

Educational Background: MS Biomedical Sciences, Colorado State University; BS Biological Sciences, Colorado State University

Credentials and Professional Background: Ms. Werth is a medical researcher and a labor doula.

Professional Credentials

CD: Certified Doula

CPM: Certified Professional Midwife

IBCLC: International Board Certified Lactation Consultant

LDM: Licensed Direct-Entry Midwife

LMT: Licensed Massage Therapist

Open courses with no faculty assigned:

Botany; Ethics; Midwifery History and Politics

Appendix F: Birthingway Preceptor Qualifications

Lactation

The following requirement must be met in order to be approved as a Birthingway preceptor.

1) Lactation Certification

Currently International Board Certified Lactation Consultant.

2) Complete the Birthingway preceptor approval process.

NOTE: Until these requirements have been successfully completed, Birthingway students cannot work with you except in the capacity of observation only. Failure to observe this requirement will result in the expulsion of the student!

Midwifery

All three requirements must be met in order to be approved as a Birthingway preceptor.

1) Birth Experience Requirement

Attended a total of at least 100 births, of which at least a minimum of:

- 25 births were out-of-hospital births **AND**
- 50 births were as an unsupervised primary midwife.

2) Length of Practice Requirement

A CPM, CNM, CM, or State-Licensed Midwife must have completed a minimum of 24 months experience as an unsupervised primary midwife providing full scope midwifery after the end of training.

OR

All other Midwives must have completed a minimum of 36 months experience as an unsupervised primary midwife providing full scope midwifery after the end of training.

3) Resuscitation Certification Requirement

Currently certified in Adult and Infant Resuscitation and in Neonatal Resuscitation.

4) Complete the Birthingway preceptor approval process.

NOTE: Until all four requirements have been successfully completed, Birthingway students cannot work with you except in the capacity of observation only. Failure to observe this requirement will result in the expulsion of the student!

Appendix G: External Complaint Processes

CAAHEP Complaint Process

From the Commission on Accreditation of Allied Health Education Programs website www.caahep.org/Content.aspx?ID=37:

CAAHEP and its [Committees on Accreditation] follow due process procedures when written and signed complaints are received by the Commission or a CoA alleging that they or an accredited program are not following established Commission policies or accreditation Standards. To receive formal consideration, all complaints shall be submitted in writing and signed. The complaint should demonstrate that reasonable efforts have been made to resolve the complaint, or alternatively that such efforts would be unavailing.

MEAC Complaint Process

From the Midwifery Education Accreditation Council website www.meacschools.org/education-faq:

MEAC encourages parties to pursue informal grievance mediation attempts with each other, or with MEAC staff or Board members, to attempt to resolve grievances informally before commencing a formal written complaint process with MEAC. If those attempts fail, MEAC will review complaints received against an institution or program if it is in writing and complies with the guidelines set forth in the [Accreditation Handbook, Section G III\(P\)](#).

State of Oregon Complaint Process

To file a complaint with the Oregon Office of Degree Authorization, please write to:

255 Capitol Street NE Third Floor
Salem, OR 97301

For other state educational licensing agency contacts, please consult the State Higher Education Executive Officers organization comprehensive state list at <http://www.sheeo.org/stateauth/Complaint%20Process%20Links.pdf>

Appendix H: Confidentiality Agreement Example

Maintenance of confidentiality is a fundamental aspect of the midwifery arts and sciences. As sacred witnesses to intimate and precious moments of those around us, all members of the Birthingway community must be completely trustworthy. Part of our role – whether as a Board member, employee, contractor, or student – is to protect the privacy of those we work with or serve, shielding their experiences and allowing them to tell their own stories in their own voices.

