

Birthingway
College of Midwifery

2011-12
Student Handbook
and Catalog

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, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

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Institutional Overview

Welcome to Birthingway College of Midwifery. The purpose of this catalog is to provide Birthingway students with institutional and programmatic information, as well as to disseminate student-related policies that are intended to concretely implement the philosophy, mission and objectives of Birthingway College of Midwifery. We inform our students of policy updates through annual catalog revisions. Each student is responsible for reviewing the catalog each year to check for changes. The catalog is available online and in print upon request.

Birthingway campus is located in southeast Portland, Oregon. The campus includes two buildings which contain classrooms, kitchens and staff offices. The main building is located at 12113 SE Foster Rd. and includes the college library. The second building is located at 12108 SE Carlton St., directly behind the main building.

Accreditation

Birthingway is institutionally accredited by the Midwifery Education Accreditation Council (MEAC), PO Box 984 La Conner, WA, 98257.

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, 1500 Valley River Drive, Suite 100, Eugene, Oregon, 97401.

Birthingway Midwifery Degree and Certification programs meet all State of Oregon educational requirements for Licensed Direct Entry Midwives under OL1993, ORS362, Section 3. The Board of Direct Entry Midwifery can be reached at 700 Summer St. NE #320, Salem, Oregon 97310.

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 and Culture of Birthingway College of Midwifery

Birthingway started in March 1993 as a six-month structured study group in the home of founder Holly Scholles. Soon, the group transformed into a private business, Birthingway Midwifery School, offering a two-year program of classroom and independent study. Holly taught all of the courses with the occasional help of guest speakers. In 1996, to meet MEAC accreditation requirements, the program expanded to three years and increased the clinical requirements for graduation. In 1997, Holly turned control of Birthingway over to a Board of Directors and the school became Birthingway Midwifery Center, a non-profit, charitable corporation.

In fall of 1998, Birthingway moved out of Holly's home into a large house in North Portland. By this time, a growing number of teachers and preceptors were part of the Birthingway community. The new location proved to be temporary. Birthingway moved to its current site in August 1999.

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

In fall 2010, Birthingway received approval from MEAC and the State of Oregon Office of Degree Authorization to offer our second degree program: Associates of Science in Lactation Consultation. Birthingway received approval from the Department of Education to add this to our approved programs list for Title IV Federal Financial Aid.

While Birthingway has grown through the years, the beliefs at its core have remained intact.

- Birthingway developed a model of caring for women and families during the childbearing year and beyond. We refer to this as the *biodynamic model*, in which birth is not only a natural part of human

life, it is a necessary part, and one that is 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 that ensures our model is very woman-centered and individual. A biodynamic birth will be one with the least amount of intervention while still protecting the well-being of mother and baby. Intervention takes on different meanings depending upon the type of care provider; therefore, each of our programs develops specific tools for the various types of services our students will be providing.

- We value non-violent communication (NVC) for several reasons. NVC is compatible with the Biodynamic Model of Care, which is based on working with women by holding a space for them to develop their knowledge, self-awareness, motivation and power rather than judging them or their actions as good or bad. As Inbal Kashtan writes in *Parenting from Your Heart*, "At it's heart, NVC is...about a set of principles and approaches to connect with ourselves and with others." While other communication models have similar philosophies, NVC has well developed tools which make it easier to learn and use what, for most of us, is a different way of speaking and thinking.
- 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, there are no “stupid” questions at Birthingway. At the same time, it is okay for a teacher to say “I don’t know the answer.” When that happens in other schools, the teacher often says “I’ll look it up for you next week,” then everyone forgets about it. At Birthingway the class will stop and look up the answer right then. Or if more research is needed, the instructor really will answer the question the next week.
- We honor and encourage diversity and multi-vocality. After all, there are many kinds of childbearing women in the world, so we need many kinds of midwives. The crucial element is respect for other people’s opinions, beliefs, and practices. Respect allows room for disagreement through discussion and round-tabling and allows insight into other ways of thinking and doing. This provides the basis for consensual action and mutual support both within the Birthingway community and on our individual paths as midwives and birth activists.
- We are relationship based. The Birthingway community is formed by interactions between individuals, multiplied many times over. We support a model of *power with* and *power within* rather than the *power over* so common in our world. We emphasize face to face interactions, compassionate communication skills and personal responsibility. We value kindness and the highest standard of personal integrity as essential characteristics of all members of our community.
- We value and encourage development of intuition, empiricism, and analytical thinking as equally vital components of excellent midwifery. We teach students to listen to their inner voice of insight and knowing and to live in a spiritual way that is appropriate for them. Empirical knowledge is validated through an emphasis on storytelling, on learning from mistakes, and from hands-on experiences. Rigorous analytical skills are cultivated through differential diagnosis, critical analysis, problem solving, case studies and evidence-based practice. By balancing these three “ways of knowing,” we are able to bring many resources to our work.
- We avoid rewards and punishments and do not believe that one person can motivate another to learn. Therefore, we do not use the standard "A,B,C,D,F" grading system. That does not mean that everyone is “passed along” through the program. Quite the contrary – our standards for completion of coursework are quite high. Birthingway’s task, rather than to stamp people as failures, is to set appropriate standards and to encourage and support students as they meet those standards.

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

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

Institutional Objectives

- To educate students in a knowledge base that is current, evidence-based, and offers multiple perspectives.
- To encourage students to integrate their intellect, senses, intuition, and judgment in learning situations.
- To prepare students to be able to provide individualized care.
- To offer programs based on the principles of the biodynamic model.
- To provide opportunities for students to acquire a toolbox of various therapeutic modalities.
- To train students in skills that are necessary for providing thorough, safe, and sensitive care. Such training should include experience with continuity of care and with mentored relationship.
- To offer credentials that will provide the community with biodynamic practitioners and teachers.
- To encourage and support students to reach their educational and professional goals.
- To encourage an evolving awareness of professional ethics and relationships among staff, students, faculty, and clients.
- To encourage and support students to become change agents in their communities.
- To create and foster an environment of diversity and acceptance.
- To create educational program structures that encourage balance among relationships, career, and personal needs.
- To teach students skills that will prepare them for their professional lives.
- To provide students, faculty, and the public with a location, materials, and assistance for research and study, including a subject specific research library.
- To provide opportunities for continuing education for practitioners serving women and their families.
- To engage in activities related to public education concerning biodynamic perinatal and well-woman care, and to provide midwifery and holistic health resources to the community.

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Academic Information

Academic Year and Credit Hours

Birthingway's academic year is defined as a minimum of 36-quarter credit hours and 36 weeks. There are three 12-week terms during the year, plus an optional 10-week summer term. The academic year begins with the spring term.

Birthingway's academic hours are measured in quarter credit hours. For all courses, one credit hour is based on approximately 10 classroom hours and 20 out-of classroom hours for a total of approximately 30 hours. For each hour spent in the classroom, you are generally expected to study two hours outside of class. Assignments and projects reflect this amount and level of study, investigation and research.

Clinical Training Credits are calculated based on 20 contact hours per quarter credit, with all work for credit occurring between the first and last days of the term. Credit cannot be granted for clinical work done between terms.

2011-12 Academic Calendar

Spring Term 2011	April 11, 2011-June 30, 2011
Midwifery Program Welcoming Reception / Orientation	April 11, 2011
Lactation Consultation Program Welcoming Reception/Orientation	April 13, 2011
Enrollment Confirmation	April 18, 2010 (4:30 pm)
FAFSA and Summer Term Financial Aid Application deadlines	May 1, 2011
Summer Term Registration 2011--All students	May 27, 2011-June 24, 2011
Summer Break	July 1, 2011-September 14, 2011
Summer Term 2011	July 4, 2011-September 9, 2011
Enrollment Confirmation	July 11, 2011 (4:30 pm)
Fall Term Registration 2011- Midwifery and Lactation Consultation program students	August 5, 2011-August 26, 2011
Fall Term Registration 2011-Community students	August 12, 2011-August 26, 2011
So, You Want to be a Midwife?	August 28, 2011
Fall Term 2011	September 15, 2011-December 9, 2011
Enrollment Confirmation	September 26, 2011 (4:30 pm)
Midwifery Program application deadline	October 15, 2011
Midwifery Program Meet and Greet	November 18, 2011
Winter Term Registration 2012-- Midwifery and Lactation Consultation Program	November 21, 2011-December 9, 2011
Winter Term Registration 2012--Community students	November 28, 2011-December 9, 2011
Lactation Consultation Program application deadline	December 1, 2011
Winter Break	December 10, 2011-January 1, 2012
Winter Term	January 2, 2012-March 23, 2012
Enrollment Confirmation	January 9, 2012 (4:30 pm)
Spring Term Registration 2012-- Midwifery and Lactation Consultation program students	February 17, 2012-March 16, 2012
Spring Term Registration 2012--Community Students	February 24, 2012-March 16, 2012
Spring Break	March 26, 2012-April 8, 2012
Spring Term 2012	April 9, 2012-June 29, 2012

Summer Term

Beginning in 2011-12, Birthingway will add an optional 10-week summer term in which Clinical Training Credits and non-credit courses and/or workshops will be offered.

Students who register for for-credit courses or workshops during summer term must pay the registration fee. An additional late registration fee will apply after the registration deadline. **Important:** Students who are enrolled in the Midwifery or Lactation Consultation programs but who are not registering for courses or workshops in summer term are not required to pay the a Registration fee to maintain their enrollment during summer term only. In all other terms, students in these programs must pay the registration fee each term regardless of whether taking coursework in that term.

Midwifery and Lactation Consultation Program students taking credits during summer term who wish to be considered for financial aid during summer term must have a completed Free Application for Federal Student Aid (FAFSA) and Birthingway In-house Summer Aid Application on file by May 1st. See *SUMMER FINANCIAL AID* in the Financial Aid Section for more information.

Registration

All enrolled Midwifery Program and Lactation Program students, including extension students, must register each term to maintain their enrolled status, regardless of the whether or not coursework is taken. A student must be enrolled in order to graduate. Students who do not register each term by our *Enrollment Confirmation Date* will be withdrawn from their program. See *ENROLLMENT CONFIRMATION DATE* and *WITHDRAWAL FROM BIRTHINGWAY*.

The only exception to this policy is during summer term. For the optional summer term, only those students taking for-credit courses are required to register and pay the registration fee. See *SUMMER TERM*.

Timeline

Registration dates for the current academic year are listed on Birthingway's website. Registration materials are ready about one week before Registration Day and are available from the Front Office and Birthingway's website. You are responsible for obtaining materials and completing your registration in a timely manner.

Registration Day starts at 8:30 am. Registrations are accepted on a first-come, first-served basis, and are received in person, by fax, or by mail. They are date/time stamped in order of receipt. Registrations which are received before 8:30 am on Registration Day will be processed at the end of day on Registration Day. Some courses fill up fast, so it is wise to register as early as possible.

Registration deadlines generally fall three weeks before the first day of the term. If you register after the deadline, you must pay an additional late registration fee. Courses may be added or dropped after you have registered without incurring a late fee.

Adding a Course

Enrolled students who have registered for the term may add a course by turning in a completed *Add Slip* to the Front Office. You may add courses up to the first day of the course. *Add Slips* are available in the front office or on our website. The Registrar will notify you if the class is full.

Dropping / Withdrawing from a Course

You may drop a course by turning in a completed *Drop Slip* to the front office. *Drop Slips* are available in the front office or on our website. Dropped classes are subject to the Birthingway's refund policy. See *REFUND POLICY*.

If you drop a course *before* 25% of the class sessions have passed, it will be recorded as a *Drop*. If you drop *after* 25% of the class sessions have passed, it will be recorded as a *Withdrawal* and will count toward your Satisfactory Academic Progress. See *GRADING AND EVALUATION* and *SATISFACTORY ACADEMIC PROGRESS*.

Eligibility for financial aid is based on your enrollment status on the Monday following the first full week of the term. See *ENROLLMENT CONFIRMATION DATE* and *FINANCIAL AID*.

Enrollment Status

Enrollment Status is defined as follows:

Full time = 12 or more quarter credit hours per term.

Three-quarter time = 9 to 11-quarter credit hours per term.

Half time = 6 to 8-quarter credit hours per term.

Part time = 5 or fewer quarter credit hours per term.

Enrollment Confirmation Date

The Enrollment Confirmation Date is 4:30 pm the Monday following the first full week of the term. Any changes to your registration after this date will not affect your enrollment status, unless you drop a course without attending it. Your enrollment status is used when calculating your financial aid eligibility and in certain other circumstances. See *FINANCIAL AID*.

If you have not registered by this date, you are considered withdrawn from Birthingway. See *WITHDRAWAL FROM BIRTHINGWAY*.

Waiting Lists

If you register for a course that is already filled by other paying students, you will be notified by the Registrar and will have the opportunity to be placed on a waiting list. The waiting list is ordered by date and time of receipt of registration forms. If a spot becomes available, you will be notified and given 24 hours to accept the spot.

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

If you are on a waiting list, your financial aid might be affected if you are not enrolled in the course by the Enrollment Confirmation Date, even if the first day of the course falls after the Enrollment Confirmation Date. See *ENROLLMENT CONFIRMATION DATE*.

Credit Limitations

Students are limited to 22-quarter credit hours per term, though a Special Circumstances petition may be considered if students consult with their advisor.

Repeating Courses

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

Grading

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

In Progress Student is currently enrolled in the course.

Complete 100% of the work in a course is completed and turned in. At least 80% of work is correct and the remaining 20% is partially correct. Equivalent to a B+/3.5 or better in other grading systems. To graduate, all required coursework must have a grade of *Complete*.

Incomplete Student needs to complete work in the course. Students have 6 weeks from the end of the course to completely remediate a grade of *Incomplete*, after which it is changed to *Withdrawn*. If after six weeks the *Incomplete* needs further remediation, students may petition for an extension by submitting a Special Circumstances Petition. See *SPECIAL CIRCUMSTANCES PETITION*.

Drop Student withdrew or is withdrawn from the course within the first 25% of the course sessions. *Drops* do not count towards Satisfactory Academic Progress. See *SATISFACTORY ACADEMIC PROGRESS*.

Withdrawn Student withdrew or has been withdrawn from the course *after* the first 25% of the course sessions **or** the student received an *Incomplete* and did not successfully remediate the work within six weeks from the end of the course. Students who receive a *Withdrawn* must retake the course at the current tuition rate. *Withdrawn* courses count towards Satisfactory Academic Progress and appear on the academic transcript.

Birthingway does not issue failing grades.

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

In extreme circumstances only, you may request to have a grade of *Withdrawn* changed to a grade of *Drop*, even after 25% of the class sessions have passed. 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.

If you wish to request to have the *Withdrawn* changed to a *Drop*, you should do so as soon as possible, but no later than the end of the next term in which you take coursework. For example, you have to leave school mid-winter term due to a family emergency. You then take spring term off as well because the emergency continues. You return to school in fall term. Birthingway must receive your grade change request no later than the last day of fall term.

To do so, you must submit a letter that requests the grade change and explains the personal situation. Include supporting documentation with your request. Birthingway will form a committee to review your request and provide you with a written decision within three weeks.

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

If changed from *Withdrawn* to *Drop*, this course will not count toward your Satisfactory Academic Progress. See *SATISFACTORY ACADEMIC PROGRESS*.

Incompletes Review

Receiving Incompletes in coursework has serious implications on your progress through the curriculum and on meeting Satisfactory Academic Progress. See *SATISFACTORY ACADEMIC PROGRESS*.

If you receive *Incompletes* in three core courses or a total of six *Incompletes* in all courses attempted, the Student Affairs Coordinator will review your situation as to why this has been the case. This review is independent of the institutional Satisfactory Academic Progress policy.

