



BIRTHINGWAY
COLLEGE OF MIDWIFERY

Online

Student Handbook and Catalogue

2021 - 2022



Virtual
Affordable
Competency-based
Relationship centered

Birthingway College of Midwifery

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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/Higher Education Coordinating Commission, 3225 25th Street SE, Salem, OR 97302.

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Table of Contents

Table of Contents	4
Institutional Overview	11
Mission Statement	11
History of Birthingway College of Midwifery	11
Birthingway's Core Beliefs	12
Accreditation and Authorization	13
Academic Information	15
Academic Year and Credit Hours	15
Registration	15
Enrollment Confirmation Deadline	16
Providing Payment	16
Adding a Course	16
Dropping / Withdrawing from a Course	17
Credit Limitations	17
Repeating Courses	17
Grading	17
Auditing Courses	18
Changing a Grade of Withdrawn to a Drop	18
Incompletes Review	18
Learning and Assessment Activities	18
Examinations and Assessments	19
Learning Activities and Coursework	19
Remediating Work	19
Satisfactory Academic Progress	20
Definition	20
Courses Included In The SAP Calculation	20
Academic Hold	20
Academic Suspension	21
Withdrawal Due to Lack of SAP	21
150% Limit	21
Transfer of Credits	21
Transfer of Credit to Other Schools Disclaimer	22
Credit by Examination	23
Advanced Placement Program (AP)	23
College Level Examination Program (CLEP)	23
Life Learning Portfolio (LLP) Process	23
Withdrawal and Dismissal	25

Finances	26
Making Payments	26
PayPal Payments	26
Good Financial Standing	26
Finance Charges/Late Fees	27
Refund Policy	27
Refund Schedule	27
Refund Schedule for Non-Credit Courses and Workshops	28
Processing Returned Checks	28
Financial Aid	29
Financial Aid Advising	29
Federal Student Aid Eligibility	29
Free Application for Federal Student Aid (FAFSA)	29
FAFSA Verification	30
Changing Your Marital Status on the FAFSA	30
Petitioning for Professional Judgment	30
Summer Term Financial Aid	30
Responsibilities of Students Receiving Financial Aid	30
Cost of Attendance	31
Consortium Agreements	31
Financial Aid Programs	31
Pell Grants	31
Federal Supplemental Educational Opportunity Grant (FSEOG)	32
Federal Work-Study (FWS)	32
Oregon Opportunity Grant (OOG)	32
Federal Student Loans	33
Outside Scholarships and Other Aid	34
Private Student Loans	34
Financial Aid Process	35
Confirming Enrollment Status	35
Financial Aid Disbursements	35
Withdrawals and Return of Title IV (Federal Student Aid) Funds	36
Example of Return of Title IV Funds	37
Special Rules around Withdrawing from One Course	37
College Services and Resources	38
Facilities	38
Holidays	38
Learning Resources	38
Technology	38

Google Apps for Education Account	38
Birthingway Email	39
Google Classroom	39
Core Page	40
Document Sharing	40
Student Services	40
Individualized Academic Advising	40
Career Planning and Job Placement	40
Disability Accommodation	40
Health Insurance/Health Services	40
Housing	40
Textbooks	40
Transportation	41
Tutoring	41
Student Records	41
Rights Under FERPA	41
Directory Information	42
Transcripts	42
Student Feedback	42
Formal Student Meetings	43
Curricular Review Process	43
Program and Course Evaluations	43
Health and Safety	44
Campus Security	44
Emergency Response and Evacuation Procedures	44
Reporting a Crime	44
Annual Security Report	44
Title IX	45
Title IX Coordinator	45
Sexual Violence Prevention Program	45
Drug and Alcohol Abuse Prevention Program	45
Birthingway Policy	46
Health Risks	46
Substance Use Counseling and Treatment Resources	47
Legal Penalties	47
Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)	47
Additional Institutional Policies	50
Appeal Process	50
Attendance	51
Making-up a Canceled Class Session	51

Jury Duty	51
Caring for Children During Course Time	51
Completing Clinical Training Out of Country	52
Confidentiality	53
Copyright Policy	53
Copyright Overview	53
Civil/Criminal Liabilities for Copyright Infringement	54
Institutional Disciplinary Procedure	54
Creative Rights	55
Credit and Catalog Year Graduation Requirements Expiration	55
Catalog year graduation requirements	55
Disciplinary Processes	55
Institutional Disciplinary Process	55
Interpersonal Violence Disciplinary Process	56
Grievance Policy	59
Leave of Absence	60
Parental Leave	61
Non-Discrimination Policy	62
Petition for Exception to Policy	62
Plagiarism / Academic Honesty	63
Student Code of Conduct	63
Philosophy on Professional Behavior	63
Expectations	64
Violations	64
Telephone Calls / Personal Messages	67
Updating Personal Information	68
Birthingway Course Offerings	69
Midwifery Program	76
Qualifications to Practice Midwifery	76
About the NARM Credential	76
About Direct-Entry Midwifery Licensure	77
Midwifery Program Goals	77
Guiding Principles and Philosophy	77
Technical Standards for Midwifery Practice	78
Resources and Skills Needed to Complete Birthingway's Hybrid Midwifery Program	79
Bachelor of Science in Midwifery (BSM)	80
General Education Requirements	80
Midwifery Curriculum / Recommended Course Sequences	81
2021 Matriculating Cohort Recommended Course Sequence	82
Application to the Midwifery Program	84

Prerequisites to the Midwifery Program	85
Matriculation and Orientation	87
Skills Acquisition	87
Additional Requirements	88
Cohort Time	88
Annual Examinations	88
Advising Meetings with the Midwifery Program Coordinator	88
Clinical Training	89
Use of the term Clinical Training	89
Eligibility to Begin Clinical Training	89
Intent to Begin Clinical Training Form	89
Preceptor-Student Relationship Agreements	89
Clinical Placement Assistance	89
Possible Locations of Clinical Training	90
Cost of Clinical Training	91
Clinical Training Credit Registration	91
Maximum Clinical Training Credits Allowed	91
Late Registration for Clinical Training Credit	92
Receiving Clinical Training Credit	92
Clinical Requirements	92
Appropriate Duties	93
Documentation Requirements	94
Low Volume Birth Services / Sites Requirement	94
Graduation from the Midwifery Program	95
One-on-One Graduation Process Meeting	95
Reviewing and Verifying Client Care Documentation	95
Additional Graduation Process Requirements	96
Completing the Graduation Process	96
Changes to Graduation Requirements	96
Pursuing Advanced Education After Graduation	96
Midwifery Program Costs	97
Midwifery Equipment	98
Non-Institutional Expenses Near Graduation	98
Midwifery Program Policies	98
Cohort Year / Catalog Year	98
Midwifery Program Timeframe (Minimum and Maximum)	99

Appendices	100
Appendix A: Organizations Contributing to Midwifery Education, Regulation, and Association	100
Appendix B: Midwifery Credentials Comparison Chart	101
Appendix C: Mental Health, Substance Use, Crisis and Safety Support Information	102

Appendix D: Board of Directors	105
Appendix E: Administrative Staff	106
Appendix F: Academic Faculty	107
Appendix G: Organizational Chart	108
Appendix H: Birthingway Preceptor Qualifications	109
Appendix I: Explanation of Abbreviations	110
Appendix J: External Complaint Processes	112
Appendix K: Confidentiality Agreement Example	113

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. Each student is responsible for reviewing the catalog each year. The catalog is available online. Printed copies are available upon request.

Institutional Overview

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. This exciting milestone prompted Holly to turn control of Birthingway over to a Board of Directors and the school became Birthingway Midwifery Center, a non-profit, charitable corporation.

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. Upon approval, in March 2001, 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.

Between 2018 and 2021, our Midwifery Program underwent many changes. Birthingway was founded with the idea that in-person, relationship-based education is essential to training providers with the interpersonal skills to be great midwives. However, the high overhead costs of providing in-person education became incompatible with our desire to create accessible paths of entry into this important profession. We took a hiatus from admitting students into our midwifery program and moved out of our campus in Portland, Oregon in favor of a decentralized, remote administrative and educational structure with students, staff, and faculty primarily studying and working from home. This set Birthingway up well to weather the COVID-19 Pandemic and to support students working to complete their degrees while we took time to lean into the question of what relationship-based, virtual midwifery education might look like.

Birthingway college moves online!

This led to the launch of our hybrid midwifery program. In this online program, students learn midwifery theory that will inform their practice. With the help of our resources and content experts, students learn up-to-date theory and technique, while deepening the hands-on, skills based components of midwifery practice in clinical training with community-based midwives. Moving to an online program allows for a wider reach of students, helping to bring more midwives to underserved areas and communities. The online platform also connects students and educators across a wider platform. We are looking forward to seeing what this model will bring to our students, their communities, and to midwifery education.

Birthingway's Core Beliefs

We value the Biodynamic model of care. The Biodynamic Model is foundational to Birthingway's curriculum and to students becoming skilled, thorough, safe, responsive, and sensitive care providers. Over the years, Birthingway's founder Holly Scholles 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, while *dynamic* refers to the energy of relationships. Together, they create a birth experience centered on increasing oxytocin (the trust hormone) and decreasing stressors, resulting in connection between midwife and client, healthy pregnancies and births, and immediate and long-term parent-child connections.

With this philosophy as the foundation of Birthingway's education model, our students graduate understanding the importance of providing care that is client-centered, evidence-based, and rooted in empowerment and informed choice, leading to improved birth outcomes in the communities they go on to serve.

We are relationship-based. The Birthingway community is formed by interactions between individuals, multiplied many times over. We support a philosophy of *power with* and *power within* rather than the *power over* model that is so common in the world. Compassionate communication skills, personal responsibility, kindness and the highest standard of personal integrity are viewed 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 compassionate, non-violent communication (NVC). 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. NVC has well-developed tools which make it easier to both learn and use. These tools and values are integrated throughout our curriculum.

We avoid rewards and punishments and do not believe that one person can motivate another to learn. Birthingway does not use letter grades as rewards. All students must demonstrate achievement of the required skills and knowledge. Birthingway's goal is to set appropriate standards and clearly stated competencies, and to encourage and support students as they meet those standards and competencies.

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 honor and encourage diversity, inclusion, and multivocality. After all, there are many kinds of people in the world, so we need many kinds of providers, as well as diverse teachers to mentor those future providers. This is especially important if we are to eliminate health disparities and create excellent outcomes for all childbearing people. The crucial element is respect for the opinions, beliefs, and practices of others. 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 paths as care providers and activists.

We are a community learning together, teachers and students alike. While instructors 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 knowledge and to live in a spiritual way that is appropriate for them. Empirical knowledge is validated through a strong emphasis on storytelling, on learning from mistakes, and on 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 can 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, diversity and inclusion, 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 the legal status of the provider or the state of health care infrastructure), providers need accessible tools to support their clients' well being. We integrate approaches that are available to everyone, such as plant medicine, in our curriculum.

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.

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, 3225 25th Street SE, Salem, OR 97302.

Birthingway is in the process of applying for membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If approved, Birthingway will be authorized to offer distance education in all 50 US states, the District of Columbia, and the US Virgin Islands.