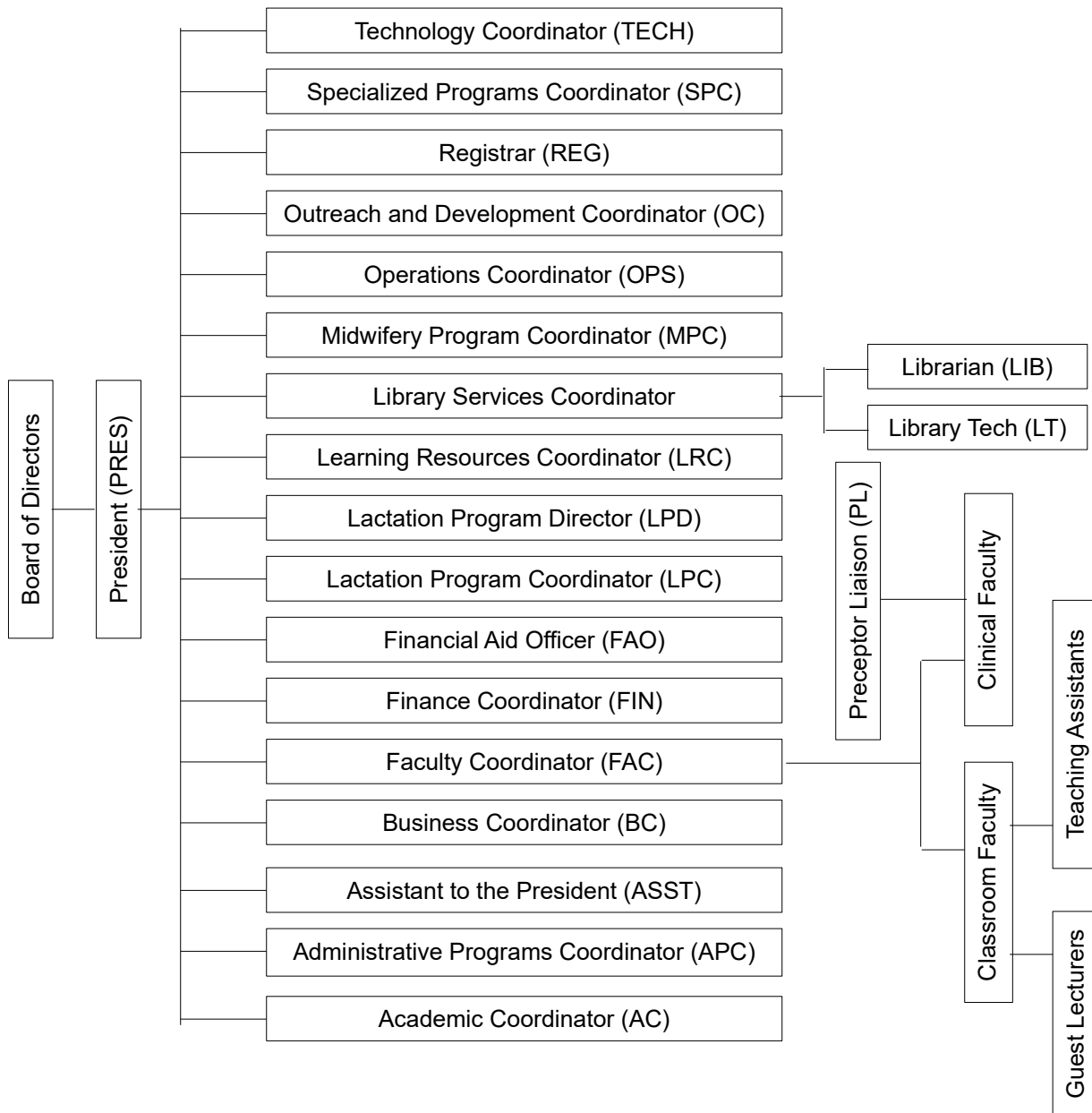
This means not only honoring the requirements in state and federal law to protect client, employee, and student privacy, but recognizing that we can only speak for ourselves. Although another's story is sometimes simultaneously our own story of service, we must build a protective wall around these experiences, telling them only in safe environments, such as peer review and confidential conversations with trusted advisers. We never discuss or pass on details of stories in which we were not participants.

For these reasons, as a member of the Birthingway College of Midwifery community, I agree to the following:

- To maintain the confidentiality of information revealed to me in my role as a board member, faculty member, employee, or student of Birthingway. This includes during class; cohort; meetings; peer review; in private conversations with other employees, students, and/or public members; and from any access I may have to confidential client, employee, or student records and internal communications.
- To refrain from discussing or making reference to such information with any person in an unsafe environment, such as public areas, in which protection of confidentiality is jeopardized.
- To tell only my own story, and not to speak for someone else, represent their opinions, or tell their story, unless I have their explicit permission to do so.
- To speak honestly, with discretion, without exaggeration or speculation, and utilizing non-violent communication (NVC) practices to the best of my ability.