If, upon review, the Student Affairs Coordinator believes that there are issues that need to be addressed, a committee of at least three of your teachers and/or staff members will be formed to discuss your academic

success and make a determination to either a) create steps to support your academic goals or b) discontinue your enrollment.

Midwifery program students who receive *Incompletes* in three consecutive core courses, have missed crucial core coursework that fulfills prerequisites, or are otherwise behind in core may be required to join a new cohort. See *JOINING NEW COHORT*.

Examinations and Assignments

Examinations and assignments are graded as follows:

- **Complete (C)** 80% of the work must be answered correctly and completely, and the remaining 20% at least partially correct.
- **Incomplete (I)** Assignment does not meet passing criteria. You and the teacher must together create an individual program to remedy weaknesses in the your knowledge base. Such a remediation program could include additional reading, worksheets and study questions; preparing a special report; retaking the written exam or a section of it; taking an oral exam over the material.

The teacher will indicate how long you have to remediate the work, up to **one month** from the time the assignment was returned to you. All work must be graded *Complete* by the deadline.

If any work remains un-remediated at the end of a term, then a grade of *Incomplete* or *Withdrawn* will be assigned for the course, depending upon the teacher's stated policy.

- **Revise Later (R)** This grade is only given to certain types of assignments that result in the creation of *practice materials*. Practice materials are tools for future use, such as protocols, client information sheets, informed choice forms and care documentation forms. If practice materials are 100% correct and complete, they will receive a grade of *Complete*. If practice material assignments meet the 80% completely correct, 20% partially correct criteria, they will receive a grade of *R (Revise Later)*.

Assignments that receive a grade of "R" are sufficient to complete course requirements. However, it must be remediated and graded *Complete* prior to graduation.

The purpose of examinations is to evaluate strong and weak areas of your knowledge so that weaknesses can be corrected. Exams also help to familiarize you with test-taking in preparation for licensing and certification exams. Correcting the exam is as important as taking it. Exams are taken using blue or black ink, and you correct your own exams in green ink so that additions are visible.

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

Classroom faculty set their own policies regarding acceptance of late work and communicates such policies in the course syllabus.

Attendance

You are expected to attend all classes. Tardiness 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 instructor 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 Midwifery Program students at Orientation and Meet and Greet. Lactation Program Students are also expected to attend the LC Orientation. See *2010-11 ACADEMIC CALENDAR*.

Special Circumstances Request

The Special Circumstances Request is intended for unusual or unexpected situations that prevent a student from getting classwork done per policy. Any currently registered student may request a Special Circumstances Request by filling out the *Special Circumstances Request* form available:

- on our website,
- in the document organizer in the Foster House Kitchen, or
- from your program's coordinator

Special Circumstance Requests must be received within six weeks of the end of term. Once received by the SAC, the form will be forwarded to the course teacher, who will complete the faculty portion and return the completed form to the SAC. If there is clear agreement between the student's plan and the instructor's response, the SAC may approve the Special Circumstance request.

If the instructor does not agree to the plan or would like to adjust it in any way, it will be forwarded to a Special Circumstance Committee. The committee will be comprised of at least three faculty and/or staff members, but will not include the course instructor. The committee will consider the student's request for extension and will decide:

- whether or not to accept the Special Circumstance Request
- if request is accepted, how long to extend the deadline
- any other conditions (i.e. extra homework)

The student and teacher will be informed of the decision of the committee by letter within 2 weeks. If the request is granted, all work must be graded *Complete* by the new deadline. This includes any remediation that must occur. If the student can demonstrate mastery by the deadline agreed upon, she/he will receive a *Complete* in the course. If not, the student will receive a *Withdrawn* and need to retake the course. See *GRADING*.

The decision of the Special Circumstance Committee is final. Should students disagree with the committee's decision, they may utilize Birthingway's Grievance and Complaint policy as a next step. See *GRIEVANCE AND COMPLAINT POLICY*.

If students request more than three Special Circumstances during their tenure at the college, a committee will meet to discuss their progress and determine either a) steps to take to support the student's academic goals or b) to discontinue the student's enrollment.

Satisfactory Academic Progress

Definition

A student is deemed to be maintaining Satisfactory Academic Progress (SAP) when at least 75% of all credits attempted are graded *Complete* at the end of the academic year in which the credits were taken. SAP is calculated once grades are received at the end of winter term.

Courses dropped, or withdrawn from, during the first 25% of scheduled class sessions for the course are not considered attempted and are not included in the SAP calculation. Generally, an *Incomplete* or *Withdrawn* in only one course during an academic year will not effect your SAP, unless you are already on Academic Hold. See *ACADEMIC HOLD*.

Non-credit or audited courses and workshops are not considered when calculating SAP.

Each clinical training credit is considered to be one course.

In compliance with federal requirements, any courses accepted in transfer must be included when determining SAP. Incoming student with transferred credits that put the student below a C/2.0 standing will be considered on *Academic Hold* for their first term at Birthingway and will not receive financial aid that term. See *ACADEMIC HOLD*.

Academic Hold

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

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

Academic Suspension

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

Withdrawal

A student may be withdrawn from the college due to SAP if she/he:

- take no action to create a remediation plan
- fail to complete a plan within one academic year of suspension, or
- continue to fail to make SAP

If she/he wishes to enroll in a program at Birthingway again in the future, she/he will have to reapply as a new student. The re-application must address the issue of her/his dismissal and what changes have been made to ensure satisfactory progress at Birthingway in the future. See *REAPPLICATION TO BIRTHINGWAY*.

Students who wish to appeal their SAP status may file a complaint in accordance to the college's Grievance policy. See *GRIEVANCE AND COMPLAINT POLICY* .

150% Limit

You may attempt only 150% of the number of credits required to graduate in your particular program before becoming ineligible for financial aid. After this point, your education must be funded through sources other than federal financial aid.

If you maintain a 75% completion rate and follow the recommended course sequence for your program you will complete the program prior to exceeding this limit. The percentage of credits attempted versus the percentage of credits completed in the program is checked annually.

Auditing Courses

Anyone may audit any non-midwifery core courses by submitting a completed course audit registration form with payment. Please contact the Registrar if you wish to audit.

You are not required to do homework in audited courses. Instructors will not review or grade any homework or test submitted by an auditing student. Midwifery Core courses may not be audited, except in special situations that are considered on a case-by-case basis. The cost to audit is that same as taking a course for credit. You will also be required to pay required lab, tech and registration fees, You are not required to purchase a coursepack, though if you want to, you will be required to pay the course pack fee.

No credit or grade will be given for an audited course. You may not convert an audited course to receive credit at a later date; you must retake the course and pay the full tuition amount to receive credit. Financial aid will not cover audited courses.

You may switch a credit course to an audit. If more than 25% of the course has passed, the course will count toward your Satisfactory Academic Progress as if it were a Withdrawal. See *SATISFACTORY ACADEMIC PROGRESS*.

Transcripts will reflect audited courses.

Life Learning Portfolio (LLP) Program

The Life Learning Portfolio process is designed to give students who have had life experiences that fulfill the learning objectives of Birthingway courses (such as practicing midwives, lactation consultants or herbalists) an opportunity to demonstrate their knowledge and earn college credit. This program is currently only available to Midwifery and Lactation Consultation program students. If you are in these programs, you may pursue LLP credit at any time during your enrollment.

You have up to one year to complete the LLP, based on the contracted date. To demonstrate your knowledge, you will be required to write an essay addressing each of the learning objectives for the course and your experience related to those specific objectives. In addition to the essay, you may provide additional documentation from courses, workshops, seminars and/or clinical training. For skills-based courses, you will have to demonstrate your competency in performing the examined skills.

The total amount of LLP credit is limited by state law to no more than 25% of the credits in the program. LLP credits do not count toward registration status for a particular term and **may not** be covered by financial aid. The cost per credit is the same as current year cost per credit. Payment must be submitted with appropriate paperwork before the LLP can begin. Credit is granted based on successful completion of the LLP portfolio; the college does not guarantee credit. Credits will be designated by Birthingway as *Life Learning Credits* on the transcript.

For more information on the Life Learning Portfolio process, and to discuss your eligibility, please contact the Student Affairs Coordinator. To review the process, please download the *LLP Inquiry form* from Birthingway's website.

Plagiarism / Academic Honesty

Plagiarism is the act of claiming another person's work as your own without giving the creator of the work credit. Violations of this ethic occur when one copies source materials, including books, journals, information from the internet, or interviews, without acknowledging the author. It is also plagiarism to present rearranged wording of source materials as one's own wording; to submit the same paper, or significant parts thereof, for two or more different course requirements; or to turn in a paper that was borrowed, stolen or purchased from someone else. Plagiarism can even include using another person's theories, ideas, or phrases without proper attribution. The simplest way to avoid plagiarizing is to always cite the sources from which you gather information or develop arguments.

Acts of academic dishonesty may result in dismissal from the college. Questions regarding academic honesty should be directed to the Student Affairs Coordinator.

Transfer of Credits

Credits may be transferred from colleges or universities that are regionally and/or institutionally accredited by a U.S. Department of Education approved accrediting body; that are authorized by the Oregon Office of Degree Authorization; or from other institutions on a case-by-case basis depending on accreditation status. Credit may be received, or transferred, 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.

We do not automatically transfer credit(s) from other educational programs to satisfy Midwifery or Lactation Program requirements. We will evaluate transfer of credit for these program requirements from an accredited college upon request, on a case-by-case basis. If eligible, transferred coursework must be graded with a B+/3.5 or better or equivalent. The same course may not be used to meet both general education and program requirements. Credit given for a particular course will not exceed credit given for the equivalent or corresponding Birthingway course. At least 25% of credits in a program (not including general education credits) must be completed in regular coursework at Birthingway.

Birthingway does not offer placement testing. Credit from advanced placement testing is accepted in transfer from other institutions that meet Birthingway's transfer credit policy.

Transfer to Other Schools Disclaimer

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

Withdrawal from a Program or the College

Midwifery and Lactation Consultation Program students must register for each term to retain current enrolled status, whether or not you are taking credit classes. If you do not register for a term by the *Enrollment Confirmation Date*, you will be automatically withdrawn from Birthingway. See *ENROLLMENT CONFIRMATION DATE*.

If you wish to formally withdraw from a program or the college, you must submit a *Withdrawal* form, or a letter stating your intention and the date of withdrawal, to your program coordinator. Tuition refunds, if any, will be made according to the institution's refund schedule. See *FINANCIAL INFORMATION*.

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 *WITHDRAWAL AND RETURN OF TITLE IV FUNDS*.

When you withdraw or are withdrawn from Birthingway, any credits currently graded *Incomplete* will be changed to *Withdrawn*. Remediation of *Incomplete* courses is open only to currently enrolled and registered students.

Once withdrawn, you must reapply to the program. If re-admitted, you are subject to the catalog year graduation requirements in effect at the time of re-enrollment.

Dismissal

Students may be dismissed from Birthingway College of Midwifery for any of the following:

- Blatant unprofessional or unethical conduct including: violation of confidentiality; dishonesty, lying, stealing and plagiarism; inappropriate personal or sexual behavior, sexual harassment; and violation of the Student Code of Conduct. See *APPENDIX K: CODE OF CONDUCT*.
- 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*.
- Failure to meet financial obligations. See *FINANCIAL INFORMATION*.
- Not participating in the grievance process. See *GRIEVANCES AND COMPLAINTS POLICY*.

Reapplication to Birthingway

If you choose to return after withdrawing, or being withdrawn, from a program, you must submit a new application, pay the application fee, and repeat a modified admission process. If accepted for re-admission, you will need to complete a new enrollment agreement and pay the enrollment fee.

You will be held to the graduation requirements stated in the *Student Handbook and Catalog* in effect at the time of re-enrollment. All fees and tuition will be charged at the rate in effect at registration for each term. The date of re-enrollment will become the matriculation date of record.

Credit from Birthingway courses taken within 7 years may be transferred to the current program if the same course is still offered and is substantially the same as when it was initially taken.

College Services and Resources

Facilities

Birthingway's facilities include two theory-based classrooms and a skills-based classroom with exam tables, one twin bed, one hospital birth bed, and massage tables. In addition to the regular classrooms, some courses make use of our ample kitchen spaces.

Students are exposed to many types of equipment while at Birthingway including, but not limited to, 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, and Adult and Infant CPR mannequins. In addition, teachers utilize a number of teaching aids such as glucometers, hemoglobinometers, triple balance scale, and autoclave.

Student Services

Academic Advising

Advising is available to help students meet their academic goals and succeed in their chosen program. Contact your program coordinator for more information.

Career Planning and Job Placement

Because the vast majority of our graduates are self-employed, Birthingway does not offer job placement services at this time. The College does offer courses and workshops that cover career and business aspects of health care professions. Academic advisors may assist with career planning; however, the college does not have any dedicated professional career services staff.

Computers and Other Technology

There are two computers available for student use in the Birthingway library during regular library hours and one computer in the upstairs hallway of the Foster building available whenever the College is open. Students may write essays, do internet research, and use other installed programs. Students are not permitted to install new programs, change computer settings or alter equipment connections.

WIFI internet access is also available in the Foster building for users who bring their own laptops. Due to differences in individual computer configurations, the College cannot guarantee connectivity. Users are responsible for the security of their own computer systems. The College strongly recommends the use of a firewall and antivirus software. Illegal up/downloading and peer-to-peer (P2P) file sharing is prohibited. See *COPYRIGHT POLICY*.

Students may also check out MP3 players, flash drives, a digital camera and laptop/projector for on-campus, educationally-related needs. Contact the front office for more information.

Contact the Technology Coordinator for general technology-related questions and concerns.

Copy Machine

There is a copy machine for student use in the Birthingway library available during library hours.

Disability Accommodation

While all students must meet their program's technical standards, Birthingway is happy to accommodate student accessibility needs within our ability to do so. See the Technical Standards printed in each program section of this catalog. You may bring any accessibility issues to the attention of your program coordinator or course teachers.

You must give written notice of a request for accommodation at least 45 days before the start of the course. Notice must include:

- 1) documentation of the disability with medical or other professional verification.
- 2) specific request for accommodation which also includes medical or professional recommendation.

Examples of accommodation include allowing students with hearing impairment to sit at the front of the classroom or facilitating oral exams for students who have learning disabilities that impede their ability to take written examinations.

If you are diagnosed with a disability after the course has begun, you should immediately submit a written request for accommodation and allow the College 45 days to respond and/or take action.

Birthingway requires specific equipment for many courses. Students with a documented disability must purchase equivalent required equipment that meets their needs.

Health Insurance/Health Services

Students at Birthingway are responsible for their own medical coverage; this is not included in student fees. Birthingway does not offer any medical or health services, professional counseling, therapy or medical testing either on or off campus.

Housing

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

Textbooks

Most courses require texts. Reference copies of all required texts are available in the Birthingway library. A textbook list with ISBN and retail price is provided in the registration materials for each term. Most texts cannot be purchased through Birthingway.

Transportation

Birthingway does not provide transportation assistance to the College or to clinical settings. Portland has an excellent public transportation system with stops close to Birthingway. See <http://www.trimet.org> for more information. There are also bicycle lanes and paths on many major roads around the College. A bike rack is available at the Foster building for those commuting by bicycle. Walking and biking maps are available in the Foster building front office.

Tutoring

Students requiring tutoring should contact their advisor if assistance is needed with locating a qualified tutor. It is then up to the student and tutor to decide on meetings, materials and any compensation. Students may also request or offer tutoring services by placing a notice on the student bulletin board in the Foster building.

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 academic advisor if you wish to access your academic record.