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

Academic Information

Academic Year and Credit Hours

Birthingway College of Midwifery'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 a 10-week summer term. The academic year begins with the Fall term.

Note: students will need to take more than 36 credits per term in order to complete the Midwifery Program within the three-year minimum time frame.

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. This includes time spent in class meetings, reading and reviewing class resources, completing assessments, and competency evaluations.

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 for which the credit was registered. Credit cannot be granted for clinical work completed between terms or prior to registering for the credit.

Registration

All students enrolled in the Midwifery Program must register each term to maintain their status as an enrolled student. Students who do not register each term by our Enrollment Confirmation Deadline will be withdrawn. See [ENROLLMENT CONFIRMATION DEADLINE](#) and [WITHDRAWAL AND DISMISSAL](#). Please refer to the Midwifery Program section of this catalog for more information about applying to and enrolling in this program.

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) 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 deadline to register. Midwifery students need not pay Summer term registration fees if they are registering to complete clinical training with a preceptor for zero credits. See [CLINICAL TRAINING CREDIT REGISTRATION](#)

All students must be registered in the term in which they intend to graduate or certify, including Summer term, regardless of whether they are enrolled in classes.

Registration Timeline

Registration dates for the current academic year are listed on Birthingway's website. Registration begins three weeks prior to the first day of the upcoming term and runs for one week, ending two weeks prior to the first day of the upcoming term. Registration materials are posted on Birthingway's website and sent to students at least one week before registration begins.

Students may register for Clinical Training Credits at any point during the term, up until two weeks before the last day of the term. Students must be registered for clinical training credits before they may start counting hours toward credit.

Enrollment Confirmation Deadline

The Enrollment Confirmation Deadline is 4:30 pm on the Monday after the first day 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 as of the Enrollment Confirmation Deadline 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 credits hours per term
Full time	12 or more
Three-quarter time	9 to 11
Half time	6 to 8
Part time	5 or fewer

Please note: The Midwifery Program's recommended course sequence requires students to complete more than 12 credits per term to finish the program in three years.

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 and late fee, if applicable, to hold your enrollment for the term. However, you will not be allowed to register for courses, workshops, or clinical training credits until you have regained good financial standing.

Payment of tuition and fees is due at the time of registration for each term unless the following applies:

You are eligible for Federal financial aid and will be receiving a disbursement in that term. (You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.)

Credit or debit card payments are accepted through PayPal. PayPal payments must be sent to payment@birthingway.edu.

See [FINANCES](#) and [FINANCIAL AID](#) for more information.

Adding a Course

Enrolled students who have already registered for the term may add a course by submitting a *Course Add Form*. *Course Add Forms* are available on Birthingway's website. Students may add courses 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) and non-credit workshops.

Dropping / Withdrawing from a Course

You may drop a course by turning in a *Withdraw/Drop* Form. *Withdraw/Drop* Forms are available on Birthingway's website. Dropped or withdrawn courses are subject to Birthingway's refund policy. See [REFUND POLICY](#).

If we receive your completed drop 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](#).

Credit Limitations

You are limited to 22-quarter credit hours per term, although you may file a [Petition for Exception to Policy](#) if you consult with the Midwifery Program Coordinator prior to registration.

Repeating Courses

With the exception of Clinical Training credits, 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: To graduate, all required coursework must have a grade of Complete. To earn a Complete in a course, all assessments (including oral and written exams) must be completed and demonstrate Mastery/Advanced or High Proficiency. High Proficiency is equivalent to B+/3.5/87 or better in other grading systems.

Incomplete: Student has incomplete, outstanding work in the course or did not demonstrate High Proficiency on an exam and is within the remediation period to complete work or retake an exam. (see [REMEDIATING WORK](#) below). Students will have ONE opportunity to remediate incomplete work or retake an assessment/exam. Students who do not achieve High Proficiency after the first remediation attempt will need to retake the course (see Withdrawn policy and Remediation policy below). Once the teacher has determined that the student has successfully remediated all incomplete work and assessments, the course grade of Incomplete will be changed to Complete. All grades must be completed and submitted by the teacher **within four weeks** of the end of the course, at which point students will be notified of their final course grade. At the end of the four 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 four weeks from the end of the course. For clinical training credits, students will receive a grade of Withdrawn if they drop or withdraw from credits after the term 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). Eligibility for a refund is based on Birthingway's standard refund schedule and calculated from the original date of withdrawal from the course.

Incompletes Review

Student progress is tracked in a number of ways, including reviewing courses where students received an initial grade of Incomplete. Although this is not thoroughly indicative of success in the program, we do review a student's progress if they consistently have incomplete courses. Interventions may include an advising meeting with the Midwifery Program Coordinator or an internal review of the student's overall progress with the Academic Coordinator and select faculty to develop a progress plan.

Learning and Assessment Activities

Birthingway's Midwifery program is Competency-Based. This means that students move forward when they can demonstrate Mastery or High proficiency of a set of standardized competencies. A student's knowledge and application of knowledge is assessed through written and oral exams, demonstration of skills, and participation in class discussions and activities. 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.

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. Courses may have a midterm and final assessment. Birthingway believes that correcting the exam is as important as taking it and students who do not receive “high proficiency” or above will have an opportunity to remediate the exam after they have reviewed areas where they still have improvements to make. See [REMEDIATING WORK](#).

For skills courses, you will be assessed on your progress through skills demonstration.

Learning Activities and Coursework

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

Remediating Work

If you receive a grade of Incomplete on coursework or an assessment/exam, then the work must be remediated to obtain a grade of Complete. In order to successfully complete the course, students will be given a second opportunity to demonstrate High Proficiency. Exams and Assessments will be retaken in full. It is your responsibility to meet with your instructor to create a plan of study to help remedy weaknesses in your knowledge base. For coursework, the remediation plan could include additional reading, worksheets, and study questions; or preparing a special report. If you are retaking a written exam or oral assessment/exam, the full assessment will need to be retaken. Students are allowed only one remediation per assessment, exam, or 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 four-week remediation period. 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 be proctored. Proctors may include any staff member.

If you need to remediate an exam, please contact the school at 503-760-3131 or email info@birthingway.edu to make arrangements.

Satisfactory Academic Progress

Definition

A student is deemed to be maintaining Satisfactory Academic Progress (SAP) when at least 67% 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 Spring 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 at the end of the second year of their program must have academic standing consistent with our standards for graduation. This means that 67% of the cumulative credits attempted in the first two years of the program must be graded Complete. 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. 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 67% 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. A student on *Academic Suspension* cannot receive Federal Student Aid.

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 67% 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 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 Program requirements. We will evaluate transfer of credit for these program requirements from an accredited school 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. 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.

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 program prerequisites and the general education English Composition requirement. Please speak with the Academic Coordinator or the Midwifery 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.

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, herbalists, and other credentialed healthcare) 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 fees, for completion of your portfolio. You may be required to meet with the Academic Coordinator or Midwifery Program Coordinator as part of your completion plan. If you choose to proceed with the process, you must submit a completed LLP Registration form and associated non-refundable registration fees. LLP registration Fees help us cover the cost of reviewing and evaluating your portfolio. 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. 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, please speak with the Midwifery 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. The official date of your withdrawal will be the final day of the term in which you were last registered. See [ENROLLMENT CONFIRMATION DEADLINE](#).

If you wish to formally withdraw from the Midwifery Program, you must submit a *Withdrawal Form* or a letter stating your intention to withdraw. Your official withdrawal date will be the date Birthingway receives your written notice of your intention to withdraw.

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, you must apply for readmission to the program if you wish to rejoin.

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 [TECHNICAL STANDARDS FOR MIDWIFERY PRACTICE](#).
- 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](#).

Finances

Making Payments

Payment of tuition and fees is due at the time of registration for each term unless the following applies:

You are eligible for Federal financial aid and will be receiving a disbursement in that term. (You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.)

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.

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. Students are not required to have a PayPal account in order to submit payments electronically via this method.

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, 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.

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, and late registration fees, are non-refundable. Equipment kits, 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. This policy was updated in June 2020 per ODA requirements. See [DROP/WITHDRAWAL](#). NOTE: Some courses start after the refund deadline but are still subject to the same refund policy.

Fall, Winter, and Spring Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1 st day of the term	100%
(Day) 2 through 7	91.75%
8 through 14	83.5%
15 through 21	75.25%
22 through 28	67%
29 through 35	58.75%
36 through 42	50.5 %
43 through end of term	No Refund

Summer Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1 st day of the term	100%
(Day) 2 through 7	90%
8 through 14	80%

15 through 21	70%
22 through 28	60%
29 through 35	50%
36 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 submitting written notice of your intention to withdraw to info@birthingway.edu. 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 Paypal. You are responsible for paying a returned-check fee of \$30, 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.

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

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. As a Title IV school, we are authorized to accept payment through Americorps.

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 Winter 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 Financial Aid Officer at any time during their program. Appointments must be arranged directly with the Financial Aid Officer.

Federal Student Aid Eligibility

Federal Student Aid is only available for those who qualify. Students completing prerequisites prior to enrollment are not eligible for federal student aid.

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 <https://fafsa.ed.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 2021-2022 FAFSA covers summer term 2021 through spring term 2022. The 2022-2023 FAFSA covers summer term 2022 through spring term 2023. 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 Student Aid Index (SAI) 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](#).

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. Cost of living is an estimated amount used to calculate eligibility for financial aid. Our current estimates for the 2021-2022 standard academic years is \$7,193 for housing and food, \$1,465 for transportation and \$4,795 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. Students who have already earned a Bachelor's degree in any other field will not qualify for Pell Grants. The award amount will depend on your enrollment status, cost of

attendance, and Student Aid Index (SAI). The maximum award for full-time, full-year students with the highest need is \$6,495 for the 2021-2022 award year. Pell Grants are considered “gift aid” and do not need to be paid back. Future award years are still to be determined. Contact the Financial Aid Officer for more information.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is available to students with significant financial need completing their first undergraduate program. Students who have already earned a Bachelor’s degree in any other field will not qualify for FSEOG. Birthingway’s awards are dependent on our federal funding level. Priority is given to Pell Grant recipients and those whose applications were completed 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 SAI, and then by receipt date if there are insufficient funds to award two or more students with the same SAI. Late applicants will only be awarded FSEOG if funds remain after awarding all eligible students whose applications were complete by the deadline.

For 2021-2022 and 2022-2023 award years, we anticipate making annual awards of \$825 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 \$275 per term. FSEOG is considered “gift aid” and does not need to be paid back.

For the 2021-2022 award year, FSEOG will be disbursed during Spring, Summer, Fall, and Winter terms.

Federal Work-Study (FWS)

Birthingway will not be offering Federal Work-Study for the 2021-2022 Academic Year.

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 2021-2022 award year, the maximum award was \$3,612 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 is based on a State of Oregon formula. Future award years are still to be determined. Contact the Financial Aid Officer for more information. 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 <https://oregonstudentaid.gov/>.

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.

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.

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.

The Oregon Office of Student Access and Completion coordinates a large number of scholarships, mostly for Oregon students. Information is available online at <https://oregonstudentaid.gov/>.

Fastweb is another great resource for students searching for scholarship aid:
<https://www.fastweb.com/>

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.