I recognize that failure to follow Birthingway's Confidentiality Policy could lead to disciplinary action, or even discontinuation of my role at Birthingway.

Appendix I: Organizational Chart



Appendix J: Administrative Staff

All administrative staff can be contacted by email at [first name]@birthingway.edu.

Elizabeth Bragg, Finance Coordinator

BA Social Science, Portland State University

Corey Branstrom, Technology Coordinator

MEd Elementary Education, University of Oregon

Drake Carnahan, Operations Coordinator

BA Social Science, Portland State University

Daina Dickman, Librarian

MLIS, San Jose State University

MA Comparative Studies, Ohio State University

BA Political Science, English, University of California

Elaura Dunning, Outreach and Development Coordinator

BA American Studies, Smith College

Amari Fauna, Administrative Programs Coordinator

BA Sociology, University of Maine

Claire Hoffman, Assistant to the President

BA Anthropology, Willamette University

Natalie Hutchison, Faculty Coordinator

BA Liberal Arts, The New School

Sadie Julin, Registrar and Learning Resources Coordinator

Sarah Longwell, Lactation Program Coordinator

BA Business Administration, University of Denver

AS in Lactation Consultation, Birthingway College of Midwifery

IBCLC

Stace Maurer, Financial Aid Officer

AAS Accounting, Western Business College

Raeben Nolan, Specialized Programs Coordinator

BS Biblical Studies, Multnomah University

Laurie Perron Mednick, Midwifery Preceptor Liaison

BA Philosophy, University of Vermont

Certificate of Midwifery, Birthingway College of Midwifery

CPM, LDM

Rhonda Ray, Midwifery Program Coordinator

BA Social Science, Marylhurst University

CPM- Retired

Nichole Reding, Academic Coordinator

MA History, University of Oregon

BA History, Political Science, Gonzaga University

BSM, Birthingway College of Midwifery

CPM

Holly Scholles, President

MA Anthropology, Emory University

MA Anthropology, University of Texas

BA Social Sciences, University of Texas

CPM, LDM

Nina Thompson, Business Coordinator

BA Environmental Studies, Biology, Oberlin College

Tina Weyland, Library Technician

MLS, Emporia State University

BA Human Services, Cornell University

Professional Credentials

CD: Certified Doula

CPM: Certified Professional Midwife

IBCLC: International Board Certified Lactation Consultant

LDM: Licensed Direct-Entry Midwife

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2017-2018 Academic Calendar

Spring Term 2017	Term Begins	April 10, 2017
	Enrollment Confirmation Deadline	April 17, 2017 at 4:30pm
	Summer Registration Begins	May 22, 2017
	Memorial Day Closure	May 29, 2017
	Summer Registration Deadline	June 2, 2017
	Term Ends	July 1, 2017
Summer Term 2017 (optional term) Summer Break	Summer Break Begins	July 2, 2017
	Term Begins	July 3, 2017
	Independence Day Closure	July 4, 2017
	Enrollment Confirmation Deadline	July 10, 2017 at 4:30pm
	Fall Registration Begins	August 7, 2017
	Fall Registration Deadline	August 18, 2017
	Labor Day Closure	September 4, 2017
	Term Ends	September 9, 2017
	Summer Break Ends	September 13, 2017
Fall Term 2017	Term Begins	September 14, 2017
	Enrollment Confirmation Deadline	September 25, 2017 at 4:30pm
	Thanksgiving Closure	November 23-24, 2017
	Winter Registration Begins	December 4, 2017
	Term Ends	December 9, 2017
Winter Break	Winter Break Begins	December 10, 2017
	Winter Registration Deadline	December 15, 2017
	Christmas Closure	December 25-26, 2017
	New Year's Closure	January 1-2, 2018
	Winter Break Ends	January 7, 2018
Winter Term 2018	Term Begins	January 8, 2018
	MLK Jr Day Closure	January 15, 2018
	Enrollment Confirmation Deadline	January 16, 2018 at 4:30pm
	Spring Registration Begins	March 12, 2018
	Spring Registration Deadline	March 23, 2018
	Term Ends	March 31, 2018
Spring Break	Spring Break Begins	April 1, 2018
	Spring Break Ends	April 15, 2018