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 the Student Affairs 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: audits by our accrediting agency, MEAC, 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 faculty, and between faculty and staff, as part of their 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

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
- E-Mail Address
- Matriculation Year

Birthingway does not indiscriminately distribute private information to the general public, but student, graduate and alumni directory information may be provided to community members such as local midwives, school alumni, or other students. Directory Information is made available to all current program students in the published *Student Roster*. You may decline having your *Directory Information* made public by selecting "Privacy Protected" each term on the Registration form.

Transcripts

You may request a transcript by submitting a completed *Transcript Request* form with your original signature to the Registrar. We cannot accept requests by fax or by email. This form is available on the Birthingway website or from the front office.

Official transcripts cost \$10 each and 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 two to four weeks processing time.

Non-credit workshops are not included on transcripts.

Student Feedback

Students, faculty, graduates and alumni of Birthingway, as well as community members, are encouraged to provide input concerning Birthingway's curriculum, student services, facilities, supplies or other aspects of the College at any time. Feedback can be given in-person or in writing.

In addition, a formal opportunity for midwifery student feedback regarding services, supplies, facilities and equipment is included as part of orientation for continuing students. Midwifery program students have an opportunity to provide feedback during their second year check-in meeting with the Student Affairs Coordinator just before third year begins, and again on the last core course day in third year.

Program and Course Evaluations

Students are encouraged to turn in a written course evaluation upon completion of each course. *Course Evaluation* forms are available in the classroom, Foster building kitchen or from the front office. Written input is more effective than verbal comments, although verbal input is also welcome. The course evaluation may include, but is not limited to, input on the following:

- course content and organization
- readings and texts
- instructor's teaching style and technique
- homework and exams
- ideas for improvement

All course evaluations will be read by the Academic Coordinator (currently the President) and Faculty Coordinator with appropriate follow-up. Copies of course evaluations will be sent directly to the instructor and placed in their faculty file.

Suggestion Box

A suggestion box is available to anyone in the Birthingway community for anonymous, written feedback. The suggestions are reviewed during staff meetings. A summary of the suggestions and responses from the College are posted on the college bulletin board in the Foster building. Contact the front office if you wish to review archived suggestions.

Student Representative to the Board of Directors

The role of the Student Representative is to serve as a liaison between the Birthingway Board of Directors and the student body, by voicing student concerns and feedback and reporting the content of the meeting to the student body.

Currently, second year and third year Midwifery Program students may volunteer or be nominated to serve on the board. New representatives are chosen each spring. Representatives are expected to attend each board meeting. Meetings are held the second Thursday in February, June, September and December. If you are interested, please contact the Student Affairs Coordinator for more information.

Library

Birthingway maintains a specialized library for student and community use. Library use is free of charge to matriculated Midwifery and Lactation Consultation Program students, classroom faculty and staff with current college ID. Community members may purchase a community library card for three months at a cost of \$15, six months for \$25 and one year for \$40. Cards may be purchased during regular library hours. Current college ID or a community library card must be shown to check out materials.

Academic Year Library Hours:

Monday: 12:00pm – 6:00pm, Tuesday - Thursday: 10:00am – 6:00pm

Summer Library Hours:

Tuesday-Thursday: 10:00am – 6:00pm

Hours are subject to change.

Items may be checked out for individual use under the following policies:

- Journals, selected books, and audio-video materials marked as *Reference Only*, *Library Use Only*, and/or *In Birthingway Use Only* may not be checked out or leave the library.
- Birthingway students, faculty and staff may check out up to five items. Only three items may be checked out at one time by community members.
- Items may be checked out for three weeks at a time, except for Special Reserve items.
- At the end of three weeks, if no one has placed a hold against a book, it may be renewed for another three weeks. Books may be renewed in-person, by email or over the phone by calling 503-760-3131. Renewal requests should include your name and phone number/email address on file with Birthingway.
- To place a hold on a library item, leave a detailed phone message and/or place a detailed note in the library mailbox or on the librarian's desk. Please include your name and the name of the item you desire. Library holds may also be placed by sending an email through the online library catalog's *Contact Librarian* link.
- Audio tapes, videos, and other media (AV Materials) on the regular library shelves may be checked out but cannot be renewed. If the AV item is needed for longer than three weeks, it must be physically returned to the library and re-checked out.

Checking out Library Items

The card catalog is organized by item title, author, and subject heading. Library items are shelved by subject heading and are alphabetical by title within their subject category. If you need assistance, please ask library staff. If, while browsing through the library, you remove an item from the shelf, please return it to the same location. If you are unsure where it belongs, please place it on a table in the library and library staff will re-shelve it.

Library cards are required to check out library items. The process for checking out library items is as follows:

1. If the item has not been barcoded, please remove the check out card from the item's pocket. Legibly print the current date and your name on the card.
2. Please present your library card and items to library staff to check out. It is not possible to check out library items on another person's behalf.
3. You, or library staff, will write the due date (3 weeks in advance of the current date) on the Date Due slip inside.
4. Please return borrowed item(s) to the *Returned Books* box by the library door or directly to the librarian's desk. If the library and building are both closed, you may return items to the locked mailbox in the driveway as long as they will fit in the slot. The item(s) will be checked in and re-shelved by library staff.

Overdue Fines and Replacement Charges

Due Date Reminders are provided to borrowers at least one week in advance of the item's due date. These notices list each title checked-out, the date due, and may indicate library fines accumulated to-date. Fines are charged to current students, staff or faculty as follows:

- No daily fines on general collection items.
- A fine of \$0.50 per day will be levied against overdue AV, Reserve and On Hold items. Maximum \$25/item.
- Fines begin on the first day the item is overdue.
- If an item is 21 days overdue, it is considered *lost*. Each *lost* item (including general collection items) carries the maximum fine (\$25.00) plus the replacement cost of the item, plus an additional \$50.00 processing fee. If a *lost* item is returned, actual fines will be charged \$0.50/day to the maximum of \$25.00. See *LOST LIBRARY ITEMS*.
- Fines can be paid to the library. Fines remaining at the end of the term will be sent to the Finance Coordinator's office for billing. You must be in good financial standing to retain library privileges.

In fall 2005, library fines for students on general collection items were suspended on a trial basis. However, if student abuse of this policy occurs, fines for students will return as decided by the President and Librarian. Should library fines be reactivated for students, fines will be levied in the same manner they are charged to Community members.

Fines are charged to Community members as follows:

- A fine of \$0.50 per day will be levied against all overdue items.
- Fines begin on the first day the item is overdue.
- All fines must be paid before other items may be checked out. The maximum fine per item is \$25.
- If an item is 21 days overdue, it will be considered *lost*. Community members will be charged the maximum fine (\$25) plus the replacement cost of the item plus an additional \$50.00 processing fee per item that is lost or damaged. If a lost item is returned, only actual fines will be charged - maximum of \$25. See *LOST LIBRARY ITEMS*.

Lost Library Items

Items not returned or renewed within 21 days of their original due date are considered lost.

- When an item is lost or damaged, please report it to the library as soon as possible.
- Lost or damaged items are subject to the maximum overdue fine of \$25.00, the actual replacement cost of the item, and an additional \$50.00 processing fee.
- Reporting an item as lost or damaged will temporarily freeze fines associated with the item.

At the time of reporting an item lost/damaged, you may indicate an intention to replace the item within 30 days. You may then replace the item with an acceptable copy. An acceptable copy is one that is the same or newer edition of the item lost/damaged. It must be in *new*, or *nearly new* condition. *Nearly new* condition is defined as: all covers intact, no highlighting or pen/pencil marks in text, and solidly bound or packaged (in the case of a video, DVD, etc.).

- If you are able to replace the item within 30 days, you will be responsible for fines accumulated to the date of the replacement (not to exceed \$25) and the \$50 processing fee, if applicable.
- Should you not wish to replace the item yourself, or if you are unable to do so within 30 days, the library will attempt to replace the item. You are then responsible for the actual replacement cost, \$25 in fines, and the \$50 processing fee.
- If after six months, the library is unable to replace the item, it is considered *irreplaceable*. At this time, maximum fines (\$25), processing fees (\$50), and a \$100 irreplaceable item fee (in lieu of the replacement cost) are your responsibility. The six month period begins on the date the item is reported lost.

Finding lost items:

- If a lost item is found within 30 days, it should be returned to the library. Only overdue fines will be charged.
- If an item is found after 30 days, it should be returned to the library. At this time, fees will be determined based on ordering replacement and processing status.
- If an irreplaceable item is found and returned to the library, the \$100 irreplaceable item charge will be reversed. Overdue fines and processing fees will not be refunded.

Ability to return a damaged item is determined by the Librarian and/or Library Director. Damaged items deemed non-returnable will be treated as lost items.

Library staff will notify patrons of their lost item status. Changes to status concerning lost items will be reported to the patron and Finance Coordinator as soon as possible. Library staff will deliver detailed notices/invoices to the patron and Finance Coordinator that includes item details and the *Lost Policies* stated above. Once the item has been returned or replaced, a final fine notice, delivered to the patron and Finance Coordinator, is made including the full amount of the fine and a note stating that the item has been *Returned* or *Replaced*.

Security on Campus

Birthingway is required by law to inform our students and employees of any situation that represents a threat to their safety. In addition, we will not tolerate the endangerment of the safety of our community. We will fully cooperate with local police in the investigation of any incidents.

In the event that a situation arises that, in the judgment of the President or Operations Coordinator, constitutes an ongoing or continuing threat, a school-wide *timely warning* will be issued. The Birthingway Community will be informed through prominent notices on the school bulletin boards, in student mailboxes and through email. Upon confirmation of an immediate and significant emergency or dangerous situation, or if there is a need to evacuate the building, those inside the Foster building will be alerted through a building-wide announcement using the page-all phone system.

As a small school, Birthingway does not employ security staff; however, we are careful to maintain the safety of our campus. The entire parking area is lit at night and we encourage community members to keep their car doors locked and not to leave the building alone if possible. College staff checks all doors and rooms before closing for the night. Outside doors are kept locked during evening classes. Birthingway encourages students and faculty to report any safety concerns to a staff member.

Reporting a Crime

Birthingway strongly encourages anyone who is the victim of, or witness to, a crime to immediately report it to the Portland Police.

**To report a crime or request emergency assistance, call 9-1-1
To make a non-emergency police report, call 503-823-3333**

In addition, we ask that students and faculty report crimes to Birthingway's front office (or to any staff member), preferably in writing. Please include the date, time (if known), and nature of the crime along with any pertinent details. The report may be submitted anonymously if the student does not wish to contact the police. Staff or faculty who receive a crime report should forward the information to the Operations Coordinator.

Any conviction for violent crime (including homicide, assault, and sex offenses) 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://www.birthingway.org/Annual_Security_Report.html. Contact the front office for a free print copy. Statistics for all colleges are also available directly from the federal government at the Campus Security Statistic website <http://ope.ed.gov/security/>.

Sexual Offenses

Birthingway will not tolerate any form of sexual abuse or assault by any member of the Birthingway community. Birthingway will take disciplinary action in the event of a sexual offense by a student or staff/faculty member. Both the accuser and the accused are entitled to the opportunity to have others present during disciplinary proceedings. Both will be informed of the final determination by Birthingway. If a final determination is made that a sexual crime, including sexual harassment, was made, the student or staff/faculty member responsible will be terminated from Birthingway.

Sexual offenses should be reported to the front office or to any staff member. Any crime may be reported anonymously. We encourage victims to contact local police as soon as possible; school personnel will assist in contacting police if requested to do so. Victims and witnesses should keep in mind the importance of preserving evidence for proof of a criminal offense.

Birthingway staff members are not qualified to provide professional counseling, nor do we have sponsored on- or off-campus services for victims. We will do our utmost in offering non-professional support, including changes to a student's academic situation if necessary. In addition, the following community resources are available:

Under the Violent Crime Control and Law Enforcement Act of 1994, the Oregon State Police maintain information regarding registered sex offenders. Students may request a list of sex offenders registered in any Oregon zip code by calling the Oregon State Police at 503-378-3725, ext. 4429. Students may also find information on registered predatory sex offenders by online search at <http://sexoffenders.oregon.gov/>. The state of Oregon does not automatically distribute such information unless it has reason to believe that a predatory sex offender is an immediate danger to the community.

Drug and Alcohol Use 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 morally 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 hereby educates and informs our community of the health risks associated with the use of illicit drugs and the abuse of alcohol, to refer community members to counseling and treatment resources, and to inform them of legal penalties for noncompliance.

Birthingway Policy

The College holds a strict policy against any community member (including faculty, staff, and students) attending class, clinicals, births, or any other work/practice settings in any condition other than sober. All community members must be able to concentrate and make good decisions. Any conviction for illegal drug and/or alcohol use or possession while on college property; engaging in college business; taking part in any Birthingway educational opportunity (such as field trips, clinical training, doula births); or in any way serving in a midwifery-related capacity will result in immediate expulsion or termination from Birthingway.

Use of alcoholic beverages is prohibited in the Birthingway building and on Birthingway property except for special events, such as graduation, when approved by the President or Board of Directors. Anyone under the influence of alcohol will be removed and dismissed or suspended from College premises.

Counseling and Treatment Resources

Birthingway staff members are not qualified to provide professional counseling. Community resources available for individuals who are alcohol and/or drug affected include:

Alcoholic Anonymous.....	503-223-8569
Al-Anon.....	503-292-1333
Alcoholics Victorious.....	503-245-9629
Cocaine Anonymous.....	503-256-1666
Multnomah County Crisis Line.....	503-988-4888
Narcotics Anonymous.....	503-345-9839

Health Risks

Drug and alcohol abuse is dangerous to your health. The use of illicit drugs and the abuse of alcohol can create a variety of health risks as well as impair one's ability to succeed at college and in a chosen career. Possible health risks may include:

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, pain thinner, “poppers,” and other inhalants. Effects include confusion, loss of coordination, hallucinations, dependence, convulsions, and death. They can lead to damage to lungs, brain, liver, and bone marrow.

DEPRESSANTS include barbiturates, tranquilizers, and methaqualone. Depressants relax the central nervous system, and can lead to confusion, depression, convulsions, dependence, paranoid psychosis, coma, and death. Tranquilizers (such as Valium) are especially dangerous in combination with alcohol.

HALLUCINOGENS distort reality and include lysergic acid (LSD), mescaline, and phencyclidine (PCP). They can lead to hallucinations, panic, “flashbacks” and possibly long-term psychosis.

MARIJUANA (cannabis, hashish) alters perception and mood, and can lead to impaired memory/judgment, increased heart rate, slowed reaction time, and poor coordination.

NARCOTICS include codeine, heroin, morphine, and opium. Narcotics lower pain perception and have a wide variety of negative health effects that may include lethargy, loss of judgment and self-control, dependence, malnutrition, convulsions, coma, and death.

In addition to the effects described above, the form in which a substance is introduced to the body (i.e. inhaling, smoking) can create additional health problems (i.e. lung disease). All of these substances can be extremely harmful to the health of an unborn baby. Use during pregnancy can lead to birth defects or even death of the fetus.

Legal Penalties

Federal and state law sets severe penalties. State penalties for possession include:

	Maximum Prison Time	Maximum Fine
Schedule I -- Class B Felony Heroin, LSD, other hallucinogens, marijuana, others	10 years	\$100, 000
Schedule II -- Class C Felony Methadone, morphine, amphetamine, cocaine, PCP	5 years	\$100,00
Schedule III -- Class A Misdemeanor Nonamphetamine stimulants, some stimulants	1 year	\$2,500
Schedule IV -- Class C Misdemeanor Valium-type tranquilizers, some less potent depressants	30 days	\$500
Schedule V -- Violation Dilute mixtures, compounds with small amounts of controlled drugs	None	\$250

Oregon law allows cars, boats, and other forms of transportation used to transport illegal drugs to be seized and forfeited.