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. Iraq-Afghanistan Service Grants
4. FSEOG
5. Outside scholarships or other non-loan aid
6. Subsidized loans
7. Unsubsidized loans

Generally, your estimated financial assistance may not exceed the Cost of Attendance minus your Student Aid Index.

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. 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 at 4:30pm on the Monday after the first day of the term. 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 mailed to your address on record 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 mailed to you within 14 days unless you have authorized Birthingway to hold your credit balance. This amount is intended to help cover living expenses. If the refund check is not cashed within 180 days of being issued, 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 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. Iraq-Afghanistan Service Grants
6. Federal Opportunity Grant (FSEOG)

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

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 \$1,400 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 \$2,016 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

Beginning in 2020, Birthingway transitioned to a decentralized, remote administrative and educational structure.

Birthingway primarily uses Google Apps for Education to facilitate learning, as well as connection and collaboration between community members. All Birthingway students, faculty, and staff are given a Birthingway.edu email address that provides access to Google Drive, Google Meet, and Google Classroom. These are the primary platforms we use to meet with one another and share resources.

You can reach our virtual “front office” during business hours via phone (503-760-3131) or email (info@birthingway.edu). Birthingway staff are also available to meet with students virtually via Zoom or Google Meet. Please contact us by phone or email to set up an appointment.

Holidays

Birthingway is closed for business on weekends as well as the observed US holidays listed below. These dates are published in our Academic Calendar, which is available on our website.

- 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)

Learning Resources

Birthingway subscribes to numerous databases to facilitate student learning and research, including Science Direct and EBSCO. Please contact the office for assistance. After enrolling in the Midwifery Program, you will receive an email with instructions for how to access these databases. If you have any questions about this, please reach out to info@birthingway.edu

Technology

Google Apps for Education Account

Birthingway uses Google Apps for Education as our Learning Management System (LMS). 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 you are enrolled as a student. This account includes access to email, document sharing, access to Google Classroom, calendars, and more.

Your account will be deactivated 30 days after your withdrawal, three years after your graduation date or at the discretion of the President or Technology Coordinator. 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

To protect the security of your student records and information, 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. Your birthingway.edu email account is protected by security which meets FERPA requirements. If you forward your email, you may no longer have that high level of security.

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.

Google Classroom

Every course at Birthingway has a dedicated Google Classroom that includes the syllabus, documents and links relevant to the course, and course reading materials. This is a space where students can engage with one another and with their teachers by posting resources, asking questions, and leaving comments.

Google Classroom will remain available for one year from the end of the class. At that time the classroom and all attached documents will be removed from the network. This data cannot be retrieved once removed.

Core Page

Birthingway maintains a Core Page that is available to all enrolled Midwifery 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's policy that students use their Google Apps for Education accounts for school-related activities, as is our Learning Management System and 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](#).

Student Services

Individualized Academic Advising

Academic advising is required to help students meet their academic goals, succeed in their chosen program, and succeed as a member of the Birthingway community. Contact the Midwifery 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 healthcare 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 sending a request to info@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. We encourage you to seek out and make use of resources, 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.

Housing

Birthingway does not provide housing for students, nor does it endorse any housing, at this time.

Textbooks

Most courses require texts. 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 is necessary to purchase textbooks from alternate sources.

Transportation

Birthingway does not provide transportation assistance to the College or to clinical settings.

Tutoring

Students who require tutoring should contact the Midwifery 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 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*](#).

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 and postage, if necessary.

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.

Transcripts

You may request a transcript by submitting a completed [Transcript Request](#) along with payment. We cannot accept requests by fax or by email. This form is available on the Birthingway website.

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 and will not appear on your transcript

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.

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. Students will also have an opportunity to meet with the Midwifery Program Coordinator at least once each term, students are .

Curricular Review Process

Students fill out Course Evaluation Forms for every course they take. These are reviewed by staff and pertinent faculty. Changes are integrated when particular feedback is received multiple times or by multiple students. We also perform internal audits, review courses with our faculty members during their annual evaluations, and make changes required by our accreditors.

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 are posted on the Classroom page for each course and on Birthingway's [website](#). You may submit a *Course Evaluation* form at any point in the term.

All evaluations are read by the Academic Coordinator and the course teacher, and many are read by other members of the administrative staff as we decide how to incorporate your feedback.

Student Representation to the Board of Directors

The Midwifery Program Coordinator prepares a report for each Board Meeting to update the Board on student affairs. Additionally, Board meetings are open to the public and students are welcome to attend if desired. Students interested in attending a board meeting should contact Birthingway at info@birthingway.edu for more information.

Health and Safety

Campus Security

Birthingway does not have a physical campus. However, as a community we must remain aware of the possibility of threats that can occur online. Community members are expected to use their Birthingway email address to keep email and other communication secure. Students and employees should also use caution when using public wifi networks, and avoid sharing sensitive or personally identifying information over these networks.

Birthingway will inform students and employees of any situation that represents a threat, including the possibility of an online security or data breach. Please report any concerns to a staff member.

Emergency Response and Evacuation Procedures

We encourage students to be mindful of safety in their learning environment, wherever that may be, and to have a safety plan in place including exits and escape routes, fire extinguishers, and a list of easily accessible emergency numbers.

Reporting a Crime

Birthingway strongly encourages anyone who is the victim of, or witness to, a crime to immediately report it to your local police.

In addition, we ask that students and faculty report crimes when involved in Birthingway activities to any Birthingway 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 President.

Any instance of discrimination, harrasment, or sexual violence should be reported to Birthingway's [Title IX Coordinator](#).

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/>

Statistics for all colleges are also available directly from the federal government at the Campus Security Statistic website <http://ope.ed.gov/security/>.

Title IX

Birthingway seeks to foster an educational environment in which all members have the opportunity to learn and contribute, free from discrimination or harassment. Birthingway will not tolerate any form of sexual abuse or assault by any member of the Birthingway community. This includes harassment and abuse that occurs online. 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](#).

Any person may report discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports can be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours.

Title IX Coordinator

Birthingway's Title IX Coordinator is Holly Scholles and can be contacted in the following ways:

Email: holly@birthingway.edu

Phone: 503-760-3131

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. We have also compiled a list of mental health and safety resources to serve as a starting point for students who may need additional professional or non-professional support. See [MENTAL HEALTH, CRISIS, SAFETY SUPPORT INFORMATION](#).

Sexual Violence Prevention Program

All Birthingway students, staff, and faculty are required to complete training on preventing sexual violence as well as Birthingway's policies for addressing instances of sexual violence, assault, or harassment. If you would like to view our training, please contact us at info@birthingway.edu. Feedback is welcome as we continue to tailor our training to better address the experiences and of our community.

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, possession, or distribution while; 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.

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.

Substance Use Counseling and Treatment Resources

Birthingway staff members are not qualified to provide professional counseling. We encourage individuals seeking support around substance abuse to look into the local resources available to them. We have compiled a list of resources to serve as a starting point for those seeking support, please see [Appendix B: Mental Health, Substance Use, Crisis and Safety Support Information](#).

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, others	10 years	\$100, 000
Schedule II -- Class C Felony Methadone, morphine, amphetamine, cocaine, PCP, opium, methamphetamine	5 years	\$100,000
Schedule III -- Class A Misdemeanor Hydrocodone, Codeine, Anabolic Steroids, Testosterone, Ketamine, some depressants.	Up to 1 year	\$2,500
Schedule IV -- Class C Misdemeanor Valium-type Clonazepam, some tranquilizers, sedatives	Up to 30 days	\$500
Schedule V -- Violation Dilute mixtures, some subscription drugs, compounds with small amounts of controlled drugs	None	\$250

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 while participating in College activities is forbidden.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

For the substances/schedules and amounts:

- Cocaine (Schedule II): 500-4999 g mixture
- Cocaine Base (Schedule II): 28-279 g mixture
- Fentanyl (Schedule IV): 40-399 g mixture

- Fentanyl Analogue (Schedule I): 10-99 g mixture
- Heroin (Schedule I): 100-999 g mixture
- LSD (Schedule I): 1-9 g mixture
- Methamphetamine (Schedule II): 5-49 g pure or 50-499 g mixture
- PCP (Schedule II): 10-99 g pure or 100-999 gm mixture

The penalties are:

- First Offense: Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.
- Second Offense: Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

For the substances/schedules and larger amounts:

- Cocaine (Schedule II): 5 kgs or more mixture
- Cocaine Base (Schedule II): 280 g or more mixture
- Fentanyl (Schedule IV): 400 g or more mixture
- Fentanyl Analogue (Schedule I): 100 g or more mixture
- Heroin (Schedule I): 1 kg or more mixture
- LSD (Schedule I): 10 g or more mixture
- Methamphetamine (Schedule II): 50 g more pure or 500 g or more mixture
- PCP (Schedule II): 100 g or more pure or 1 kg or more mixture

The penalties are:

- First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual
- Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
- 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

For the substances/schedules and amounts:

- Other Schedule I and II Substances (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- Flunitrazepam (Schedule I): 1 g

The penalties are:

- First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
- Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.

Other Schedule III Substances in any amount, the penalties are:

- First Offense: Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.

- Second Offense: Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.

Other Schedule IV Substances (except for 1 g or more of Flunitrazepam) in any amount, the penalties are:

- First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
- Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

All Schedule V Substances in any amount, the penalties are:

- First Offense: Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
- Second Offense: Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Additional 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 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 email it to info@birthingway.edu.

Step Two. Step Two. The Appeals Coordinator will review the form for completeness and correctness. They will contact you if additional information is needed. The Appeals Coordinator will then create a committee to review the Appeal.

- No member of the committee shall have a conflict of interest
- The committee will consist of not less than two Birthingway employees and/or Board members, if necessary to prevent a conflict of interest.
- The Appeals 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 Appeals 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 Appeals 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 with your video feed turned on. Tardiness and excessive time spent away from class or with your camera turned off 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 the annual orientation and during all Cohort sessions.

Making-up a Canceled Class Session

Students are expected to make themselves available to attend make-up sessions that are scheduled in the syllabus from the beginning of the course. Missing such a make up class session will count toward your absences. If additional or unscheduled make-up sessions are needed, the 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.

Caring for Children During Course Time

One of the advantages of online education is that it can make it easier for parents to navigate attending school while caring for children. That said, it's also important that students minimize possible distractions to themselves and to others while attending class. We strongly encourage students to find a quiet place to login and attend classes in order to optimize their learning.

Some learning activities may include the sharing of personal and confidential information, such as birth stories, at the discretion of students. Please be mindful of protecting the confidentiality of other students when you are sharing a space with other people, including children. Wearing

headphones while participating in course sessions can reduce the potential for others to inappropriately overhear these conversations.

If your teacher determines that the presence of children is posing a significant distraction to you or to fellow students, you may be asked to meet with your teacher or the Midwifery Program Coordinator to come up with a plan to minimize possible distractions.

Please be advised that time spent away from class to care for children will result in time lost towards attendance. See [ATTENDANCE POLICY](#).

Completing Clinical Training Out of Country

Midwifery students must submit an application and a written proposal and have it approved by a committee in order to complete clinical training in an out of country setting. The proposal should be submitted at least 12 weeks before you plan to begin the placement. Please contact the Midwifery Program Coordinator for more information and to request a copy of the application.

Confidentiality

Students must maintain confidentiality of the information obtained from clients, in chart and peer review, in classroom discussions, and in 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. When attending courses and participating in College activities online, we ask that students be mindful of whether there are other people within hearing distance and refrain from sharing confidential information when this is the case.

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, faculty, and staff are required to sign a Confidentiality Agreement annually. Breach of confidentiality in any context is cause for dismissal from the program. See [APPENDIX G: 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.

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. 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 six years**. For example, if you take a course in Fall 2021, those credits will expire in fall 2027.

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 retake 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 six 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

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, retake 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.

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 President 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 President 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 President. If the grievance involves the President, the written grievance will be directed to the Board Chair, using chair@birthingway.edu. No staff member involved in reviewing a grievance should have a conflict of interest.

The President 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 President 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. If the grievance involves the President, a Grievance Committee will be appointed by the Board Chair 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 President, including its solution to the grievance, and the President 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
Higher Education Coordinating Commission
3225 25th Street SE
Salem, OR 97302

If you have questions about this policy, please contact the Birthingway's President, Holly Scholles.

Leave of Absence

We strongly recommend that you speak with the Midwifery Program Coordinator before deciding to take time off from school. 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 protections of your Enrollment Agreement related to the availability of coursework. 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, the Midwifery Program Coordinator will reach out to assess your status. If you want to be on a Leave of Absence, you must fill out a *Leave of Absence Request Form*.

IMPORTANT: Maximum LOA time frames

- Students may be on leave for a maximum of 180 consecutive days, or up to three consecutive terms. The optional Summer Term (and total days within this term) will not be counted toward this maximum.
- Students may be on leave for up to 270 days, or a total of four terms, while they are enrolled in the Midwifery Program (a maximum of six years)
- Students who exceed maximum time frames will be withdrawn from the program.

Parental Leave

As an institution of higher learning, we aim for a balance of support for parent-child bonding, shared learning, 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 ask that expectant students meet with the Midwifery Program Coordinator for advising around their academic workload, clinical training, and requirements for time off from school. This meeting is an opportunity for students to discuss the unique needs of their pregnancy, birth, and postpartum recovery, and to make a plan for successfully navigating attendance at Birthingway while parenting a new baby. You and the Midwifery Program Coordinator will sign off on this plan and

Non-Discrimination Policy

Birthingway College of Midwifery strives to foster an environment of diversity and acceptance. Birthingway does not discriminate against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, state or local law. 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
holly@birthingway.edu
503-760-3131

or by contacting:

Office of Civil Rights
400 Maryland, SW
Washington DC 20202-1100
1-800-421-3481.

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. In addition, supporting evidence must be submitted with the petition. Petitions must be submitted to info@birthingway.edu within 30 calendar days of the unusual or unexpected situation. Once received, 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?
- 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.

Occasionally, students may need to request an extension to an existing, approved Exception to Policy Petition in cases where the central reason for their original Petition has not been resolved. For example, challenging circumstances related to one's health or family that may persist over an extended period of time. Students who would like to request an extension to the deadline(s) for an approved Petition should reach out to the Birthingway faculty or staff member facilitating their Petition for advising on this option. Students may only request two extensions of no more than three months each for a maximum total of six months extension. Once the extension is over, if the student has still not completed the work, they may file a subsequent Exception to Policy Petition per the usual process.

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 student, 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 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.
- Theft or other intentional abuse of computer or computer network time, including but not limited to:
 - Unauthorized entry into a file to use, add, delete, read, or change the contents, or for any other purpose
 - Unauthorized copying or transfer of a file, or any portion thereof;
 - Unauthorized use of another individual's identification and/or password, or unauthorized attempts to circumvent data protection systems, or uncover security loopholes;
 - 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
 - Use of any computing facility to interfere with the work of any student, faculty member, or College official
 - 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;
 - Use of the College network to gain unauthorized access to any computer system
- 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 a 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.

- Illegal use of drugs while participating in College activities
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means 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,
- 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 view of others, 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.
- Sexual Misconduct: See [SEXUAL OFFENSES](#) Section of the Catalog for Title IX specific issues and non-student offenses. If the allegations in a formal complaint do not meet the definition of sexual harassment in the current Title IX definition, or did not occur in the school's education program or activity against a person in the United States, the school must dismiss such allegations for purposes of Title IX. However, you may bring allegations under Birthingway's Student Code of Conduct.
- 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.
 - 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.
 - 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.

- 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:
 - 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
 - Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
 - 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.
 - 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.
 - 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.
 - 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.
 - Statutory rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - 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 within the College community would constitute danger to health, personal safety, or property.

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

To avoid disruption of learning during course sessions, 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 counts toward your attendance. See [ATTENDANCE](#).

Updating Personal Information

Please notify us of any changes to your contact information by calling our office at 503-760-3131 or sending a written request to info@birthingway.edu.

Legal name changes must be reported to Birthingway. Please submit a [Change of Name Form](#). Upon receipt of this form, a Birthingway staff member will schedule a meeting via video conference to verify your identity. At this meeting, you will be required to show documentation confirming your new legal name. Documentation can be a social security card AND driver's license or other form of photo ID OR a passport.

Birthingway Course Offerings

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

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

Description of the course content.

*Course prerequisites are required, unless determined otherwise by an Exception to Policy. If you are unsure as to your eligibility, please contact the Midwifery Program Coordinator.

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. For course availability, please refer to the current term's registration materials. See [REGISTRATION](#).

Antepartum (ANT251q) 5 credit hours

Co-requisite: Physical Assessment (PHY221q)

Using lecture, discussion, and audiovisual aids, this course covers pregnancy signs and symptoms, fetal development and environment and evaluation of health in pregnancy. Students will learn Biodynamic counseling techniques, the impact of nutrition on pregnancy physiology, and management of pregnancy related conditions, including eclampsia, toxemia, UTIs, and bleeding in early pregnancy. This course also introduces the concepts of social determinants of health and disparities as they relate to pregnancy and birth.

Applied Microbiology for Midwives (AMM351q) 5 credit hours

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.

Biodynamic Resuscitation of the Newborn (BRN221q) 1 credit hour

Through lecture, readings, and HIVE's online platform, students cover both the theory and skills involved in neonatal resuscitation for community based birth. The course covers equipment needed, the physiology of the fetal stress response and fetal transition, how to identify a compromised newborn, appropriate oxygen use, delayed cord clamping, and the importance of maintaining a Biodynamic environment. Students will have the opportunity to practice techniques and engage in scenarios. Additionally, this course covers how to provide appropriate and safe care based on the ILCOR (International Liaison Committee on Resuscitation) Neonatal Task Force's latest recommendations.

Breastfeeding Theory and Practice (BTP221q) 2 credit hours

This course deepens the practical knowledge of biodynamic lactation support, specifically with regard to prenatal and postpartum breastfeeding education. This course uses lecture, class discussion, practice scenarios, and role-playing among other activities. Students will learn the physiology of breastfeeding, basic tools and techniques used to support breastfeeding, and how to identify infections and other complications. Students will learn about breast exams, techniques to support latch, how to support families with breastfeeding alternatives, including support for trans and non-binary families, and how to use equipment.

Clinical Training Credits (CTC311q) 1 credit hour each. Can take multiple credits per term

Prerequisite: Refer to “Eligibility to Begin Clinical Training” in the Midwifery Program section of the Student Handbook.

Each CTC includes 30 hours of student work. Students participate in a full range of clinical activities under the direct supervision of an approved Midwife preceptor (see [CLINICAL TRAINING](#)). 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 if appropriate for their location. 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. A total of 34 credits (1020 hours) is required for graduation.

Communication for Midwives I (COM221q) 2 credit hours

This course 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 tools of Non-Violent Communication to support the brain and the body through empathy and resonance. The emphasis is in creating compassion and self awareness while focusing on how we speak and listen to ourselves and others. 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, especially as they relate to midwifery practice..

Complex Situations I (CPX341q) 4 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q), Fetal Assessment (FET221q), Fetal Assessment II (FET222q)

Using lecture, discussion, and case studies, this course focuses on complicated maternity situations often assessed and managed in the prenatal period. It covers basic lab screening and management for anemia, GBS, and thyroid disorders. Students will also learn about 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: Antepartum (ANT 251q), Intrapartum (INT251q), Fetal Assessment (FET221q), Fetal Assessment II (FET222q)

Using lecture, discussion, and case studies this course covers a variety of complex situations that might arise in midwifery scope of practice during the intrapartum period. Topics covered include, premature rupture of membranes (PROM), postdates and postmaturity, vaginal birth after cesarean (VBAC), multiple gestation, and malpresentations, such as breech, face, brow, compound.

Complex Situations III (CPX433q) 3 credit hours

Prerequisite: Postpartum: Maternal (PPM241q), Postpartum: Newborn (PPN251q), Fetal Assessment (FET221q), Fetal Assessment II (FET222q)

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

Critical Care Techniques I (CCT421q) 1 credit hour

Prerequisite: Hematology (HEM311q)

Students learn both the theory and skills involved in the treatment of shock and maternal fluid resuscitation through demonstration and practice of IV skills as well as problem solving scenarios. Skills covered in this course include basic and intermediate treatment of shock, including appropriate use and placement of IVs.

Critical Care Techniques II (CCT412q) 1 credit hour

Prerequisite: Critical Care I (CCS422q)

Using a variety of scenarios and demonstrative techniques, students in this course expand on previous knowledge of IV placement. They will learn 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.

Differential Diagnosis (DIF431q) 3 credit hours

Prerequisite: *Students must have approval from the Midwifery Program Coordinator prior to registering for Differential Diagnosis.* This is a capstone course to be taken at the end of the Midwifery Program. Students will 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. Each student will present a case studies for differential diagnosis by their classmates, which will be assessed. Students will also be assessed on correct charting and the completion of various practice guidelines.

Fetal Assessment I (FET221q) 2 credit hours

Co-requisite: Antepartum (ANT251q)

In this course students will learn methods for evaluating fetal well-being during pregnancy. The course covers monitoring and analyzing fetal heart tones using a doppler or fetoscope, fetal movement counts, and sonogram. Auscultated Acceleration Test (AAT), the Non-Stress Test (NST), the Biophysical Profile (BPP), Amniotic Fluid Index (AFI), and other methods of assessing fetal well-being are also covered.

Fetal Assessment II (FET222q) 2 credit hours

Co-Requisite: Intrapartum (INT251q) Prerequisites: Fetal Assessment I (FET221q)

In the second course on Fetal Assessment, students will learn how to evaluate fetal heart tones in labor. This course uses a combination of lecture, readings, and HIVE's online platform. Students will learn basic guidelines for fetal assessment during labor, the difference between fetal monitoring in low and high risk scenarios. The course covers how to identify different patterns through charting, including bradycardia, tachycardia, reactivity patterns and the different types of decelerations, and how to manage fetal distress in labor.

Gynecology (GYN351q) 5 credit hours

Co-requisite: Gynecology Skills (GYN121q)

This theory course covers topics like sexuality and gender, birth control and family planning, reproductive autonomy, pelvic examinations, and breast health and examinations. Menstrual disorders, perimenopause and menopause, uterine and cervical abnormalities, and myomata are also covered. Using reading, lecture, reflection and case scenarios students will also explore health disparities in gynecological care, access to contraception, and treatment of sexuality and the role that advocacy and politics plays in reproductive health rights.