In Oregon, delivery of less than five grams or possession of less than one ounce of marijuana is a violation. HB2479 established mandatory evaluation, education and treatment services for those under 18.

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.

Emergency Response and Evacuation Procedures

Birthingway's *Emergency Response and Evacuation* procedure packets are posted throughout the Foster building in classrooms, restrooms, the kitchen and the front office. Packets are available in the Carlton House. The packet is also available on the Birthingway website. An overview of the procedures are presented to midwifery program students during cohort in spring term and are tested annually in the spring.

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Institutional Policies

Building Hours

Foster building hours are currently:

Monday-Thursday 8:30 am- 6 pm

Friday 8:30 am- 4:30 pm.

Foster building front office hours are currently:

Monday-Thursday 8:30 am- 5:30 pm

Friday 8:30 am- 4:30 pm.

Students are not allowed in the building after hours, unless in class and under the direct supervision of a teacher.

Carlton house is currently only opened during scheduled events and classroom hours, or for the Breastfeeding Clinic. **Students not registered in the course are not allowed in Carlton House.**

Holidays

Birthingway will be closed for the following holidays:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day (and the day after Christmas if it falls on a Monday)

Candle Usage

Lit candles will only be allowed for class rituals. Candles must not be left unattended and must be extinguished at the end of the ritual.

Changes in Program

College structure, programs, curriculum and policies, including financial policies, and other aspects of the program are subject to change.

Children on Campus

As an institution of higher learning we aim for a balance of support for mother-child bonding, shared learning inside and outside of the classroom, and informed decision-making. Therefore, we encourage students to know their options when considering having a child while in school and encourage students to take time off from classes after the birth. See *PARENTAL LEAVE, TIME OFF FROM THE MIDWIFERY PROGRAM and/or TIME OFF FROM THE LACTATION CONSULTATION PROGRAM.*

You may bring your babies to class up to four months of age only if your baby does not cause disruptions to the class. Please be advised that time spent out of class to care for your baby on site will result in time lost towards attendance. See *ATTENDANCE POLICY.*

After four months, babies begin to become more vocal and can cause greater distraction to the learning of their parents and others. After this, a childcare provider may bring the baby for each class break, but the baby must be cared for off-site during class, as we do not currently have safe facilities for the care of children. In addition, please recognize that some of our courses deal with difficult issues (such as sexual and domestic violence) that can cause strong emotional responses. Parents will want to be aware of these potentials in their classes as they determine whether or not to bring their babies.

For safety reasons, no child of any age will be allowed in skills classes involving sharps (including Critical Care Skills I and II, Hematology, and Suturing) or in classes where gynecology exams may be performed. Care for children is difficult in skills classes, as students are often working in partners.

Children under the age of ten may not be left anywhere on campus without direct adult supervision.

Communicable Diseases

In the interests of the health of the members of the Birthingway community, and the pregnant women and the infants who they come in contact with, those with signs and symptoms of a serious communicable illness are required to refrain from attending classes until free of the condition or serious symptoms. Use common sense when deciding if your own health, or the health of those you come in contact with, would be adversely affected by your attendance. This is particularly important in skills classes where students have close physical contact with other students and with skills models.

Individuals should be free from signs such as vomiting, fever over 100°F, rashes or other possibly contagious skin irritations and severe or prolonged coughing fits for 24 hours before returning to classes.

Vaccine Policy

All incoming Midwifery and Lactation Consultation (degree-seeking) program students must provide proof of a measles vaccine before the second term. Required forms will be provided in the enrollment packets or at orientation. You will be blocked from registering for courses if proof is not received by the first day of registration for your second term.

The exception to this policy is to students who were born before 1957; those who can demonstrate immunity; those with medical exemption; or those with religious exemption.

Computer Usage

Personal computer use in class must be limited to note-taking or educationally-related activities. It is a distraction to other students and disrespectful to the learning environment if students check e-mail, blog or play games during class time. Illegal up/downloading and peer-to-peer (P2P) file sharing is prohibited for all users of the Birthingway network. See *COPYRIGHT POLICY*.

Confidentiality

Students must maintain confidentiality of the information obtained from clients, in peer review, classroom discussions, and other professional settings. Students may not discuss specific outcomes of client care outside of the clinic or classroom setting, even with other students or care providers. Protecting confidentiality is not intended to discourage sharing birth stories or participating in peer 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.

Confidentiality extends into the digital world as well. Students should not share confidential stories on their websites, blogs or other social media venues.

Childbirth 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 knew the information, even after it becomes public.

It is also not acceptable to present oneself as a representative of Birthingway or to share internal information about the school, its faculty, staff or students.

All students are required to sign a *Confidentiality Agreement* annually. Core Midwifery Program students review the confidentiality agreement at the beginning of each academic year in cohort. Breach of confidentiality in any context is cause for dismissal from the program. See *APPENDIX M: CONFIDENTIALITY AGREEMENT EXAMPLE*.

Copyright Policy

Birthingway's copyright policy fosters a community that supports and respects the rights of authors of original works, and helps educate the campus community on the general principles of U.S. 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 Code of Conduct, and may subject violators to civil and criminal liabilities, as well as institutional sanctions.

Copyright Overview

The following information is a brief summary of the U.S. Copyright law (Title 17, US Code) and is not a full

representation of the finer points of the law. Birthingway encourages students, staff and faculty members to educate themselves on the nature and scope of copyright protection and infringement. For more information on copyrighting, please visit the U.S. Copyright Office website at <http://www.copyright.gov>.

The U.S. 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.

As a Birthingway student, 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, 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 that is being used as related to the whole work.
4. The impact of the use on the market value of the work.

All four factors are reviewed qualitatively and are open to interpretation. *Fair Use* should only be thought of as a legal defense against accusations of copyright infringement. In other words, while included in U.S. Copyright Law, it is not an exception to seeking permission for use of the work, but may be used as a defense that would have to be proved in a court of law in case of accusation of copyright infringement. When *Fair Use* becomes infringement is not a line that is easily defined and, when in doubt, it is best practice to seek permission from the holder of the copyrighted work. For information on how to seek permission for use of a copyrighted work, please contact the Learning Resources Coordinator.

Copyright Policies Specific to the Birthingway Network

Use of Birthingway's computer network is limited to educationally-related activities. Users of the Birthingway network are prohibited from participation in the unauthorized distribution of copyrighted materials, including illegal Peer-to-Peer file sharing and the illegal uploading or downloading of unauthorized copyrighted materials. If found in violation of this policy, users may face civil and criminal liabilities, as well as institutional sanctions. "User" is defined as any person--student, faculty, staff and/or community member--using the Birthingway network.

All users logging on the Birthingway network from a personal computer must agree to abide by the Digital Millennium Copyright Act (DMCA) before being allowed to log on.

Peer to Peer (P2P) file-sharing

Peer-to-peer (P2P) file-sharing is a method of sharing files between two computers without the use of a server. When you visit a website, you are connecting to a server that has the website files on it. P2P software lets you use any desktop or laptop computer as a server for other computers on the P2P network. Because of this, people are able to share large files (like movies and music) without regard to copyright protection that would be imposed on a company hosting a server.

Products such as Limewire, BitTorrent, Kazaa and, before coming into compliance with copyright law, Napster are examples. These products serve as an excellent way to share large documents or files, but using them to copy movies, music, books or other copyrighted material is against the law and in violation of the DMCA.

There are many free, legal options for P2P file-sharing. Birthingway is required to provide alternatives and does not exclusively endorse the following recommendations. Two popular services are Hulu (www.hulu.com) for television and movies and Pandora (www.pandora.com) for music. A comprehensive, regularly updated list of legal (some free and some paid) options can be found at www.educause.edu/node/645/tid/33381?time=1263514827.

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", courts 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 school keeps some copies of student work, including students' research projects, in the library. You maintain all rights to your own work. Your work will not be published or distributed without written consent.

Ethics

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. See *APPENDIX A: MANA STATEMENT OF VALUES AND ETHICS*.

Facility Cleaning Guidelines

All students using the facility are equally responsible for keeping the building clean. Continually cleaning up after ourselves is the only way to keep the College presentable between housecleaning days. Guidelines are posted in the kitchen.

Grievance and Complaint Policy

In order to further Birthingway's commitment to uphold an educational climate that enhances the individual's creative and professional experience, the College has designed a formal procedure for students, faculty, and staff to resolve complaints. See also *APPENDIX J: MEAC STUDENT COMPLAINT POLICY*.

No one will be discriminated against as a consequence of making a complaint. The College has established several steps in order to facilitate a process of least intervention. If the dispute is over a grade, the student should begin by following the Special Circumstances process. See *SPECIAL CIRCUMSTANCES REQUEST*.

Participation in the grievance process is mandatory because of its role in maintaining a sense of safety and community at Birthingway. Any students, staff, or faculty members involved in a dispute who refuse to take part in any step may be required to leave the school.

Circumstances that would require participation in the grievance process include, but are not limited to, the following:

- academic and grade disputes
- discrimination
- sexual harassment
- financial issues
- attendance issues
- disability accommodations
- graduation requirements
- faculty issues concerning hiring, evaluation, and dismissal
- interpersonal conflict resolution

Complaint Process Timeline

The complaint process must begin by the end of the term following the incident in question. Each step of the procedure (following *Informal Resolution*) must be requested in writing to a school official no later than two business weeks following the conclusion of the previous step. A representative of the College must respond in writing to each request within one business week of receiving it to schedule the next step. The entire appeals process will take no longer than 15 weeks.

Step 1 Informal Resolution

The College recommends that individuals attempt to resolve grievances personally with each other first. A Birthingway representative may assist in this process if requested.

Step 2 Individual Discussion

If unable to come to an *Informal Resolution*, a designated school official (uninvolved in the conflict) will meet with the individuals separately to attempt to reach a solution which is agreeable to all parties in the dispute.

Step 3 Mediation

If *Individual Discussion* does not resolve the problem, either party can request mediation. In addition, the school itself may request mediation if it feels it is still necessary. Either a school official (if agreeable to all parties) or a professional mediator will facilitate the mediation. At this stage all parties will be present with the mediator to attempt to solve the problem face to face.

Step 4 Committee Procedures for Formal Resolution

If *Mediation* fails, the Grievance Committee, composed of one student, one faculty, and a school official, shall hear all information, written and oral, relevant to the complaint. Witnesses may be called or written statements, signed, may be submitted by individuals not able to attend. The committee must make a report of the meeting to the Board of Directors, including its decision, and a Board Representative shall notify the parties of the decision. No member of the Grievance Committee, selected at the time of request, may have a conflict of interest with the case at hand.

Step 5 Final Appeal

As a final step, the grievant may appeal directly to the Board of Directors to hear the case.

All proceedings beyond the *Informal Resolution* shall be tape recorded. Any resolution agreed upon at any step shall be signed by all parties and presented in writing to the President or Board of Directors, 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 Grievance Process file.

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. See *ATTENDANCE and DROP/WITHDRAWAL*.

Lost and Found

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

Non-Discrimination Policy

Birthingway College of Midwifery strives to foster an environment of diversity and acceptance. The college does not discriminate on the basis of age, disability, race, ethnic identity, national origin, religion, marital status, gender, sexual orientation, or socioeconomic status. 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 Julia Reid (Title IX Coordinator), 12113 SE Foster Rd., Portland, OR 97266, 503-760-3131, or by contacting the Office of Civil Rights at 400 Maryland, SW, Washington D.C. 20202-1100, 1-800-421-3481.

Observation Guidelines

Some courses require observation of outside organizations. Most teachers or providers are happy to give students the opportunity to observe. The following are Birthingway's guidelines when observing a class or a health care provider:

- Make arrangements to observe well in advance of the assignment's due date. It is your responsibility to plan ahead in order to turn in assignments on time. If you cannot get your observation done in time to hand in the assignment by the due date, discuss this with your teacher.
- Your appearance should be clean and not distracting.
- Arrive at least 10 minutes prior to observation start time.
- Do not talk during the observation unless invited to do so.
- Take notes and discuss any questions or concerns with the teacher after the observation is done. It is never appropriate to confront or correct a teacher in front of a class or a provider's recommendation in front of a client.
- Allow students or families some time after the class/appointment to talk with the teacher. Your conversation should wait until they have completed their class/appointment responsibilities.
- Offer to help the teacher with preparations before and clean up after the class/appointment.
- Do not distribute supplies, brochures or promote private practices or businesses, nor request to do so, while observing unless the teacher has specifically requested.

Parental Leave

Birthingway College of Midwifery strives to provide an environment of support for each individual in the college community. We encourage new parents to meet with their program coordinator to discuss academic workload, clinical training, and requirements for time off. In particular, a pregnant student should meet with the Student Affairs Coordinator and discuss the unique needs of her pregnancy, birth, and postpartum recovery. Midwifery Program students, please see *TIME OFF FROM THE MIDWIFERY PROGRAM* and *TIME OFF FROM THE LACTATION CONSULTATION PROGRAM*.

Pets

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

Professionalism

Students should behave professionally in dress, speech, and demeanor. The public's view of midwifery and its specialized professions is created through impressions of individual practitioners and students. While three-piece suits are not required nor appropriate, common sense standards of appearance and behavior are expected. Care providers are sensitive to the impression clients receive from students associated with their practices. Failure to meet behavioral expectations could result in being asked to leave a preceptorship.

Relationships

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 client-midwife relationships. It is reflected in the support and rapport found among students, faculty, staff and other childbirth 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.

Students should use sensitivity, intuition, and some caution in the formation of the intimate relationships they choose. Experience has shown that it is wise to create boundaries around certain classes of individuals, such as the life partners of others. While Birthingway does not have a policy which bans the formation of romantic connections, students who choose to form relationships which violate trust, cause emotional stress to clients or other individuals, or damage the credibility and integrity of the community, will be dismissed from the College for unethical and unprofessional conduct. Students who wish to appeal their dismissal may file a complaint in accordance with the college's Grievance and Complaints policy. *Please see GRIEVANCES AND COMPLAINTS POLICY.*

Smoking and Tobacco Use

Smoking of any kind is not allowed on college property or during college events. Chewing tobacco should be disposed of in an appropriate waste container.

Telephone Calls / Personal Messages

In order to avoid disruption of student learning, the college will not interrupt classes for personal messages unless it is an emergency.

Cell phones must be off during class unless the student is on-call. If on-call, the phone must be set to vibrate. Non-emergency client calls should be responded to after class; emergency calls should be taken outside of the classroom. Time missed from class due to telephone call counts toward the 25% absence maximum.

Personal telephone calls may be made from the telephone located in the kitchen. Students should generally not make long distance calls from college phones unless calling collect or using a phone card. In the event that a student must make a long distance call, the minimum charge is \$1, which must be paid at the time the call is made.

Updating Personal Information

To update your contact information, you must submit complete a *Change of Contact Information* form to the Front Office.

Legal name changes must be reported to Birthingway. Please bring the completed *Change of Name* form and either your 1) original drivers license **and** social security card, or 2) passport to the front office.

Both forms are available on Birthingway's website.

Weather Cancellations

School district and community college closures are announced on the radio, TV, and online at <http://www.pdxinfo.net>.

Day Classes

Birthingway follows the cancellation notices of the Portland Public School District (PPS). If PPS announces that they are canceling day classes, then Birthingway will cancel all day classes. If PPS announces they are delaying classes, then Birthingway will cancel morning classes ONLY. Afternoon classes will be held as usual.

Evening Classes

Birthingway follows the Portland Community College SE Center's cancellation notices for night classes. If PCC announces that the SE Center's night classes are canceled, then Birthingway's night classes are canceled. Birthingway encourages each class to create a calling list to contact each other.

Note: If PPS or PCC are not in session, the President will determine whether or not to close the school. Birthingway will notify students by changing our answering message, and will also post the status on the College's Facebook page.