Gynecology: Bringing Theory into Practice (GYN311q) 1 credit hours

Prerequisite: Physical Assessment I (PHY221q)

Pre or Co-requisite: Gynecology (GYN351q)

Using videos, demonstrations, and case scenarios, students will learn about equipment needed for speculum exams, bimanual exams, appropriate specimen/culture collection and testing. Students will have opportunities to practice taking gynecological histories, SOAP charting and will be assessed through case scenarios.

Hematology (HEM311q) 1 credit hour

Prerequisite: Postpartum Maternal (PPM211q)

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.

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.

Intrapartum (INT251q) 5 credit hours

Prerequisite: Antepartum (ANT251q)

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

Using lecture, discussion, and audio-visual aids, this course covers 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.

Lineage (211q, 212q, 213q) 1 credit hour

Using lecture, online discussion, reading and a variety of forms for reflecting, students will explore their own narrative and personal relationship with midwifery, it's history, and the traditional practices that accompany it. This course provides a theoretical and practical foundation for students to provide compassionate and effective cross-cultural care and referrals. In the first year, students will have the opportunity to look more closely at their family of origin, lineage, their cultural practices and wisdom, as it relates to the childbearing year. This course also introduces the concepts of narrative medicine, which suggest that in order to deepen understanding about a client, there must be a deeper understanding of the self.

Lineage (311q and 411q) 1 credit hour

Prerequisite: LIN 211q, 212q and 213q)

Lineage 311q and 411q expand on the concepts of narrative medicine and narrative humility

introduced in the first year. Building on their foundation, students will continue to expand their knowledge of self--what are my beliefs, assumptions, fears, experiences--and begin to explore how those narratives contribute to their interactions with clients. Students will expand their understanding of key topics in the study of cultural humility, reproductive justice, health disparities, resilience, and intersectionality.

In the final term of the last year, students will learn more about resilience, self-care, compassion fatigue and burnout and how these topics show up in midwifery culture and experience. This term will focus on lineage and biographical stories that build resilience, self-care and compassion, and strength. In this final term students will share their personal narrative, biography and learning in one final reflection project.

Medicinal Ethnobotany (MET241q) 4 credit hours

This course examines the relationship between humans and plants. It covers materia medica and herbal therapeutics for fertility, preconception, pregnancy, intrapartum, and postpartum. Using folk-lore and scientific research, students will learn to identify key actions and constituents for a wide array of plants, as well as contraindications for the childbearing year. This course will also cover hands-on techniques for utilizing plants, including preparation of teas (infusions and decoctions) and tinctures, making of topical applications, preparation of herbal baths, salves and other techniques. This course uses a variety of teaching tools including lecture, discussion, case studies, and “hands-on” practice.

Midwifery Integration (MIN411q) 3 credit hour

Prerequisite: Students must have approval from the Midwifery Program Coordinator prior to registering for Midwifery Integration. This is a Capstone course. All required midwifery program courses must be completed or in progress in order to take this course. Class size is limited and preference is given to students who have prior clinical experience and have begun attending births as a primary under supervision before registering for this course.

For this course, students will use the practice guidelines, protocols, forms, information sheets, informed choice forms, and other information to problem solve case scenarios. Students will practice demonstrating skills acquired throughout the curriculum in preparation for their end of program Oral Exam and LD&D testing, which are conducted at the end of this course. Students will be assessed on a wide range of topics including communication, informed choice and differential diagnosis. Multiple Instructors may assist in the teaching of this course.

Nutrition (NUT231q) 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.

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.

Physical Assessment (PHY221q) 2 credit hours

Co-requisite: Antepartum (ANT251q)

Students learn the basics of universal precautions and safe touch, and then move on to practice various skills including vital signs, SOAP charting, head-to-toe physical assessment. In second half of the course, students will deepen their knowledge of neurological assessments. Students will be assessed in case-specific scenarios and demonstrate appropriate physical examination, differential diagnosis and exam results.

Postpartum: Maternal (PPM241q) 4 credit hours

Prerequisites: Intrapartum (INT251q)

This course covers normal postpartum physiology, assessment and care; maternal postpartum complications such as delayed hemorrhage, mastitis, uterine infection, and pelvic floor issues; and postpartum emotional disorders. The course also covers postpartum sexuality including return of menses, sexual changes, postpartum contraception, community resources for postpartum needs, and counseling around self-care.

Postpartum: Newborn (PPN251q) 5 credit hours

Prerequisite Intrapartum (INT251q) Co-requisite: Postpartum Maternal (PPM241q)

This course uses a variety of learning activities, including lecture, group discussion, and in-class writing assignments. Students will learn about unique fetal anatomy and physiology, fetal transformation, the steps of newborn physical examination and age assessment. neonatal procedures; infant postpartum assessment, care and complications, how to use growth charts and infant scales, administration of newborn medication, with opportunities to practice on mannequins. The course also covers the signs of respiratory issues such as TTN, MAS, temperature and glycemic regulation, jaundice and skin concerns, and revisits resuscitation techniques, and transport/transfer of care. The course also provides students with opportunities to explore the socio-cultural aspects of infancy, including newborn behavior, development, bonding and attachment.

Prenatal Practice Techniques (PRE211q) 1 credit hour

Prerequisites: Antepartum (ANT251q)

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

This is a ‘hands-on’ class in which students will learn the basic techniques needed to perform full prenatal exams in their preceptorship. Topics include 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.

Preparation for Clinical Training (PCT211q) 1 credit hour

This course prepares students to begin their clinical preceptorship. A preceptor/midwife works closely with the student midwife to provide guidance, training, support, assessment, evaluation, and constructive feedback, and serves as a role model for the student midwife. Topics covered include communication (expectation setting, conflict resolution, power dynamics, evaluation, and feedback), roles of the midwifery student and midwife/preceptor, how to get your preceptor approved by Birthingway College, and working with a preceptor in different settings (home, birth center, internationally). The class will also cover tips on how to get the most out of the clinical experience, equipment needed, and skills documentation.

Professional Dilemmas and Ethics (PDE331q) 3 credit hours

In this course students will become familiar with basic ethical models, including biomedical and feminist ethics and the different codes of ethics that guide the midwifery model of care, such as those published by ICM and MANA. Using lecture, discussion, self-reflection, guest speakers, and

student presentations this course aims to provide a theoretical and practical foundation for students to provide ethical, compassionate, and effective care. Students will have opportunities to explore and problem solve a variety of dilemmas, including professional and legal obligations, informed choice agreements and transfer of care, health disparities and inequities, cultural and traditional practices, language barriers, and access to care.

Psychosocial Issues (PSY441q) 4 credit hours

Prerequisites: Completion of First Year Classes

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.

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.

Suturing (SUT421q) 2 credit hours

Prerequisite: Postpartum (PTM251q)

This course covers both theory and skills behind the assessment of genital lacerations and the necessary steps for repairing them. Skills include materials and equipment selection, physical evaluation, repairs of first and second degree lacerations, use of local anesthetics, episiotomy, and female genital mutilation.

Using Medical Literature and Research (MLR221q) 2 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 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 use topics like homebirth safety studies to learn how to evaluate research itself, and will be introduced to informed-choice agreements.

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 College of Midwifery. Other states may have additional clinical or theory requirements, which may change at any time. For information, contact the credentialing body of the state in question.

Birthingway's Midwifery Program covers all [Essential Competencies for Midwifery Practice](#) as defined by the International Confederation of Midwives (ICM).

About the NARM Credential

If you would like to become a Certified Professional Midwife and eligible for licensure in many states within the US, 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/>

As of May, 2020, 34 states in the US and the District of Columbia recognize Certified Professional Midwives (CPM). More information can be found on the National Association of Certified Professional Midwives website at:

<https://nacpm.org/about-cpms/who-are-cpms/legal-recognition-of-cpms/>

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

About Direct-Entry Midwifery Licensure

Laws governing the practice of direct-entry midwifery vary widely around the world and, within the US, from state to state. In some jurisdictions, the practice of direct-entry midwifery is prohibited entirely, others have pathways for midwives to become licensed providers, and still others allow the practice of midwifery without regulating licensure. Birthingway's program prepares students to become Certified Professional Midwives, which is a requirement for licensure in many states in the US. Additionally, our program meets all requirements for licensure in the State of Oregon.

You may need to meet additional requirements to become licensed in the location of your choosing. We recommend that all students research laws around midwifery in the location where they plan to practice upon graduating from the program.

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 have the opportunity to earn a Bachelor of Science in Midwifery.

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 weeks 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 their tasks of overseeing the progress of pregnancy, labor, and postpartum; providing well-person 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 Practice

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 and 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, to perform a physical examination, and to provide care.
- You must have the capacity and demonstrate performance of clinical care activities and skills including, but not limited to, 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 and follow universal precautions against contamination and cross-contamination.
- You must be able to and 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, including verbally (speaking and understanding), reading, and in writing.
- You must communicate promptly and appropriately with clients, colleagues, health care providers, preceptors, teachers, and College personnel. This includes frequent communication with staff/faculty of Birthingway, responding to email and phone communication, reliably attending scheduled meetings (virtual and in-person), and being accountable for meeting deadlines.
- You must have and demonstrate 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 be able to work independently, to accept responsibility for your own learning, to set goals for yourself, to manage your work, to ask questions, to seek support when you need help, and to collaborate with peers.
- You must be able to maintain confidentiality and protect the privacy of your clients and of the practices in which you work.
- You must demonstrate the emotional stability, perseverance, diligence, and consistency necessary to complete the midwifery school curriculum and to function in the midwifery profession.
- 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.

Resources and Skills Needed to Complete Birthingway's Hybrid Midwifery Program

Birthingway's midwifery program is a hybrid program, with all coursework completed at a distance and clinical training completed in-person with a local preceptor. Students will be given a Birthingway-issued email address through Google Education Suite, which they will use for all school-related communication and to access online class resources. Course sessions and all coursework will be completed online. The following equipment and skills are required or recommended for students to successfully complete this program:

- Reliable access to a personal or shared computer (preferably with built in camera)

- Reliable internet access (able to run video conferencing)
- Webcam (a built-in camera on a laptop, desktop, or smartphone is fine)
- A smartphone or tablet (not required)
- Printer (not required)
- Scanner (not required)
- Headphones (not required)

Students must be able to use a computer and have an understanding of how to use the internet. Students will also need to be familiar with or willing to learn Google Education Suite applications such as Google Docs, Google Meet, and Google Classroom.

Bachelor of Science in Midwifery (BSM)

Birthingway's Bachelor of Science in Midwifery degree consists of a minimum of 180 quarter credits, including:

- 101 quarter credit hours of Midwifery Theory and Practice Coursework
- 34 quarter credit hours of Clinical Training Credit
- 45 quarter credit hours of General Education

General Education Requirements

General Education credits must be obtained from an accredited, post-secondary institution and transferred to Birthingway College. These credits can be earned prior to starting or during enrollment at Birthingway.

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.

In order to fulfill the General Education requirements for Birthingway's BSM program, students must complete nine quarter credits in each of the following categories, for a total of 45 quarter credits of general education:

- **English Composition/Writing**
- **Humanities:** Languages, Literature, Philosophy, Religious thought, Fine Arts (not including performing skills)
- **Social Studies or Sciences:** Anthropology, Cultural geography, History – general, History – religious, Economics, Political science, General psychology, Sociology
- **Natural Sciences:** Biology, Biological psychology, Chemistry, Physics, Geology, Physical geography, Mathematics
- **Additional Credits:** can be Humanities, Social Science, or Natural Science credits

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.

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 / Recommended Course Sequences

Birthingway's midwifery curriculum includes two components:

1. Midwifery Theory and Practice Coursework
2. 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. In the first year, students begin with learning theory and skills reflecting typical birth in the first year and build to include more complicated theory and invasive skills in the second and third year.

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. For more information on enrollment status and your financial aid eligibility, please speak with the Financial Aid Officer.

By following the Recommended Course Sequence, students can finish all Birthingway Theory and Practice Coursework and Clinical Training in three years. Additionally, students are required to transfer in about a year of general education credits in order to achieve the BSM degree. This RCS will not likely be a realistic timeline for completion of the program for most students. The following Recommended Course Sequences are examples of how a student matriculating in those years could have completed the Midwifery Program in three years.

2021 Matriculating Cohort Recommended Course Sequence

FIRST YEAR		
Term	Course Name	Credit Hours
Fall	Antepartum (ANT251q)	5
	Physical Assessment I (PHY221q)	2
	Fetal Assessment I (FET221q)	2
	Communication for Midwives (COM221q)	2
	Using Medical Literature and Research (UML221q)	2
	Preparation for Clinical Training (PCT 211q)	1
	Lineage (LIN211q)	1
	Fall Term Credits: 15	
Winter	Intrapartum (INT251q)	5
	Prenatal Practice Techniques (PRE211q)	1
	Fetal Assessment II (FET222q)	2
	Nutrition (NUT231q)	3
	Biodynamic Resuscitation of the Newborn (BRN211q)	1
	Lineage (LIN212q)	1
	Clinical Training Credits (MCT311q)	2
	Winter Term Credits: 15	
Spring	Postpartum – Maternal (PPM241q)	4
	Postpartum – Newborn (PPN251q)	5
	Breastfeeding Theory and Practice (BTP231q)	3
	Lineage (LIN213q)	1
	Clinical Training Credits (MCT311q)	2
	Spring Term Credits: 15	
Summer	Clinical Training Credits (MCT311q)	3
	Summer Term Credits: 3	
First Year Total Credits: 48		

SECOND YEAR		
Term	Course Name	Credit Hours
Fall	Applied Microbiology for Midwives (AMM351q)	5
	Human Genetics (GEN331q)	3
	Professional Dilemmas and Ethics (PDE331q)	3
	Clinical Training Credits (MCT311q)	3
		Fall Term Total: 14
Winter	Gynecology (GYN351q)	5
	Gynecology: Bringing Theory into Practice (GYN311q)	1
	Medicinal Ethnobotany (MET231q)	4
	Hematology Skills (HEM311q)	1
	Clinical Training Credits (MCT311q)	3
		Winter Term Total: 14
Spring	Complex Situations I (CPX351q)	5
	Pharmacology (PHR331q)	3

	Suturing (SUT321q)	2
	Lineage (LIN311q)	1
	Clinical Training Credits (MCT311q)	3
	Spring Term Total: 14	
Summer	Clinical Training Credits (MCT311q)	3
	Summer Term Total: 3	
Second Year Total Credits: 45		

THIRD YEAR		
Term	Course Name	Credit Hours
Fall	Complex Situations II (CPX452q)	5
	Critical Care Techniques I (CCT42q)	2
	Running a Midwifery Practice (RUN431q)	3
	Clinical Training Credits (MCT311q)	5
	Fall Term Total: 15	
Winter	Complex Situations III (CPX453q)	5
	Critical Care Techniques II (CCT412q)	1
	Psychosocial Issues (PSY431q)	3
	Clinical Training Credits (MCT311q)	5
	Winter Term Total: 14	
Spring	Differential Diagnosis (DIF441q)	4
	Midwifery Integration (MIN431q)	3
	Lineage (LIN411q)	1
	Clinical Training Credits (MCT311q)	4
	Spring Term Total: 13	
Summer	Clinical Training Credits (MCT311q)	5
	Summer Term Total: 5	
Third Year Total Credits: 42		

Application to the Midwifery Program

Admission to the Midwifery Program is by application. The application and non-refundable application fee must be submitted by May 1. Applications received prior to March 18 will be given early consideration. 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

1. Written Application

The complete written application includes:

- Answers to Midwifery Program Application essay questions
- Complete and sign the Needs Assessment Checklist
- Signature on the Technical Standards for Midwifery Practice Form. See [TECHNICAL STANDARDS FOR MIDWIFERY PRACTICE](#).
- Official copy of high school transcript, GED or other equivalency certificate
- 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 an English Composition 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.*
- Three written letters of recommendation (from people not related to the applicant) sent directly to the college from the references. Two references must be professional.
- Any outstanding Birthingway account balance must be paid in full.
- Application fee.

*Students enrolled in courses to meet admission prerequisites at the time of application must provide documentation of the final grades no later than September 1, 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 (mpc@birthingway.edu) 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 will be held within the six weeks that follow the early and regular admissions deadlines.

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.
- Completion of all prerequisites with a grade of “B” or better.
- Evidence of compliance with [Technical Standards for Midwifery Practice](#).
- 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](#).

Prerequisites to the Midwifery Program

Prerequisites are required for admission into the Midwifery Program. Prerequisites do not have to be complete at time of application. However, acceptance into the program is final pending successful completion of prerequisites, with documentation submitted to Birthingway, by September 1, 2022.

Birthingway is not able to offer financial aid for midwifery program prerequisites; however, scholarships are available for our Exploring Midwifery Workshop Series, So You Want To Be a Midwife Workshop, and Biodynamic Care course. Scholarship eligibility is limited to students with demonstrated financial need.

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.

1. Human Anatomy and Physiology Course

- Must be a minimum of 4 quarter credits or 3 semester credits AND
- Must cover all of the body systems
- If you are transferring credits using other systems (units, clock hours, etc.), or unsure of credit equivalency please contact the Midwifery Program Coordinator for assistance in planning your program.
- This course must have been taken at an accredited post-secondary institution AND
- Have earned 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).
- 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

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

- Applicants must have completed an approved Labor Doula course or workshop.
- Approved Labor Doula programs include Community Doula Alliance, DONA, ICEA, Birthworks, and Birth Arts Doula Program. During the COVID-19 Pandemic, we will accept online labor doula workshops in order to meet this requirement. For approval of additional programs, please contact the Midwifery Program Coordinator.
- Labor Doula Certification is not a requirement.

3. Medical Terminology

- An official transcript documenting successful completion of a college level Medical Terminology course
- Must be at least 1 quarter credit, with a grade of 3.0 (B) or above.
- On a case-by-case basis, we will evaluate professional experience as an equivalency.

4. Writing Course

Birthingway does not currently offer a college-level expository writing course that fulfills this prerequisite. Note that Creative writing will not be accepted as a prerequisite.

You may fulfill this prerequisite in one of following ways:

- Completed a 4 quarter credit or 3 semester credit college-level expository writing course at an accredited post-secondary institution and received a grade of at least 3.0 (B). Creative writing will not be accepted as a prerequisite.
- Submitted an official transcript documenting completion of a Bachelor of Arts degree or higher from an accredited higher education institution.
- Received a minimum score of 60 in one of the following College Level Examination Program (CLEP) tests and submit official examination score from CLEP Services for:
 - English Composition
 - English Composition with Essay
 - Freshman College composition
- Received a minimum score of 4 in one of the following Advanced Placement Programs (AP) tests and submit official examination score from AP Services for:
 - English Language and Composition
 - English Literature and Composition

5. Pre-College Requirements: You must Hold a high school diploma or equivalent. Applicants will be required to submit an official high school transcript OR documentation of GED or other high school equivalency.

6. Attended the following workshops offered by Birthingway College of Midwifery:

1. Exploring Midwifery Workshop Series OR So You Want to Be a Midwife

2. Biodynamic Care

Matriculation and Orientation

The Welcoming Reception and Midwifery Student Orientation will be held online 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, 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.

Skills Acquisition

You will be exposed to many types of equipment while a student 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.

You will be introduced to and practice the skills (either in the classroom or in the CTC/preceptorship). These skills are 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.

Skills and techniques necessary for being a midwife are introduced, practiced, and evaluated in the classroom to the greatest extent possible in a virtual learning environment. Most skills practice and evaluation will occur within the context of clinical training. You and your approved preceptor will receive Skills Documentation forms which list each essential skill and the number of times you must demonstrate the skill.

Students will be required to demonstrate acquisition and mastery of skills as they move through the program via the *Skills Assessment Checklist*. The *Skills Assessment Checklist* includes all skills required by NARM, as well as some additional skills Birthingway requires before graduation. Some skills on this checklist will be signed off by teachers within the context of midwifery coursework and others will be signed off by preceptors within the context of clinical training. Some skills do not need to be

signed off prior to graduation because they are related to rare scenarios that may not come up over the course of clinical training.

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](#).

Additionally, Birthingway offers optional, in-person skills workshops during Summer Term. These workshops offer students the opportunity to learn, practice, and demonstrate skills that may be more difficult to acquire within the preceptorship or students want more practice.

Additional 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.

Cohort is a time to practice critical midwifery skills. Although connection and fun could come as a result of this, those are not the primary objectives. Midwives must be intensely effective listeners – not just hearing the surface of the words, but the deeper meanings behind the words. Midwives must be able to hold emotional space for a wide variety of feelings and needs, in relationships that are not reciprocal. Midwives must be able to navigate their own feelings and needs, and find ways to get their needs met, often outside of the professional setting. Midwives must be able to be their authentic selves, even in places that do not feel safe, such as hospitals and State Capitols. Cohort time is intended to provide a space for us to explore and learn how to do some of these things, which are very difficult skills to teach and learn. We utilize the check in time to help with this process. Check in is an opportunity for you to consider your own feelings and needs, to share them with the group (any of them – they don't have to be the biggest ones, this is practice), and to be able to receive and deeply listen to the feelings and needs of others.

Cohort time may also be used for school announcements and as 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.

Annual Examinations

Annual examinations are held at the end of each academic year. The purpose of these exams is to assess student understanding of the skills and competencies that will be built upon in the coming year. We use this information to inform student advising and to evaluate the effectiveness of our curriculum and learning tools. Like other assessments, students must demonstrate High Proficiency. Students who do not achieve this level after the initial assessment will be given one opportunity to retake the exam. Students who do not pass the Annual Exams will need to meet with a committee, including the MPC, and a plan will be made with the student before they can continue on to the next academic year.

Advising Meetings with the Midwifery Program Coordinator

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

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 some states, 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

Before beginning clinical training, students must either have completed or be in the process of completing Birthingway's one-credit course on clinical training, Preparation for Clinical Training (PCT211q). This course is offered in the first term of the first year in the Midwifery Program.