Making-up Class

In the event of a canceled class, the Faculty Coordinator, teacher and students will decide together on the best time to schedule a make-up class.

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Finances

Financial Information

Program Costs

Costs vary slightly by program. For current tuition, fees and expenses, please see your individual program's costs.

Student Accounts

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

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. Library charges are due immediately upon notification.

You will receive a statement at the end of each month in which an expense is incurred.

You will not be allowed to register for courses or workshops if you have an outstanding balance on your student account. Additional charges may not be charged to an overdue account.

Good Financial Standing

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

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. You may pay the registration and technology fee for the term to hold your enrollment. Unpaid accounts will be referred for collection.

Course-Pack and Lab Fees

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

Refund Policy

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

Registration fees and late registration fees are non-refundable. Course-pack and lab fees are non-refundable after the registration deadline. Program application fees are non-refundable.

In the event of class cancellation, all tuition and relevant fees will be refunded in full.

Refund Schedule for Credit Courses

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

Spring, Fall, Winter Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1 st day of the term	100%
(Day) 2 through 7	86%
8 through 14	72%
15 through 21	58%
22 through 28	44%
29 through 35	30%
36 through 42	16%
43 through end of term	No Refund
Summer Term Refund Schedule	
Withdrawal Date (day of term)	Refund %
On or before 1 st day of the term	100%
(Day) 2 through 7	80%
8 through 14	60%
15 through 21	40%
22 through 28	20%
29 through end of term	No refund

Refund Schedule for Non-Credit Courses and Workshops

You may request refunds for non-credit workshops or audited courses by providing written notice of withdrawal and submitting this to the Front Office. The college must receive this no later than seven days before the first day of class to receive a 95% refund. 80% of the course or audit 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 4-6 weeks.

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.

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 financial aid. **Federal Student Aid is currently available only to enrolled Midwifery and Lactation Consultation (degree-seeking) program students.**

We recommend that those interested in financial aid pick up a free copy of *Funding Education Beyond High School: The Guide to Federal Student Aid* published annually by the Department of Education. This guide is a good general introduction to Federal financial aid. Copies are available at Birthingway or online at <http://studentaid.ed.gov/guide>

Participation and Authorization

Birthingway currently is authorized to participate in the Federal Pell Grant, Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Federal Work Study, and Direct Loan (including subsidized and unsubsidized Stafford loans and PLUS loans) programs. We also participate in the state-run Oregon Opportunity Grant (OOG) program.

In addition, Birthingway is listed as an eligible training provider with the Oregon Department of Workforce Development. As a Title IV school, we are authorized to accept payment through Americorps. We are approved by the Oregon State Department of Education to train veterans.

Federal Student Aid Eligibility

Federal student aid is available to enrolled Midwifery and Lactation Consultation program students only. Students completing prerequisites (such as A&P) or enrolled in one of our specialized programs (Labor Doula, Postpartum Doula, Childbirth Educator, Lactation Consultant pathways 1 or 3, Breastfeeding Educator, etc.) are not eligible for federal student aid.

LLP credits, audits, and non-credit courses are ineligible for student aid. Study-abroad programs are generally FSA eligible; however, Birthingway does not currently offer or participate in any study-abroad programs. All Federal Student Aid recipients must be U.S. citizens or eligible non-citizens.

Free Application for Federal Student Aid (FAFSA)

To apply for Federal Student Aid, you will need to complete the Free Application for Federal Student Aid (FAFSA). This may be done online at www.fafsa.ed.gov. If you have questions about the FAFSA, please contact the Financial Aid Officer. Each FAFSA covers the federal award year, which runs from fall to spring.

The 2011-12 FAFSA covers the terms fall 2011 through spring 2012. 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.

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 the application is flagged for 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 receive a Student Aid Report (SAR) after completing your FAFSA. This will contain your Expected Family Contribution (EFC) which we use to determine your aid package. The EFC is the amount you and your family are expected to have available to spend towards education.

FAFSA Verification

FAFSAs may be selected for verification by the Department of Education or 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, including tax forms, 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.

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. 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.

If receiving financial aid, you must maintain the minimum enrollment status or your award will be decreased or eliminated. You are responsible for maintaining your class schedule to meet your requirements. See *ENROLLMENT CONFIRMATION DATE and 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 direct costs like tuition, fees, books, supplies, equipment, and indirect costs such as room, board, transportation, personal and miscellaneous expenses. Cost of attendance appears on your award letter as *Budget*.

The cost to attend Birthingway is different each year. These costs are calculated based on our recommended course sequence and may not reflect your actual costs of attendance. The cost to live in the Portland area is an estimated amount used to calculate eligibility for financial aid. The current figures include \$6335 for room/board, \$2376 for transportation, and \$4487 for personal expenses per financial aid award year. Birthingway does not offer student housing. Individual student costs may vary depending on lifestyle choices and personal living arrangements.

Financial Aid Programs

Pell Grants

Pell grants are only available to students with significant financial need who are completing their first undergraduate program. The award amount will depend on enrollment status (full-time, half-time, etc.), the cost of attendance, and Expected Family Contribution (EFC). The maximum award is \$5550 for the 2010-11 award year. The 2011-12 award year amounts are currently pending. Please contact the Financial Aid Officer for up-to-date award amounts.

Your award letter will reflect your eligibility for Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is available to students with significant financial need completing their first undergraduate program. Priority is given to students receiving Pell Grants. Funding is limited for FSEOG, so Birthingway's awards are dependent on our federal funding level. We prioritize students whose applications were complete by the May 1st FAFSA deadline. For incoming students, this priority FAFSA deadline is the same as the enrollment deadline in late January.

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

For 2011-12, we anticipate making annual awards of \$600 to current eligible students attending the full award year. Students attending only part of the award year (such as students planning to graduate in winter term or incoming students beginning in the spring) will receive prorated awards of approximately \$200 per term.

Federal Work-Study (FWS)

FWS awards are dependent on a number of factors, including student need, student availability, number of work-study positions available, and the amount of federal funds awarded to the school. The Financial Aid Officer notifies the student body when work-study positions become available and of the application process for specific positions.

Oregon Opportunity Grant (OOG)

This program is managed through the Oregon Student Assistance Commission. Funds are derived both federally and through the state. It may include LEAP and/or SLEAP program funds. In addition to the standard financial aid requirements, to be eligible for an OOG you must:

- be an official Oregon resident
- hold no prior baccalaureate or higher degree
- be enrolled at least half time
- meet state of Oregon definitions for financial need

OOG awards vary annually depending upon state and federal funding, and your "self help" contribution based on State of Oregon formula. Award amounts depend on your unmet need after applying the state formula. You can estimate your eligibility through the state's online calculator at <http://www.getcollegefunds.org/>.

Eligibility is determined annually by the state of Oregon using FAFSA data. The state informs Birthingway when students have been awarded OOG. Your award will be added to your financial aid package automatically. You may receive OOG for no more than 12 terms (4 years) of full-time attendance. Awards may be transferred to other participating institutions and may not be used towards degrees in theology, divinity, or religious education.

Federal Student Loans

If after all gift (grant) aid has been determined, there is still financial need (as defined by federal formulas) and you are attending at least half-time, you may be eligible for **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 Stafford subsidized loan you are eligible for varies by EFC, other aid received, 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 Stafford subsidized loans.

In addition to subsidized loans, **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.

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. Parents interested in PLUS should contact Birthingway for further information.

<u>Loan Limits for Federal Stafford Loans</u>	<u>Subsidized</u>	<u>Total (subsidized and unsubsidized)</u>
Annual Limit for Dependent Students:		
1st Year (0 – 36 credits)	\$ 3,500	\$ 5,500
2nd Year (37 – 72 credits)	\$ 4,500	\$ 6,500
3rd Year & Up (73 or more credits)	\$ 5,500	\$ 7,500
Annual Limit for Independent Students		
1st Year (0 – 36 credits)	\$ 3,500	\$ 9,500
2nd Year (37 – 72 credits)	\$ 4,500	\$10,500
3rd Year & Up (73 or more credits)	\$ 5,500	\$12,500
Aggregate Limits		
Dependent Students	\$23,000	\$31,000
Independent Students	\$23,000	\$57,500

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. 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. Defaulting on a student loan affects not only yourself, but 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.

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 6 month grace period.

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, check with Birthingway financial aid staff or with the Department of Education Direct Loan program.

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 Student Assistance Commission coordinates a large number of scholarships, mostly for Oregon students. Information is available online at <http://www.getcollegefunds.org>.

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

Alternative/Private Loans

Alternative loans are non-federal student loans provided privately by banks or other lenders. They may require credit checks and co-signers, and the interest rates and repayment terms are usually not as favorable as those of federal Stafford Loans. Birthingway does not maintain an annual preferred lender list; however, the Financial Aid Officer will assist students interested in utilizing private loans with general information.

Although Birthingway recommends avoiding additional borrowing if at all possible, we will assist students seeking alternative loans by providing the chosen lender with enrollment and other information upon student request. Students seeking alternative or private loans should contact the Financial Aid Officer.

Financial Aid Process

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

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

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

Once we have created a student aid package, an award letter will be provided to you. You must then confirm acceptance of the award by signing and returning the award letter. 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 classes each term with out providing payment 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 date. This is always the Monday following the first full week of classes at 4:30 pm. We use this date to determine whether you are attending full, 3/4, half, or part time. 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. See *ENROLLMENT CONFIRMATION DATE*.

Financial Aid Disbursements

Aid for which you are eligible is generally credited to your student account by the end of the 3rd week of the term. Checks for remaining funds will be available in the business office no later than 14 days after your student account has been credited. Failure to meet Birthingway's deadlines may delay disbursements.

Pell Grant, FSEOG and OOG disbursements are made in three generally equal parts, one each term. For most students, loan funds are also disbursed in three generally equal parts over the course of the academic year, with one disbursement each term. Midwifery program students who matriculated prior to 2010 may still be receiving loans under the Borrower Based Academic Year system of disbursements, in which students receive a disbursement at the beginning of the loan period and midpoint (typically at the completion of 12 semester credits or its equivalent). Students on this disbursement system will be notified by the Financial Aid Officer of their status.

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

Federal student aid can be applied to the current year's educational charges only. We cannot apply aid to library fines, textbook costs, etc. without your written authorization. The only exception is that we can apply federal financial aid up to \$200 towards prior year charges without authorization. You are still accountable for charges at Birthingway even if your remainder check has been released.

Withdrawals and Return of Title IV Funds

If you receive an *Incomplete* or *Withdrawn* in all courses or withdrew from Birthingway's Midwifery or Lactation Consultation program during a term, you may be required to return some, or your entire award to the Department of Education. If you stop attending classes prior to completing 60% of the term, you have not earned your entire award. Once you have completed 60% of the term, all of your aid is considered earned. No funds must be returned.

The amount unearned is equivalent to the amount of the term not completed. For example, if you have completed 30% of the term, 70% of your aid is unearned and must be returned to the Department of Education.

Birthingway is required to return a prorated portion of the unearned federal financial aid funds credited to your student account. We will do this automatically, and then bill you for any additional amount due to the Department of Education. Note that the FSA return schedule and Birthingway refund schedule do not coincide. 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 will still owe additional money to Birthingway. See *FINANCIAL INFORMATION*.

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. ACG Grant **
6. FSEOG Grant **

* Birthingway will return any required loan funds that were credited to your student account. If further loan funds need to be returned directly by you, you will repay them under the regular terms of your student loan. You will not need to return loan funds through Birthingway.

** Birthingway will return any required grant funds that were credited to your student account. If further grant funds need to be returned directly by you, these will never be more than 50% of the grant aid initially disbursed.

Example:

1. Receiving Funds and Withdrawing

- You receive \$1400 in Pell Grant and \$1750 in subsidized loan in spring term (\$3,150 total).
- Of this money, \$2000 was paid towards tuition and \$1150 was released by check to you.
- You complete 30 out of the 84 days in the term before withdrawing, which is 37.5% of the term.

2. Calculating Earned Funds

- To figure how much of the aid you have earned, multiply \$3150 by 37.5%. This is \$1181.25.

3. Calculating Unearned Funds

- Take the total minus the amount earned. $\$3150 - 1181.25 = 1968.75$. This is the amount of aid which is unearned and must be returned to the Department of Education.

4. Returning Funds—Birthingway

- First, Birthingway returns the required portion of aid credited to your student account (\$2000). Since you earned 37.5% of your aid, Birthingway can keep 37.5% of \$2000. Birthingway must return 62.5% of \$2000.
- Birthingway determines that we must return \$1250 in subsidized loan funds to the Department of Education, keeping only \$750 as payment on the student's account.
- But wait! There is still \$718.75 of unearned funds that need to be returned. These funds are your responsibility.

5. Returning Funds--You

- Of the \$1750 in subsidized loan disbursed, \$1250 was already returned by Birthingway. This leaves \$500 of the loan for you to return.
- Because these are loan funds, they are repaid under the regular loan terms, and not through Birthingway.
- \$218.75 funds are still unearned and attributable to the Pell Grant program.
- Because this amount is less than half of the initial grant disbursed (50% of \$1400 Pell Grant = \$700), no further funds must be returned by you. You will owe Birthingway for any amounts refunded to the Department of Education not covered under our refund policy.

Please see WITHDRAWAL FROM BIRTHINGWAY and REFUND POLICY.

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Birthingway Course Offerings

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*.

Advanced Lactation Case Studies (LACS221q) 2 credit hours

Prerequisite: All Lactation Program theory courses

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

Advanced Lactation Skills I (LADS221q) 2 credit hours

Prerequisite: Breastfeeding Skills (BFS411q)

Students have the opportunity to work with models who are experiencing more complex breastfeeding situations, such as babies or mothers with physiologic complications discussed in the Complex Breastfeeding theory courses.

Advanced Lactation Skills II (LADS222q) 2 credit hours

Prerequisite: Breastfeeding Skills (BFS411q)

This course provides students the opportunity to master the use of several pumps including hospital grade pumps; practice using a variety of other feeding tools such as SNS devices, syringe feeding, and cup feeding; and demonstrate the use of less used tools such as Habermann feeders.

Anatomy and Physiology for Birth and Lactation Professionals (ANT151q) 5 credit hours

Covers all the major body systems with an emphasis on knowledge relevant to perinatal practices. This course includes lecture and weekly exams.

Antepartum* (ANT251q) 5 credit hours

Co-requisite: Physical Assessment I (PHY221q)

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

Birth Impacts on Breastfeeding (BIB121q) 2 credit hours

This course examines in greater detail the effects of birth on breastfeeding. Specifically looking at the impact of biodynamic birth with emphasis on baby led initiation of breastfeeding in the immediate postpartum (or at least mother-led but not midwife, doctor, or IBCLC led), and the impact of birth related interventions on breastfeeding (including drug impacts, cesarean birth, and instrumental delivery).

Birth Stories (BST311q) 1 credit hour

Read, write and tell birth stories while learning and exploring effective storytelling techniques.

Botanicals I (BOT331q) 3 credit hours

Materia medica and herbal therapeutics of well-woman herbs, herbs for infants and children, and lactation.

Botanicals II (BOT332q) 3 credit hours

Prerequisite: Botanicals I (BOT331q)

Materia medica for fertility, preconception, pregnancy, intrapartum, postpartum, infancy and lactation.

Botanicals III (BOT313q) 1 credit hour

Prerequisite: Botanicals II (BOT 332q)

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

Botany (BTY321q) 2 credit hours

Basic botanical concepts, classification systems and nomenclature, plant identification and constituents.

Breastfeeding I (BRF211q) 1 credit hour

Using lecture, discussion, visual aids, and small group activities, this course provides students with basic information about topics including the normal breastfeeding physiology of mother and baby, properties of

human milk, risks of formula feeding, recommendations regarding breastfeeding initiation, duration and normal parameters of nursing in the first two weeks, politics of breastfeeding, and influences of culture and birth practices on breastfeeding.

Breastfeeding II (BRF222q) 2 credit hours

Prerequisite: Breastfeeding I (BRF211q)

Students expand on their knowledge from BRF211 to assess and treat breastfeeding problems. Students utilize case studies and research projects to develop skills such as how to take a breastfeeding history of mother and baby, identification of presenting problems, and integrating counseling and education strategies into their breastfeeding support.

Breastfeeding III (BRF313q) 1 credit hour

Prerequisite: Breastfeeding II (BRF222q)

Case studies and development of protocols deepen students' knowledge of breastfeeding counseling. Students focus on more complex situations including failure to thrive and infant hypoglycemia, as well as professional issues such as scope of practice, ethics, and credentials.

Breastfeeding Politics and Policy (LPOL131q) 3 credit hours

WHO recommendations and implementation, Federal Programs such as WIC, History of artificial feeding, social and cultural issues around breastfeeding, ideas for being agents of change in the area of breastfeeding. Includes historical and contemporary topics, also both theory and action-oriented projects.

Breastfeeding Skills (BFS411q) 1 credit hour

Prerequisite: Breastfeeding II (BRF222q)

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

Childbirth Educator (CBE241q) 4 credit hours

Examine the history of childbirth education and preconceptions about birth, while building tools for developing a childbirth education series based on Birthingway's biodynamic model. This course uses a wide variety of activities including storytelling, art, dance, music and videos.

Chinese Medicine (CHM311q) 1 credit hour

An introduction to traditional Chinese Medicine as a healing modality and its relevance to midwifery. Practices include moxibustion and acupressure.

Communications I (COM321q) 2 credit hours

The first course in the Communications series introduces the basics of speaking and listening using Rosenberg's Non-Violent Communication Method (NVC), with an emphasis on self and one-on-one communication.

Communications II (COM312q) 1 credit hour

Prerequisite: Communication I (COM321q).

The second course in the communication series continues the development of self and one-on-one communication skills. The emphasis in this course is on working with preceptors and clients.

Communications III (COM313q) 1 credit hour

Prerequisite: Communication II (COM312q).

The final course in the communication series continues development of communication skills with an emphasis on working with peers and other health care providers.

Complex Situations I* (CPX341q) 4 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q), Fetal Assessment (FET211q).

Using lecture, discussion and case studies, this course covers anemia, clotting issues (thrombophilias, deficiencies, DIC), respiratory issues (asthma, amniotic fluid embolism, pulmonary embolism), energy issues (diabetes, hypoglycemia, eating disorders), liver problems (HELLP, acute fatty liver, intrahepatic cholestasis (ICP), thyroid issues, and dermatologic conditions (PUPPP, HG).

Complex Situations II* (CPX442q) 4 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q), Fetal Assessment (FET211q).

Using lecture, discussion, guest lectures, and student presentations, this course covers PROM, preterm birth, postdates and postmaturity, vaginal birth after cesarean (VBAC), multiple gestation, unusual presentations (breech, face, brow, compound), infant anomalies, emergency transport, death and grief, and self care.

Critical Care Skills I* (CCS421q) 2 credit hours

Prerequisite: Hematology Skills (HEM321q)

Skills covered in this course include basic and intermediate treatment of shock, IV, and neonatal resuscitation. This course meets Legend Drugs and Devices educational requirements for treatment of shock and for neonatal resuscitation for Oregon midwifery licensing.

Critical Care Skills II* (CCS422q) 2 credit hours

Prerequisite: Critical Care Skills I (CCS421q)

Skills covered in this course include maternal resuscitation and continued practice of I.V. skills.

Differential Diagnosis* (DIF431q) 3 credit hours

Prerequisites: All midwifery courses, Fetal Assessment (FET211q), Sexually Transmitted Infections (STI311q).

We recommend all midwifery courses are complete or in progress before taking this course. Using student created *Signs and Symptoms* book and protocols, students present case studies for differential diagnosis by their classmates. Students also create practice guidelines for antepartum, intrapartum, postpartum, and well-woman gynecology, as well as develop risk assessment guidelines and client care checklists.

Ethics (ETH421q) 2 credit hours

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

Fetal Assessment* (FET211q) 1 credit hour

Co-requisite: Intrapartum (INT251q)

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

Gynecology Skills* (GYN331q) 3 credit hours

Co-requisite: Well-woman Gynecology (GYN341q)

We require students to have been a member of the cohort currently completing this course for at least one year or by special permission. Skills introduced include bimanual and speculum exams, Paps, cultures, cervical cap and diaphragm fittings, pelvimetry, breast exams, bladder catheterization and wet mounts.

Hematology Skills* (HEM321q) 2 credit hours

Prerequisite: Prenatal Skills (PRE221q)

Skills covered include hemoglobin, hematocrit, and glucose evaluations with in-office devices. Venipuncture skills are also covered, including vacutainer, syringe and butterfly devices, as well as introduction to IV skills.

Homeopathy I (HOM221q) 2 credit hours

An introduction to the concepts and laws of homeopathy, focusing on the use of homeopathic medicine in first aid and midwifery. This is primarily a lecture-based class, with some hands on learning experiences.

Homeopathy II (HOM322q) 2 credit hours

Prerequisite: Homeopathy I (HOM221q)

This course further explores the theories of homeopathy, introducing the use of the repertory and constitutional prescribing. We examine key remedies, analyze a number of cases in class, and work together to make appropriate prescriptions.

Human Genetics (GEN431q) 3 credit hours

Covers basic genetic concepts, genetic screening and diagnosis, pregnancy counseling, and common genetic disorders such as sickle cell, Tay-Sachs, and Trisomy disorders.

Independent Study (IND311q) 1-3 credit hours.

Student led independent research with an approved faculty member. Students interested in pursuing an Independent Study must initially complete an *Intent Form* designating the proposed topic, advisor and credit value. Please meet with your program coordinator or the Faculty Coordinator for more information. Allow seven weeks prior to the term in which you will pursue the Independent Study to complete all preparatory steps.

Infancy (INF221q) 2 credit hours

From an ethnopediatric perspective, this course covers newborn behavior, development, bonding and attachment, and childrearing including attachment parenting.

Infant Complex Breastfeeding Situations (LICS221q) 2 credit hours

Prerequisite: Breastfeeding III (BRF313q), Infancy (INF221q)

Biodynamic interactions with baby; cleft-lip and palate; genetic syndromes such as Down Syndrome; other screened disorders such as phenylketonuria; hypoglycemia; failure to thrive; hospitalization/surgery; infection; prematurity; multiples; pathological jaundice; birth injuries; gastro-intestinal disorders such as true reflux; allergies; attachment disorders; and adoption.

International Midwifery (ITL311q) 1 credit hour

We explore midwifery abroad from developing countries to other industrialized states. This course examines legal, health, social, economic and political topics.

Intrapartum* (INT251q) 5 credit hours

Prerequisite: Antepartum (ANT251q). Co-requisite: Fetal Assessment (FET211q), Prenatal Skills (PRE221q). Using lecture, discussion and audio-visual aids, we cover the psychophysiology of labor and birth; biodynamic facilitation of first, second, third, and fourth stages; unusual situations including precipitous birth, cord prolapse, nuchal cord, back labor, abruption, previa, hemorrhage, and third stage issues.

Lactation Consultant Practice Protocols (LPP211q) 1 credit hour

Prerequisite: all Lactation Program courses, except those that the student is taking in the last term of the program

A capstone course in which we review our protocols, informed choice agreements and info sheets, and create a final binder of these.

Massage for Midwives (MAS321q) 2 credit hours

An introduction to the psychology of touch, we learn basic massage techniques with an emphasis on pregnancy and postpartum.

Maternal Complex Breastfeeding Situations (LMCS231q) 3 credit hours

Prerequisite: Breastfeeding III (BRF313q)

This course covers a variety of more complicated physiologic scenarios for mother including: breast surgery (reductions, enlargements and cancer); nipple issues (flat, inverted etc.); genetic disorders; Cesarean birth; milk production; drug interactions. In addition, it covers psychosocial issues, such as socioeconomic issues, literacy issues, social support (lack thereof), teen moms, cultural issues in US, grief, family transition, tandem nursing, anorexia nervosa and other eating disorders, and Perinatal Mood Disorders.

Medical Terminology (MED221q) 2 credit hours

Dissecting medical terms into recognizable word parts, we decipher what can be an intimidating language, in order to chart appropriately and communicate with other medical professionals. As we go through body systems, this class is an overview of anatomy, physiology and pathology. Lectures weaving in related stories of pregnant women and babies, individual presentations, and a few games spice up the memorization.

Microbiology* (MIC341q) 4 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q). Co-requisite: Microbiology Skills (MIC321q).

Includes classification, microbial reproduction, transmission and control, immunology, diagnosis and treatment of infectious disease in pregnancy.

Microbiology Skills* (MIC321q) 2 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q). Co-requisite: Microbiology (MIC341q).

Skills include use of microscope, wet mounts, staining, cultures, and sterilization techniques.

Midwifery Culture (CUL431q) 3 credit hours

This course focuses on attitudes and laws that have surrounded midwives and the practice of midwifery throughout history and contemporary times. Student examine the role of midwives from ancient to modern times emphasizing the politics of midwifery and how midwives have come together to bring about change.

Nutrition (NUT221q) 2 credit hours

Overview of nutrition concepts including macro- and micro-nutrients, use of supplements, diet analysis, and applications for pregnancy and postpartum.

Perinatal Psychology (PSY221q) 2 credit hours

This course explores women's unique mental and emotional states during the perinatal year, including hormonal physiology.

Pharmacology (PHR421q) 2 credit hours

Registration for this course limited to midwifery program students, midwives and approved community students. Basic pharmacology theory, legend drugs and devices used in a midwifery practice, and administration of medications including injection techniques. Course meets Legend Drugs and Devices educational requirements for Pharmacology and Medications by Injection required for Oregon midwifery licensure.

Physical Assessment I* (PHY221q) 2 credit hours

Co-requisite: Antepartum (ANT251q).

Skills covered include vital signs, SOAP charting, head-to-toe physical assessment (excluding breast and reproductive exams) and universal precautions.

Physical Assessment II* (PHYS312q) 1 credit hour

Prerequisite: Physical Assessment I (PHY221q).

Expansion of skills learned in Physical Assessment I, with additional practice.

Plant Medicine I (PLM321q) 2 credit hours

This course covers techniques for utilizing plants in health care including identifying and harvesting herbs; engaging in hands-on preparation of teas (infusions and decoctions) and tinctures using both scientific and folk method; glycerites and vinegars. Includes an herb walk and field trip.

Plant Medicine II (PLM322q) 2 credit hours

Prerequisite: Plant Medicine I (PLM321q).

Learn about topical applications, preparation of herbal baths, hydrosols, succi, salves and creams. This course includes a field trip.

Plant Medicine III (PLM323q) 2 credit hours

Prerequisite: Plant Medicine I (PLM322q).

Learn preparation of syrups, cordials and elixirs, as well as lozenges and suppositories, oxymels and electuaries. Create herbal formulas and prescriptions. This course includes a field trip.

Postpartum* (PTM251q) 5 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q). Co-requisite: Postpartum Skills (PTM221q).

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

Postpartum Doula (PPD321q) 2 credit hours

Gain knowledge and skills for assisting women after birth, including hormones in the postpartum, maternal changes, infant care, mood disorders, physical care and breastfeeding support.

Postpartum Skills* (PTM221q) 2 credit hours

Co-requisite: Postpartum (PTM251q).

Skills covered include newborn physical and gestational age exam and evaluation, use of growth charts, blood estimation, placenta examination.

Practice Protocols* (PRP411q) 1 credit hour

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

This capstone course brings together student work to create a practice manual of practice guidelines, protocols, forms, information sheets, informed choice forms and other information. Includes practice scenarios with a standardized patient.

Pregnancy and Breastfeeding (LPRE111q) 1 credit hour

A course examining in greater detail the anatomy and physiology of fetal development, maternal health and its effect on the fetus, the fetal environment, and the impact of all this on breastfeeding.

Prenatal Skills* (PRE221q) 2 credit hours

Prerequisites: Antepartum (ANT251q), Physical Assessment I (PHY221q). Co-requisite Intrapartum (INT251q)

This is a hands-on class mostly involving your hands on bellies! Students learn to do full prenatal exams on pregnant models. Also includes gloving and ungloving, sterile technique, diastasis recti assessment, and rebozo use in pregnancy. Highly interactive.

Professional Lactation Standards (LPS231q) 2 credit hours

This course discusses professional ethics, business issues such as self employment topics, record keeping, insurance etc.; credentialing; HIPPA; and professional organizations for Lactation Consultants.

Psychosocial Issues* (PSY441q) 4 credit hours

Prerequisites: Antepartum (ANT251q), Intrapartum (INT251q)

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

Research Methods* (RSM411q) 1 credit hour

Prerequisite: Understanding Statistics (STA221q).

Learn tools, methods and techniques for designing and implementing a research project.

Research Project* (RSP411q) 1 credit hour

Prerequisite: Research Methods (RSM411q).

Registration for this course limited to midwifery program students. This course focuses on the design and implementation of a research project, including definition of a topic, literature review, creation of bibliography and the production of a research paper.

Running a Midwifery Practice* (RUN441q) 4 credit hours

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

Sexually Transmitted Infections (STI311q) 1 credit hour

Prerequisite: Microbiology (MIC341q)

Using lecture, discussion and student presentations, this course covers common and rare sexually transmitted diseases and their causative microorganisms, risk factors, signs and symptoms, diagnosis, and treatment, as well as impact on mother, fetus, and newborn. Diseases covered include syphilis, gonorrhea, chlamydia, herpes simplex, HPV, HIV, hepatitis, chancre, parasites.

Spanish for Birth Professionals (SPA311q) 1 credit hour

An introduction to basic vocabulary and phrasing for birth professionals.

Survey of Other Modalities (SOM321q) 2 credit hours

A survey style course, covering a variety of alternative healing modalities, including chiropractic, flower essences, aromatherapy, body work and hydrotherapy, with indicators for referral.

Suturing (SUT421q) 2 credit hours

Prerequisite: Intrapartum (INT251q)

Registration for this course is limited to midwifery program students, midwives and approved community students. Skills include materials and equipment selection, perineal evaluation, repairs of first and second degree lacerations, use of local anesthetics and episiotomy. This course meets Legend Drugs and Devices

educational requirements for Suturing required for Oregon licensure.

Understanding Medical Literature (UML221q) 2 credit hours

Basic statistical concepts, types of medical literature, critical analysis, "evidence-based" practice.

Well-woman Gynecology* (GYN341q) 4 credit hours

Co-requisite: Gynecology Skills (GYN331q)

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

Working Cross Culturally (WCC411q) 1 credit hour

Using lecture, discussion, guest speakers, and student presentations, this course covers general principles of working with someone from a culture other than your own, with focus on specific religious and ethnic groups, and their beliefs and practices in the childbearing year.

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Midwifery Program

Midwifery Program Objectives

- To graduate students with a midwifery knowledge base that is current and covers all of the MANA Core Competencies.
- To train students in midwifery skills including those required by NARM.
- To assist students in acquiring clinical experience.
- To train students with competence in basic research and information literacy skills.
- To provide students with midwifery applications for a variety of therapeutic modalities.
- To prepare students to provide individualized midwifery care.
- To teach and promote biodynamic birth principles.
- To use diverse methodologies based on biodynamic educational principals that encourage integration of intellect, senses, intuition, and judgment in learning situations.
- To support students with reaching their midwifery educational and professional goals.
- To encourage an evolving awareness of professional ethics and relationships with peers, preceptors, clients and others as articulated in the *MANA Statement of Values and Ethics*.
- To encourage and support students to be change agents in their communities.