If you begin working with a preceptor prior to enrolling in Birthingway's Midwifery Program, you will need to pause work with your preceptor from the date you enroll until your preceptor has completed the approval process. Students are prohibited from working with unapproved preceptors while enrolled as a student at Birthingway. Working with an unapproved preceptor is grounds for dismissal from the Midwifery program.

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 a 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, WE CANNOT GUARANTEE THE AVAILABILITY OF A LOCAL PRECEPTOR.

You may not work with a preceptor until the preceptor has been approved by Birthingway. **Working 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 Midwifery Program Coordinator for information about the approval process. See [APPENDIX E: BIRTHINGWAY PRECEPTOR QUALIFICATIONS](#).

The College maintains a list of approved preceptors. Please contact the Midwifery Program Coordinator for a *Preceptorship Search Questionnaire* if you would like to have assistance from Birthingway in locating a preceptorship. 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.

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.

Your preceptor may have additional requirements beyond those of Birthingway. It is up to you and the preceptor to negotiate expectations. We provide a Preceptor-Student Relationship Guide to help you navigate these conversations. You should inform the 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).

Possible Locations of Clinical Training

Students may complete clinical training in any location where the following criteria are met:

1. The practice of direct-entry midwifery is legal
2. Students are able to find an approved midwifery preceptor OR a preceptor who is willing and able to become a Birthingway-approved preceptor. See [APPENDIX E: BIRTHINGWAY PRECEPTOR QUALIFICATIONS](#).
3. Birthingway is authorized to provide distance-based education

Ideally, all students would be able to find and form a relationship with a preceptor in their local community. Students who live in a locality where direct-entry midwifery is prohibited, or who are not able to find an approved preceptor in their area, will need to relocate in order to complete clinical training. Most midwives require students to live within 60 miles of the geographic area of their practice.

A state-by-state guide to laws regulating the practice of direct-entry midwifery in the United States is maintained by the Midwives Alliance of North America (MANA) and can be found on their website: <https://mana.org/about-midwives/state-by-state>

As of the date of this handbook, Birthingway is authorized to provide education in the State of Oregon. Students wishing to complete clinical training in states other than Oregon must request authorization to do so. These requests will be considered and approved on a case-by-case basis based upon whether the criteria listed above are met. We are in the process of applying for membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If approved, Birthingway will be authorized to offer distance education in all 50 US states, the District of Columbia, and the US Virgin Islands.

Students who plan to complete clinical training outside of the United States must request approval to do so. These requests will be considered and approved on a case-by-case basis depending upon whether the criteria listed above are able to be met.

Please speak with the Academic Coordinator or Midwifery Program Coordinator if you have any questions.

Cost of Clinical Training

Preceptorships are not paid and students are not required to pay their preceptors, although individual students and preceptors may work out an agreement involving payment. Students will be required to pay the cost to register for Clinical Training Credits (see [MIDWIFERY PROGRAM COSTS](#)). Additionally, students must have reliable transportation and will need to purchase whatever supplies are required by their preceptor.

Clinical Training Credit Registration

You may register for clinical training credits if you have:

- Completed or are in the process of completing Birthingway's Preparation for Clinical Training course
- 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 Clinical Training Registration for zero credits. It is important that the College is able to track where you are completing your clinical work. If you do not turn in a clinical training registration form for a term (for zero or more credits), any clinical experiences recorded during that term will not be counted toward your birth experience requirements, even if they are recorded in your client care documentation book. Working with an unapproved preceptor is grounds for withdrawal from the Midwifery program.

To register for clinical training, you must register for the term and also submit a completed *Clinical Training Credit Registration* form with full payment. In the optional Summer Term, you may register for zero clinical training credits without registering for the term and paying the registration fee. 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 you, your supervising preceptor, and any additional preceptors you may be working with that term (if you are working in a practice with multiple Birthingway-approved preceptors). 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

You may register for Clinical Training Credits after the term Registration Deadline. However, work may not be completed toward those credits until you have registered. For example, if you register for a Clinical Training Credit on May 5th, you may not count the work done from the beginning of the term through May 4th toward that clinical training credit.

All clinical training registrations must be submitted no later than two weeks before the end of the term. After that date, you must meet with the Midwifery Program Coordinator in order to add additional credits. The Midwifery Program Coordinator 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 submitted along with your Clinical Training Credit registration form.

Receiving Clinical Training Credit

To receive clinical training credit, you must submit the following 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 for each preceptor
- One *Evaluation of Student by Preceptor* form (Completed by preceptor)
- *Skills Assessment Checklist*. (Completed by preceptor) See [SKILLS ACQUISITION](#).
- Up-to-date *Client Care Documentation Manual* for review by the MPC

If all of the documentation listed above is received and completed by the Monday after the last day of the term, you will earn a grade of Complete. If all 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. See [GRADING](#).

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.

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 of work, 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 work with a midwife or clients (such as attending births, prenatal visits, or postpartum visits) in any capacity other than as a labor doula unless under the supervision of a Birthingway approved preceptor AND after you have received confirmation of registration for clinical training. Working with a client in the capacity of a labor doula means offering emotional and comfort support only. **Completing clinical training with an unapproved midwife or without registering 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 care
- Newborn care
- Postpartum visits
- Well-woman gyn care
- 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 to purchase from the College. Your *Client Care Documentation Book* must be submitted for review each term in which you are registered for clinical training credit, and for a final review when you apply for graduation. See [GRADUATION](#).

The *Skills Assessment Checklist* is part of your *Client Care Documentation Book*. At the end of each term, the preceptor should 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. Five 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. See [APPROPRIATE DUTIES](#).

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 (normally, less than five clients due in any given

month). To prevent interference with coursework, students in their first three years of the program may not plan to attend any more than four births per month.

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. If you register after the last day of the Registration period, you will have to pay a late fee.

One-on-One Graduation Process Meeting

Students must meet with the MPC to discuss the graduation process. The MPC will provide 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. The MPC will review your official college transcripts to confirm completion of the general education requirements and confirm your eligibility for the degree. You are responsible for arranging for all official transcripts from other schools to be sent 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 will notify you of any required changes within two weeks. If any items are missing, the MPC will let you know so that the appropriate information may be completed

You will receive a copy of the signature pages for your records along with the original pages of your continuity of care births for NARM. Your diploma is sent to NARM to show that you have met all requirements needed to apply as a graduate from a MEAC accredited school.

Additional Graduation Process Requirements

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

Financial Aid recipients must complete Exit Counseling for student loans. Do this at: <https://studentaid.gov/exit-counseling/>. 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 if you have questions about your account.

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, along with a copy of your official transcript. Original copies of your diploma and transcript will be mailed to your address.

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,” 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 usually 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 prepares you for work as a direct-entry midwife. For individuals interested in pursuing work at the graduate level after completing Birthingway’s Midwifery Program, several MEAC-accredited schools offer a Masters of Science in Midwifery or a closely related field.

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](#).

Some graduate programs require a bachelor's degree from a regionally accredited college. While **Birthingway is nationally accredited, we are not regionally accredited.**

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
Registration Fee (non-refundable)	\$100 per term
Tuition – Academic Credit	\$350 per term
Tuition – Clinical Training Credit	\$350 per term
Client Care Documentation Book	\$30
Client Care Documentation Verification Fee	\$150
Graduation Fee	\$100
Lab Fees	Vary by course

Tuition and fees are subject to annual increases. Historically, these increases have usually been between 3% and 10%.

Costs in the following table are an estimate based upon the current recommended course sequence using 2020-2021 tuition and fee costs, and course pack, lab, text, and equipment costs from the 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	\$24,936	\$721	\$25,657
Third Year	\$24,308	\$717	\$25,025
Total (estimate)	\$71,474	\$3,082	\$74,556

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.

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 or other professional quality unit.
 - Stethoscope
 - Safety goggles
 - 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.

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 Fall 2021, you must complete the program graduation requirements from the *2021-2022 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 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.

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** if you follow the recommended course sequence. This does not include the time it may take to complete general education credits. Birthingway recommends that students begin clinical training in the second term of their first 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 three years. Clinical training credits are incorporated into the recommended course sequence.

Many 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.

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

Appendices

Appendix A: Organizations Contributing to Midwifery Education, Regulation, and Association

The curriculum and guiding philosophies of Birthingway's Midwifery Program are inspired and informed by the work of several organizations, including MANA, ICM, NARM, MEAC.

In the United States, seven organizations are responsible for midwifery education, regulation, and association (referred to as MERA). They are the [North American Registry of Midwives \(NARM\)](#), [Midwifery Education Accreditation Council \(MEAC\)](#), [Midwives Alliance of North America \(MANA\)](#), [National Association of Certified Professional Midwives \(NACPM\)](#), [Accreditation Commission for Midwifery Education \(ACME\)](#), [American Midwifery Certification Board \(AMCB\)](#), and the [American College of Nurse-Midwives \(ACNM\)](#). These organizations have a common purpose—to expand access to high-quality maternity care and normal physiologic birth.

US MERA's work has also been influenced by the [International Confederation of Midwives' \(ICM\)](#).

These organizations have made important contributions to defining what it is to be a midwife and the standards of practice that inform the education Birthingway College offers. Below are links to the values and ethical standards for MANA and ICM, although you can explore any of these organizations to get a better sense of midwifery and standards of practice across the board.

Midwives Alliance of North America
[Statement of Values and Ethics](#)

International Confederation of Midwives (ICM)
[Code of Ethics for Midwives](#)
[Global Standards for Midwifery Education](#)

Midwifery Education Accreditation Council
[Standards for Accreditation](#)

National Association of Certified Midwives
[Core Documents](#)

Appendix B: Midwifery 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 Initial 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	NRP	18 hours	6 hours
Resuscitation-Adult	CPR certification	18 hours	CPR 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: Mental Health, Substance Use, Crisis and Safety Support Information

Starting college requires a shift in priorities and attention to self-care and positive coping strategies. It is not always easy to reduce stress and to prioritize well-being and receiving support while navigating life changes can be beneficial to the student. While everyone experiences stress at some point in their lives, it is important to ask for and receive support when things feel overwhelming or challenging. Birthingway Staff do their best to support students, but they are not counselors. If you feel you need support you can get in touch with any staff member and they will do their best to help you find the resources you need.

If you have experienced any type of misconduct by another Birthingway community member, including discrimination or harassment, please report the incident to Birthingway's [Title IX Coordinator](#).

Birthingway Staff have also compiled this directory of resources to help you identify possible options to meet your needs. The resources included are not endorsed by Birthingway and the College is not responsible for the content of or service provided by any of these resources.