Guiding Principles and Philosophy

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

- Midwives are trained independent practitioners who are specialists in natural, vaginal childbirth, in well-woman gynecology and in mother-baby care.
- 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 woman 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 women, rather she assists women as they empower themselves.
- Midwives provide continuity of care throughout the reproductive year, and integrated care for the woman, infant, and family.
- The focus of midwifery care is the childbearing woman and her family. Pregnancy and birth are major life experiences of the childbearing woman, not the birth attendant.
- Midwives honor and support a woman's right to make her own decisions. 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 mother 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 women and families are responsible for the outcomes of their own decisions, midwives have responsibility for maintaining a safe situation. Skills must be kept current and knowledge updated so that the midwife can optimally perform her tasks of overseeing the progress of pregnancy, labor, and postpartum; providing well-woman gynecological care; observing signs and detecting problems; promoting health and encouraging prevention; and utilizing midwifery knowledge and skills to rectify problems or consult/refer as appropriate.

Certificate in Midwifery

Certificate in Midwifery consists of:

- 60 quarter credit hours in Midwifery Core Courses
- 56 quarter credit hours in Midwifery Supplemental Courses
- 6 quarter credit hours in Elective Courses
- 30 quarter credit hours in Clinical Training Credit
- 152 quarter credit hours of coursework

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

- Completion of all required coursework. For complete course listing see *MIDWIFERY CURRICULUM*.
- Completion of independent learning requirements, including cohort attendance.
- All financial obligations to Birthingway are paid in full.
- Documentation of midwifery skills, practice and assessment are completed on college approved forms.
- Successful completion of *Midwifery Integration* oral exam. See *GRADUATION PROCESS*.
- Successful completion of written comprehensive exam; you may substitute the NARM exam for the in-house exam.
- Clinical Requirements (see *CLINICAL EXPERIENCE*)
 - Doula Role – 5 hospital births
 - Assistant/Active Participant Role – 25 out-of-hospital births
 - Assistant/Active Participant Role – 25 prenatal exams
 - Primary Role under supervision – 25 births
 - Primary Role under supervision – 75 prenatal exams, including 20 initials
 - Primary Role under supervision – 25 newborn exams
 - Primary Role under supervision – 40 postpartum exams
 - Continuity of Care -- 15 supervised primary clients

If you graduate with the certificate and later wish to receive the Bachelor of Science in Midwifery (BSM) degree, you have an additional three years after graduation to transfer the General Education credits required for the degree to Birthingway. This option is not available beyond three years after graduation. To have a BSM degree issued with no additional curricular requirements, you must submit official transcripts to the Student Affairs Coordinator within the three year time frame. If you qualify for the degree, you must submit a *Convert Certificate to Degree* form with the \$100 graduation fee.

Bachelor of Science in Midwifery

Bachelor of Science in Midwifery consists of:

- 60 quarter credit hours in Midwifery Core Courses
- 56 quarter credit hours in Midwifery Supplemental Courses
- 6 quarter credit hours in Elective Courses
- 30 quarter credit hours in Clinical Training Credit
- 45 quarter credit hours General Education
- 197 quarter credit hours of coursework

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

General Education Requirements

An official transcript from an approved college must be submitted to document the following coursework in the Liberal Arts and Sciences, with a grade of at least C/2.0. The Student Affairs Coordinator reviews the transcripts for appropriate transferable courses.

- 9 quarter credit hours of English composition
- 9 quarter credit hours of Humanities: language, literature, philosophy, religious thought, fine arts (not emphasizing performance skills)
- 9 quarter credit hours of Social Studies or Sciences: anthropology, cultural geography, general history, religious history and culture, economics, political science, general psychology, sociology
- 9 quarter credit hours of Natural Sciences: biology, biological physiology, chemistry, physics, geology and physical geography, mathematics
- 9 additional quarter credit hours in any Humanities, Social Studies or Natural Sciences coursework

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

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

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

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

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 E: CREDENTIALS COMPARISON CHART*.

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

Technical Standards for Midwifery Integration

A midwifery diploma from Birthingway signifies that the holder is a midwife prepared for entry into active practice. Candidates for graduation must have the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of client care. **Therefore, the following abilities and expectations must be met and maintained 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 are encouraged to contact the Student Affairs Coordinator.

- You must be able to observe demonstrations and experiments in the basic sciences.
- You must be able to learn to conduct basic office lab procedures.
- You must have sufficient use of the sensory, visual, hearing, and motor systems, and the somatic sensation necessary to perform a physical examination.
- You must be able to perform clinical care activities such as palpation, auscultation, percussion, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the movements, equilibrium and functional use of the senses of touch, hearing and vision. A complete list of required skills can be found in our *Skills Assessment Checklist*. Please contact our Student Affairs Coordinator.
- You must be able to learn to respond with precise, quick, and appropriate action in emergency situations.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and positive relationships with clients, midwives, other care providers and colleagues.
- You must have the perseverance, diligence and consistency to complete the midwifery school curriculum. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments; to display flexibility and to function in the face of uncertainties inherent in the clinical problems and needs of many clients.

Prerequisites to the Midwifery Program

Prerequisites may be in progress at the time of application. However, acceptance into the program is final pending successful completion of prerequisites, with documentation submitted to Birthingway, by December 31st.

Birthingway is not able to offer financial aid for Midwifery Program prerequisites.

The following prerequisites are required for admission into the Midwifery program for certificate and degree seeking students:

Human Anatomy and Physiology Course

- Applicants must have completed an Anatomy and Physiology course of at least 4 quarter credits or 3 semester credits that covers all of the body systems. This course must have been taken at an accredited post-secondary institution, with a final grade of at least 3.0 (B).
 - If you are transferring credits using other systems (units, clock hours, etc.), please contact the Student Affairs Coordinator for assistance in planning your program.
- 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.
- 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.
- Birthingway offers the course *Anatomy and Physiology for Birth and Lactation Professionals* that fulfills this prerequisite.

Labor Doula Workshop

- Applicants must have completed an approved Labor Doula course or workshop.
- Birthingway offers an intensive Labor Doula Workshop entitled *Assisting Women with Birth* that fulfills this prerequisite.
- Other approved Labor Doula programs include ALACE, DONA, ICEA, Birthworks, and Birth Arts Doula Program. We will not accept distance courses for our Labor Doula prerequisite. For approval of additional programs, please contact the Student Affairs Coordinator.
- Labor Doula Certification is not a requirement.

Writing Course

Birthingway does not currently offer a college-level expository writing course that fulfills this prerequisite. Applicants must have done at least one of the following:

- 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.
- Taken proficiency testing and received at least 4 quarter credits or 3 semester credits in English Composition at an accredited post-secondary institution.
- Received Advance Placement (AP) credit for English Composition that transferred to an accredited post-secondary institution and in which at least 4 quarter credits or 3 semester credits were received.
- Submitted a written letter from a college professor to the Student Affairs Coordinator stating that a completed course had a heavy writing component and that the applicant's writing ability in the course demonstrated at least a grade of B. This fulfills the prerequisite only and will not count toward general education requirements.

Application to the Midwifery Program

Those who are interested in the Midwifery Program are encouraged to tour Birthingway and observe a class. Please contact us for an appointment. We also encourage potential applicants to attend the workshop *So, You Want to be a Midwife?* which is generally offered at the College in late summer. An information packet, including an application, will be sent upon request at no charge. The official *Student Handbook and Catalog* is available for \$15.00 or it may be accessed at our website www.birthingway.edu. All enrolled students receive the catalog free of charge at matriculation.

Admission to the Midwifery Program is by application. The application and non-refundable \$50 application fee are due at the College or postmarked no later than the application deadline of October 15th. The College recommends that the applying student keep a copy of their application. Late applications will only be considered for admission if space is available after all other applicants have been considered.

Application to Birthingway includes three-steps:

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

1. Written Application

The complete written application includes:

- The completed *Application for Admission to Midwifery Program*, including your signature indicating that you meet the *Technical Standards for Midwifery Integration*. See *TECHNICAL STANDARDS FOR MIDWIFERY INTEGRATION*.
- Answers to the essay questions.
- Copy of high school diploma, GED or other equivalency certificate, or high school transcript.
- 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 English Composition course that meets our requirements.*
- Documentation of successful completion of an approved Labor Doula workshop or course.*
- Two written letters of recommendation (from people not related to the applicant) sent directly to the college from the references. Fax or e-mail is acceptable provided a mailed copy follows with an original signature.
- Any outstanding Birthingway account balance must be paid in full.
- \$50 Application fee.

*Students enrolled in classes to meet admission prerequisites at the time of application must provide documentation of the final grades no later than December 31 unless the class is taken at Birthingway, whereupon documentation will be provided by the college.

Applications are screened for completeness. A letter is sent notifying the applicant when all information has been received or if more information is needed.

2. Interview

Personal interviews with the Admissions Committee are held in late October and November for applicants living in geographical proximity to the college. For applicants living at a distance from the college, interviews are generally held during the third week of November in conjunction with the *Meet and Greet* reception. See *MEET AND GREET*.

The purpose of the interview is to familiarize the applicant with the program and to learn more about an applicant in order to assess if a good match exists between the college and the applicant. Content of the interview may include the following:

- Review and discussion of the candidate's application.
- Discussion of unique features of the college: emphasis on relationship, on traditional midwifery, on personal integrity and responsibility, on the college community, on evaluation and learning methods
- Discussion of ways in which students learn from others. Specifically, students are expected to participate in class discussions, to prepare and study for each week's lesson, and to participate in hands-on learning of clinical skills using each other. In that regard, applicants will discuss with the interview team at the interview their thoughts about participation in vaginal exams, blood draws and other procedures.
- Discussion of the ways in which each student's unique history and experiences will shape her learning and future midwifery practice.
- The nature of the program. Birthingway is a small college, consciously structured on the traditional apprenticeship model of relationship, rather than on an institutional style. Face-to-face interaction and personal responsibility are emphasized.
- Other questions and concerns.

3. Meet and Greet

A *Meet and Greet* reception is held on the third Friday in November each year. All applicants are strongly encouraged to attend; current students are expected to attend. Area midwives, faculty, and former students are also welcome. Input from the college community is a vital part of application evaluations and presence at the reception greatly improves an applicant's chances of acceptance. Not attending the *Meet and Greet* may put an applicant at a disadvantage.

Admissions Committee

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

Admissions Buddy

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

Application Evaluation

In evaluating applications, the following factors will be considered:

- Completeness and clarity of the application
- Responses to the essay questions on the application, including correct spelling, grammar and conventions
- Responses to interview questions
- Meet and Greet small group input
- Completion of all prerequisites including compliance with Technical Standards for Midwifery Integration
- Time available to study, to be available for clinicals, 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
- Previous study in midwifery, including attendance at midwifery conferences, study groups, workshops, meetings, apprenticeships, reading midwifery-related books and journals
- Academic training and coursework in areas related to midwifery, such as early childhood development, genetics, nutrition, child development, psychology
- Demonstration of commitment to midwifery as an autonomous profession through a history of membership and involvement in midwifery organizations and causes
- Feedback from instructors regarding any coursework taken at Birthingway prior to or during the application process.

A high priority is given to applicants currently residing in communities that need or desire midwifery services. People of color and those fluent in languages other than English are encouraged to apply.

Birthingway College of Midwifery strives to foster an environment of diversity and acceptance. The College does not discriminate on the basis of race, ethnic identity, national origin, religion, age, marital status, gender, sexual orientation, or socio-economic status. Concerns regarding this policy can be addressed to the Title IX coordinator, J. Reid, 12113 SE Foster Rd., Portland, OR 97266, 503-760-3131, or by contacting the Office of Civil Rights at 400 Maryland, SW, Washington D.C. 20202-1100, 1-800-421-3481.

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

Enrollment and Matriculation

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

Registration materials for spring term will be sent to incoming students. New students must register by the registration deadline of spring term. If you have not registered within one week after the registration deadline, Birthingway will assume you are not going to register and will invite the next person on the waiting list to fill your position.

You must attend *New Student Orientation* and the first class day to be considered matriculated. If unable to attend either of these days due to an emergency, you **MUST** contact the college and inform the Student Affairs Coordinator that you will not be attending. If you enroll and register but fail to matriculate at the beginning of the academic year 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*.

Midwifery Curriculum

Birthingway College of Midwifery's midwifery curriculum includes three components:

1. midwifery core courses (60 credits)
2. supplemental and elective courses (62 credits)
3. clinical training credit (30 credits)

You may choose to take more than the minimum 30 clinical training credits, but no more than a maximum of 45 credits to prevent Satisfactory Academic Progress conflicts. See *SATISFACTORY ACADEMIC PROGRESS*.

Recommended Course Sequence

First Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Antepartum (ANT251q)	5
		Physical Assessment I (PHY221q)	2
	Supplemental	Medical Terminology (MED221q)	2
		Nutrition (NUT221q)	2
		Understanding Medical Literature (UML221q)	2
Total			13
Fall	Core	Intrapartum (INT251q)	5
		Prenatal Skills (PRE221q)	2
	Supplemental	Breastfeeding I (BRF211q)	1
		Childbirth Educator (CBE241q)	4
		Fetal Assessment (FET211q)	1
Total			13
Winter	Core	Postpartum (PTM251q)	5
		Postpartum Skills (PTM221q)	2
	Supplemental	Breastfeeding II (BRF222q)	2
		Homeopathy (HOM221q)	2
		Infancy (INF221q)	2
Total			13

Second Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Microbiology (MIC341q)	4
		Microbiology Skills (MIC321q)	2
		Physical Assessment II (PHYS312q)	1
	Supplemental	Botanicals I (BOT331q)	3
		Communications I (COM321q)	2
		Plant Medicine I (PLM321q)	2
Total			14
Fall	Core	Well-woman Gynecology (GYN341q)	4
		Gynecology Skills (GYN331q)	3
	Supplemental	Botanicals II (BOT332q)	3
		Communications II (COM312q)	1
		Plant Medicine II (PLM322q)	2
		Sexually Transmitted Infections (STI311q)	1
Total			14
Winter	Core	Complex Situations I (CPX341q)	4
		Hematology Skills (HEM321q)	2
	Supplemental	Botanicals III (BOT313q)	1
		Chinese Medicine (CHM311q)	1
		Communications III (COM313q)	1
		Plant Medicine III (PLM323q)	2
		Survey of Other Modalities (SOM321q)	2
Total			13

Third Year of Midwifery Program			
Term	Type	Course Name	Credit Hours
Spring	Core	Complex Situations II (CPX442q)	4
		Critical Care Skills I (CCS421q)	2
	Supplemental	Breastfeeding Skills (BFS411q)	1
		Midwifery Culture (CUL431q)	3
		Suturing (SUT421q)	2
	Total		
Fall	Core	Critical Care Skills II (CCS422q)	2
		Psychosocial Issues (PSY441q)	4
	Supplemental	Ethics (ETH421q)	2
		Human Genetics (GEN431q)	3
		Research Methods (RSM411q)	1
		Working Cross Culturally (WCC411q)	1
Total			13
Winter	Core	Differential Diagnosis (DIF431q)	3
		Running a Midwifery Practice (RUN441q)	4
	Supplemental	Pharmacology (PHR421q)	2
		Practice Protocols (PRP411q)	1
		Research Project (RSPO411q)	1
	Total		

We recommend students complete 2-quarter credit hours of electives each year.

We also recommend that students begin clinical training with a preceptor in their second year and complete at least 15 Clinical Training credits during second year and 15 Clinical Training credits during third year. See *CLINICAL EXPERIENCE*.