Top Helpline Resources can be found here:

<https://www.nami.org/Support-Education/NAMI-HelpLine/Top-HelpLine-Resources>

International Crisis and Suicide Resources <https://www.opencounseling.com/suicide-hotlines> and <https://brenebrown.com/international-crisis-resources/>

USA National Helplines and information <https://www.opencounseling.com/hotlines-us>

USA Based Numbers

Crisis Hotlines

Poison Control – 1-800-222-1222

National Suicide Prevention Helpline 1-800-273-8255

Veterans Crisis Line 1-800-273-8255, press 1

National Crisis Text Line – Text Home to 741741

National Eating Disorders Association Crisis Line – 1-800-931-2237

National Youth Crisis Hotline – 1-800-442-HOPE (4673)

Trans Lifeline (Transgender Suicide Hotline) – 1-877-565-8860

National Runaway Safeline – 1-800-RUNAWAY (786-2929)

Therapy for Communities of Color – Text NOSTIGMA to 707070

Domestic Abuse

Love is Respect National Dating Abuse Helpline (all ages) – 1-866-331-9474

National Domestic Violence Hotline – 1-800-799-SAFE (7233) or text *TELLNOW* to 85944

The Cyber Civil Rights Initiative – 1-844-878-CCRI (2274) Provides counseling and technical advice to victims of nonconsensual pornography (“revenge porn”) through a 24-hour Crisis Helpline

Rape Abuse & Incest National Network (RAINN) – 1-800-656-HOPE

Alcohol Support Resources

Alcohol Hotline – 1-800-331-2900

Al-Anon for Families of Alcoholics – 1-800-344-2666

Alcohol and Drug Helpline – 1-800-821-4357

Alcohol Treatment Referral Hotline – 1-800-252-6465

Alcohol & Drug Abuse Hotline – 1-800-729-6686

Families Anonymous – 1-800-736-9805

National Council on Alcoholism and Drug Dependence Hopeline – 1-800-622-2255

Substance Use

Poison Control – 1-800-222-1222

National Institute on Drug Abuse Hotline – 1-800-662-4357

Cocaine Anonymous – 1-800-347-8998

National Help Line for Substance Abuse – 1-800-262-2463

Portland Oregon Specific Resources

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: <https://meta-trainings.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

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.

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:

Kim Handsaker, Kim Handsaker is a Vice President / Area Manager with Umpqua Bank. Kim oversees the Portland, Oregon Umpqua Stores and works with a team of 16 amazing managers. Kim is a mom of two grown sons and two spoiled Bassett Hounds.

Sierra Smith, BBCI, is a Certified Birth Boot Camp Instructor (2017) teaching childbirth education classes. She is also a CAPPA trained labor doula (2009). She is a wife and mother of three children, who were all born at home under midwifery care. She is passionate about supporting women and families. Her volunteer experience includes working with military families, teen pregnancies, and victims of sex trafficking. She has lobbied on behalf of midwives and access to midwifery care in both Missouri and Oregon. Sierra has received training through a Waterbirth Certification Workshop through Waterbirth International, and has attended a cultural competency workshop through Bastyr University. She also attends numerous local community events surrounding childbirth, breastfeeding and beyond. Her experience also includes fundraising for local parenting groups, including the PTA at her daughter's school. When she is not juggling kids or work, she enjoys hiking, baking and crochet. She and her family live in Canby.

Jacqueline Zapp-Albin, BSM, CPM-Retired, joined the Birthingway College of Midwifery community in 1995, soon after its inception, when she served as the office volunteer. After completing the midwifery program and becoming a Certified Professional Midwife (CPM), she opened her preconception counseling and midwifery practice and eventually returned to Birthingway as an academic staff member and faculty instructor of the Fetal Assessment and Midwifery Integration courses through 2016. In addition to her work with Birthingway, Jacqueline has been an active member of the synagogue Havurah Shalom for two decades, and volunteers with Portland Homeless Family Solutions and with Trillium Charter School, where her son attends. She is also a devoted practitioner of Nonviolent Communication and mediation. Jacqueline is honored to be able to continue serving Birthingway as its current Board of Directors Chair. She and her spouse have two children and live in Milwaukie.

Appendix E: Administrative Staff

All administrative staff can be contacted by email at [first name]@birthingway.edu.

Aerlyn Pfeil, Academic Coordinator

MS Global Health, University of Manchester
BS Midwifery, Birthingway College of Midwifery
BA Sociology, Whitman College
CPM

Amy Russell, Outreach and Development Coordinator

Claire Hoffman, Assistant to the President and Registrar

BA Anthropology, Willamette University

Elizabeth Bragg, Finance Coordinator

BA Social Science, Portland State University

Heather Hack-Sullivan, Midwifery Program Coordinator and Clinical Faculty Coordinator

BS Midwifery, Birthingway College of Midwifery
AAS Early Childhood Education, Mt. Hood Community College
CPM, LDM

Holly Scholles, President, Library Director, and Classroom Faculty Coordinator

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

Stacey Maurer, Financial Aid Officer and Learning Resources Coordinator

AAS Accounting, Western Business College

Appendix F: Academic Faculty

All faculty can be contacted by email at [first name].[last name]@birthingway.edu.

Heather Hack-Sullivan

Educational Background: BSM, Birthingway College of Midwifery; AAS Early Childhood Education, Mt. Hood Community College

Credentials and Professional Background: Ms. Hack-Sullivan, CPM, LDM, is a practicing midwife and Midwifery Program Coordinator at Birthingway College of Midwifery..

Aerlyn Pfeil

Educational Background: MS, University of Manchester; BSM, Birthingway College of Midwifery, BA Sociology, Whitman College

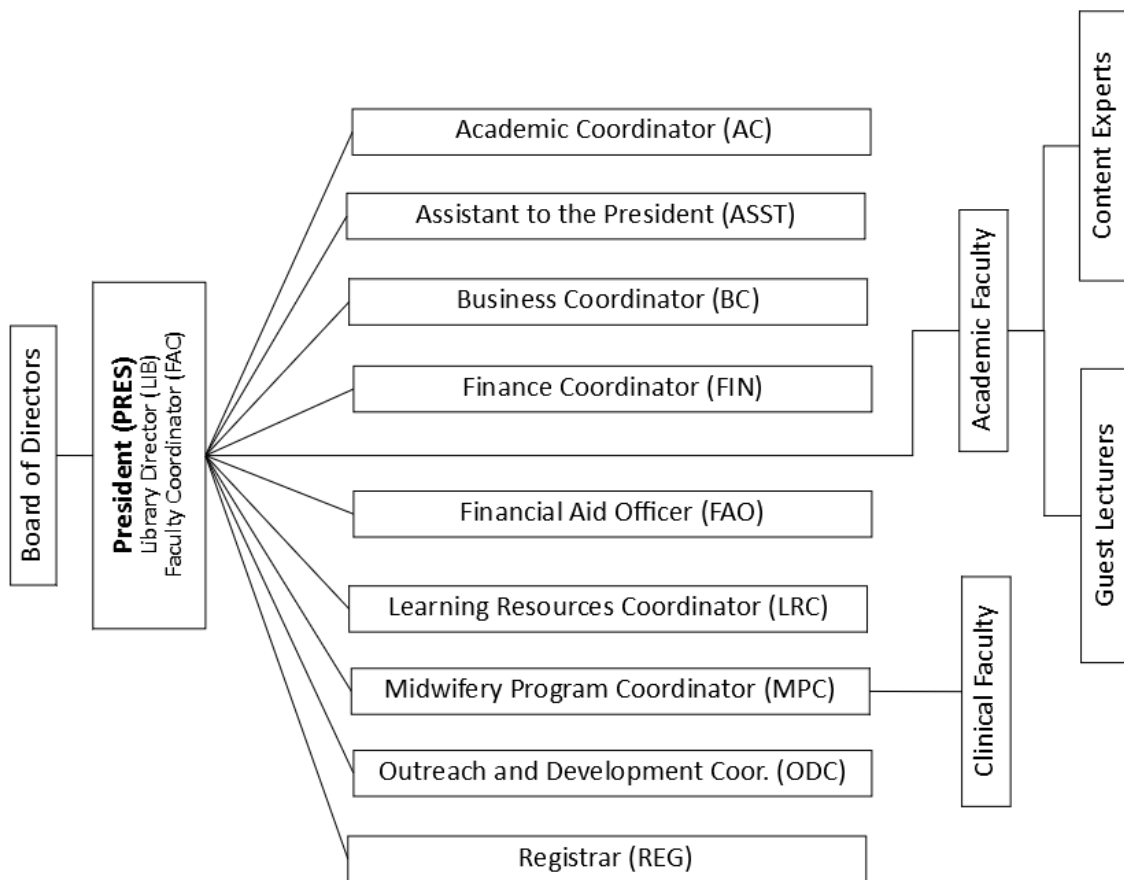
Credentials and Professional Background: Ms. Pfeil is a CPM. She specializes in Sexual and Gender Based Violence and Maternal Health programs in low-resourced countries. She is the Academic Coordinator at Birthingway.

Holly Scholles

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.

Appendix G: Organizational Chart



Appendix H: Birthingway Preceptor Qualifications

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 trained in a Healthcare Provider CPR course and in Neonatal Resuscitation, with documentation.

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 I: Explanation of Abbreviations

ACME: Accreditation Commission for Midwifery Education. The accrediting agency for CNM programs.

ACNM: American College of Nurse-Midwives. The national certifying organization for CNMs.

BRN: Biodynamic Resuscitation of the Newborn. Birthingway's independent program in neonatal resuscitation using biodynamic principles.

BSM: Bachelor of Science in Midwifery. Direct-entry midwifery degree offered by a number of schools in the United States, including Birthingway.

CD: Certified Doula

CNM: Certified Nurse Midwife. A nurse who has special training in midwifery. CNMs work primarily in hospitals and birth centers. A CNM is not a direct-entry midwife.

CPM: Certified Professional Midwife, credentialed through NARM (see below).

FAFSA: Free Application for Federal Student Aid. The application that all students applying for Federal financial aid fill out.

FERPA: Family Education Rights and Privacy Act. Regulations around protecting the confidentiality of student files.

FSA: Federal Student Aid, offered through the US Department of Education

IBCLC: International Board of Certified Lactation Consultants, this is the certification that Lactation Consultants receive after passing the IBLCE exam.

ICM: International Confederation of Midwives, an international group of representing professional midwives, they also define international educational and practice standards.

LDM: Licensed Direct Entry Midwife. This is the title for a direct-entry midwife licensed through the Oregon State Board of Direct Entry Midwifery. See LM.

LM: Licensed Midwife. Licensing body varies by state.

MANA: Midwife's Alliance of North America. An international direct-entry midwifery organization.

MEAC: Midwifery Education Accreditation Council. The accrediting body for direct-entry midwifery schools in the United States.

MSM: Master of Science in Midwifery

NACPM: National Association of Certified Professional Midwives – The professional organization for CPMS.

NARM: North American Registry of Midwives. The national certifying organization for direct-entry midwives. NARM standards and tests are used by many midwifery schools and state licensing boards.

ND: Naturopathic Doctor

ODA: Office of Degree Authorization, part of the government-run Oregon Student Assistance Commission. The ODA oversees the regulation of all colleges and universities that operate in Oregon.

OHLA: Oregon Health Licensing Agency

OMC: Oregon Midwifery Council. The Oregon state organization for direct-entry midwives.

OMF: Oregon Midwifery Foundation. This is a non-profit organization created to help midwives and students in Oregon. It currently offers grants to help midwives cover the cost of Oregon licensing.

OSAC: Oregon Student Assistance Commission. Government agency that controls the ODA, and oversees state-funded educational grants and scholarships.

PTO: Paid Time Off

USDE/ED: The US Department of Education. Federal agency which recognizes accrediting agencies and oversees federal student aid.

Appendix J: External Complaint Processes

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 Higher Education Coordinating Commission, please write to:

3225 25th Street SE, Salem, OR 97302

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 K: 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.