Skills Acquisition

Skills acquisition in the Midwifery Program includes an introduction to, practice of and evaluation of skills in the classroom, as well as hands-on exposure to skills through clinical training with one or more midwifery practices. Students are introduced to, and practice, the *Basic Skills for Entry Level Midwifery*, required by the North American Registry of Midwives (NARM). In addition, students learn appropriate behavior, communication and relationship skills, teaching and counseling skills, and decision-making ability in the classroom and clinical setting.

In the classroom, students practice skills on one another, including invasive procedures such as IV skills and vaginal exams. You will not be paid for modeling in your own classes. You can model for other classes and will be paid according to Birthingway's Skills Models policy. See *CLASSROOM SKILLS PARTICIPATION*.

In skills courses, you will receive *Classroom Skills Documentation* forms which list each of the skills taught and the number of times you must demonstrate the skill before passing the course. The Student Affairs Coordinator reviews the classroom skills documentation before the you graduate to assure that all of the skills have been completed.

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

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

Classroom Skills Participation

In order to build empathy and relationships of trust, you will mostly practice skills on your classmates. To serve as a model for skills classes at Birthingway, all models (including students serving as models to their classmates) must:

- be at least 18 years old or, in the case of a child model, the parent must be at least 18 years old
- be in good physical and mental health
- sign a *Waiver of Liability for Clinical Skills Models* form

Participate as a model is required in all skills courses.

Physical Assessment Skills

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

Gynecological Skills

You should anticipate both giving and receiving genital and internal pelvic exams weekly during the course. This may include: breast exams, pelvimetry, external genitalia exams, bimanual exams, performing PAP smears, collecting vaginal/cervical cultures, fitting diaphragms and cervical caps. You are expected to participate as models even during your menstrual period. See *BEING EXCUSED FROM SKILLS PARTICIPATION*.

Venipuncture and IV Skills

You are expected to become competent in venipuncture and IV skills. Once a baseline of ability has been established by practicing skills on classmates, Birthingway will provide some models for venipuncture and IV practice. This benefits students by giving them exposure to a greater variety of veins while resting the students' arms.

Using a Substitute Model

You may, as an occasional option later in the course, provide your own models as a substitute for yourself in

skills courses. Models must meet the skills participation criteria. This includes signing the *Waiver of Liability for Clinical Skills Models* form. You must pay your substitute model out-of-pocket, or the model must agree to provide the service free of charge. If interested in using a substitute model, please speak with your teacher.

Excuse from Skills Participation

If you have, or develop, a physical condition that precludes you from being able to participate in skills practice as a model, you must fill out a *Special Circumstances Petition* form requesting to be excused and asking to have a model provided in your place. Documentation of the condition must be provided. See *SPECIAL CIRCUMSTANCES*. If approved, Birthingway will provide and pay for a model for the duration of the term or series. You must still complete all skills and pass all skills exams.

Children in the Skills Classroom

Models are encouraged not to bring young children with them to the skills session, but in the event she or he has an accompanying child (such as a breastfeeding infant), a Birthingway student must watch them at all times. Under no circumstances are children allowed in the skills classroom if sharps may be used; if they may be exposed to blood or biohazards; or if gynecology exams may be performed.

Independent Learning Requirements

Cohort Time

Students matriculating into the Midwifery program in the same academic year are considered a *cohort*. This group of students follows the midwifery core course sequence together. This includes sharing the same core day.

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

On core days there are approximately 90 minutes between morning theory and afternoon skills classes. The first 45 minutes are set aside for lunch. The next 45 minutes are set aside for *Cohort* meeting time, which is held in the classroom. Second and third year students will have an additional 30 minutes for birth stories/peer sharing.

Practice Materials

Throughout the program, you will be writing and compiling materials which will later be useful in your midwifery practice, including protocols, informed choice forms, information sheets and care forms. Practice materials are assigned and evaluated as coursework in many program classes, and are brought together in the final, capstone Practice Protocols course.

Signs and Symptoms Book

You will also compile a Signs and Symptoms book throughout the program. Specific signs and symptoms additions are assigned and evaluated in the following core courses: Antepartum, Intrapartum, Postpartum, Microbiology, Gynecology, Complex I, Complex II, and Psychosocial Issues. In addition to being a helpful aid in midwifery practice, the Signs and Symptoms book serves as a text for the Differential Diagnosis course. You will be required to pay a fee to cover costs associated with reviewing this book during these courses. The fee is listed on the registration form each term.

Clinical Training

Use of the term *Clinical Training*

Apprenticeship is a term that has been used traditionally in midwifery to describe the period of specialized clinical training with an experienced midwife. Much of the midwifery community continues to use this language. However, in many states, including Oregon, the term apprenticeship is reserved legally to mean a period of paid training in specific, approved industries. For this reason, Birthingway now 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.

Clinical Training Workshop

Before beginning clinical training with a preceptor, you must attend the Clinical Training Workshop which is offered every year during winter term. We will discuss the clinical training process; review client care and clinical credit documentation; review the skills assessment checklist; and have a student panel to discuss the lifestyle of a student in their clinical training. If timing makes attendance to this workshop impossible, the student must schedule a meeting with the Student Affairs Coordinator to go over clinical training requirements.

Intent to Begin Clinical Training form

If you are planning to begin clinical training for the first time **or** to start clinical training under the supervision of the new preceptor, you must submit an *Intent to Begin Clinical Training* form to the Faculty Coordinator. If you plan on working with a preceptor who has not yet been approved by Birthingway, please submit this form at least one month before you plan to begin clinical training. This form is available from the Faculty Coordinator.

Placement Assistance

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

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

The college maintains a list of approved preceptors. If you wish to have Birthingway's assistance in locating a preceptorship, please contact the Faculty Coordinator for a *Preceptorship Questionnaire*. Submit completed questionnaires to the Faculty Coordinator. Birthingway will forward all questionnaires on file to midwives seeking a student and encourage them to contact you in a timely manner. 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. You must request a new questionnaire if your information changes. The Faculty Coordinator may request new questionnaires after a prolonged period--usually one year.

Birthingway may know the outcome of a preceptorship search and may inform you as a courtesy, but we are not responsible for notification nor the outcome once the questionnaires are given to a midwife. Please keep your information and interviews confidential. Please refrain from speaking with other students until the process has been finalized and the midwife has made a decision. We encourage you to share your experience of the process with staff so that Birthingway can monitor how approved preceptors work with students.

Due to the limited numbers of preceptorship sites in Portland, Birthingway strongly encourages students to seek their clinical training in other areas. We have a list of sites in a variety of locations that are looking for students. If you are interested in clinical training abroad, see *CLINICAL TRAINING AT INTERNATIONAL SITES*.

Your preceptor may have additional requirements beyond those of Birthingway. It is up to you and the preceptor to negotiate expectations. Birthingway has created the Preceptor-Student Relationship Guide for use in discussing the preceptorship. You should inform the Faculty Coordinator of educational issues with your preceptor. For example, if you feel that a preceptor does not provide the guaranteed number of hours of work for the clinical experience credit during a term.

Clinical Training Credit Registration

You may register for Clinical Training Credit if you have:

- attended the Clinical Training Workshop
- submitted your *Intent to Begin Clinical Training* form, and
- found a Birthingway-approved preceptor.

To register for clinical training each term, you must submit a completed *Registration* form, a completed *Preceptor/Student Contract* and appropriate payment.

With the *Preceptor/Student Contract*, 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*. Hours are determined in increments of 20 work hours per clinical training credit. With your input, the preceptor determines the number of work hours. 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. This contract must be signed by both you and your preceptor.

Late Registration for Clinical Training Credit

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

No clinical training registrations are accepted later than 8 weeks into the term.

Clinical Requirements

You must spend a minimum of twelve months training with an approved preceptor while completing the following minimum clinical requirements:

- Doula Role – 5 hospital births
- Assistant/Active Participant Role – 25 out-of-hospital births
- Assistant/Active Participant Role – 25 prenatal exams
- Primary Role under supervision – 25 births
- Primary Role under supervision – 75 prenatal exams, including 20 initials
- Primary Role under supervision – 25 newborn exams
- Primary Role under supervision – 40 postpartum exams
- Continuity of Care -- 15 supervised primary clients

All 25 Assistant/Active Participant role and 25 Primary role births must be planned out-of-hospital births. Planned out-of-hospital births that result in medical transport to a hospital in labor may be counted toward the 5 hospital doula births. In addition to the 5 doula births, up to 5 transports may be counted in either the Assistant/Active Participant role or the Primary role. Never more than 2 of the transports may be counted in the Primary role. In this situation, you must go with the client to the hospital and provide support until the birth is resolved and through the immediate postpartum. Transports may not be used for continuity of care.

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

Appropriate Duties

Direct client care must constitute at least 75% of the work performed. Direct client care includes prenatal visits, labor support, birth, newborn care, postpartum visits, phone conversations with client, providing client education.

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

- Processing lab work
- Filing client information
- Charting

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

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 through the College. This notebook must be submitted for review when you apply for graduation. See *GRADUATION PROCESS*.

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

You must document *Continuity of Care* on 15 of the required supervised primary clients. *Continuity of care* is defined by NARM as a minimum of four prenatal visits, the birth, the immediate postpartum care, the newborn exam, and one postpartum visit by the same birth attendant for the same client. For information on NARM requirements for clinical supervision and documentation, see *APPENDIX D: NARM CLINICAL SUPERVISION AND DOCUMENTATION REQUIREMENTS*. For more on NARM, visit www.narm.org.

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

Low Volume Birth Services / Sites Requirement

Birthingway requires students to complete most of their clinical training with midwives who maintain continuity of care within a low-volume setting. A practice is considered high volume if it requires a student to attend more than 8 births in any *given* month, or average more than 60 hours total of work per week, even if continuity of care is maintained.

None of the 25 Assistant/Active Participant role births can be high volume. Of the 25 supervised Primary role births, the first five cannot be high volume. Up to ten of the remaining 20 supervised primary role births can be high volume.

To prevent interference with class time, **first and second year core students may not have more than four clients due in any given month**. If you have completed your academic work and are working exclusively in clinical training, you may request an exception to the high volume policy after conferring with the Midwifery Program Coordinator. To verify if a particular site is classified as a high volume birth service, consult the Midwifery Program Coordinator or Faculty Coordinator.

Receiving Clinical Training Credit

To receive clinical training credit, you must submit the following documents to the Student Affairs Coordinator by the end of the term:

- Two time sheets with the hours you have worked during the term. The preceptor must sign off on the time sheets.
- *One Evaluation of Preceptor by Student* form
- *One Evaluation of Student by Preceptor* form
- *Skills assessment Checklist*. See *SKILLS ACQUISITION*.

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

In addition, any individual credit hour not completed will be graded *Withdrawn*, per Birthingway's standard grading procedure. For example, if you register for 3 clinical training credits, but only worked 30 of the 60 hours, you would receive one credit hour graded *Complete* and two credit hours graded *Withdrawn*. See *GRADING*.

You may request a Special Circumstances Petition to request additional time or allowances for turning in specific paperwork. Under no circumstances, however, may a petition be approved that requests permission to complete the work in a different term. See *SPECIAL CIRCUMSTANCES PETITION*. Each individual Clinical Training Credit hour is processed separately. The credit awarded will not be retroactively adjusted. We will not increase nor decrease the amount of credits earned based on more or less work completed during the term.

Clinical Training at an International Site

If you desire to complete clinical training at an international site, you must submit a written proposal and have it approved by the Special Circumstance Committee and the College President before training internationally. For the training site to be approved, you must show how this placement fits your goals more appropriately than a preceptorship within the United States. The proposal should be submitted at least 12 weeks before the you plan to begin the preceptorship. For more information, contact the Student Affairs Coordinator.

Advanced Student Midwife Status

If you have completed a significant amount of time and birth numbers in clinical training above and beyond national standards, and have met all the following qualifications but have not yet graduated, you may qualify as an Advanced Student Midwife.

Once the status of Advanced Student Midwife is granted, a maximum of 6 months can be counted before graduation toward the 18-month time requirement to become a Birthingway approved preceptor. A minimum of 12 months experience beyond graduation as a primary midwife will be required prior to becoming a Birthingway approved preceptor. All other preceptor requirements must also be met. See *APPENDIX H: BIRTHINGWAY PRECEPTOR QUALIFICATIONS*.

Although no minimum number of births must be completed during the Advanced Student Midwife period, it is our hope that with this Advanced Student Midwife status, you will gain increased experience while under supervision and become a more confident midwife as a result.

Qualifications to be an Advanced Student Midwife

You may be defined as an Advanced Student Midwife when the following criteria are met:

- You have documented, and Birthingway has verified, completion of all clinical requirements. All Assistant/Active Participant and Primary role experiences must be under the physical supervision of an approved preceptor as defined by NARM and Birthingway policies.
- You have finished all clinical training credits.
- Your skills and clinical documentation indicates at least one year of clinical training experience.
- You have current certification in neonatal and infant/adult CPR.

- You have completed the midwifery curriculum, except *Research Project* and elective courses.
- You have completed all Birthingway clinical requirements, and skills documentation has been submitted and approved.
- You have submitted a completed *Advanced Student Midwife Application* to, and received approval from, the Student Affairs Coordinator.
- Your preceptor has agreed to the new status and a new contract has been signed by both you and your preceptor indicating the new status.

Duties of an Advanced Student Midwife

As an Advanced Student Midwife, you must still provide client care under supervision of an approved preceptor, who remains responsible for the your actions and outcomes. However, the supervision of an Advanced Student Midwife does not require the physical presence of the preceptor at all times. Supervision can occur from a distance, including telephone contact. The preceptor must plan to physically be in attendance at all births and for the following procedures:

- IV skills
- Suturing
- Administration of all medications
- Well-woman care
- Counseling and fitting of barrier methods of birth control

Please note that you must be under full supervision of an approved preceptor until you graduate or Advanced Midwife Status is granted.

Responsibility for the Advanced Student Midwife and her actions remains with the supervising midwife. The birth outcome is always the responsibility of the preceptor.

Graduation from the Midwifery Program

Midwifery students may qualify for graduation at any time during the year. You must notify the Student Affairs Coordinator (SAC) of your intent to graduate either in writing or by indicating so on your registration form for the term in which you plan to graduate. Once notification has been received, the SAC will contact you to discuss the graduation process. You are responsible for ensuring that all graduation requirements, including General Education requirements, are complete.

You will receive:

- **Graduation Process Checklist** for use as a reference and to check off each step of the process as they are completed.
- **Graduation Fee Payment form** used to submit the required \$100 Graduation Fee to the Finance Coordinator. This form and payment must be submitted before graduation can happen.
- **Client Care Documentation Book Verification Fee Payment form** used to submit the required \$200 verification fee to the Finance Coordinator. The verification fee must be submitted with the clinical documentation.

Graduation Process

The graduation process then consists of the following nine steps:

1. You must meet with the Midwifery Program Coordinator (MPC) to review the your academic file and to confirm that all coursework is complete. All coursework with *Incompletes* or coursework *In Progress* must be turned in by the last class day of your final term to allow time for faculty evaluation.
2. The MPC will then verify your classroom skills documentation is complete. If any discrepancies or omissions are noted, you and the MPC will make a plan to follow-up in the areas of concern.
3. You must submit all required clinical documentation (including the *Client Care Documentation Book* and the *Skills Assessment Checklist*) to the MPC **no later than 4 weeks prior to the end of the term in which graduation is planned**. The \$200 Client Care Documentation Verification fee must be submitted with the clinical documentation. See *REVIEWING AND VERIFYING CLIENT CARE DOCUMENTATION*.
4. You will prepare for and arrange your *Midwifery Integration* oral exam. This exam demonstrates your ability to weave together judgment, knowledge, skills, clinical assessment, decision-making and perceptions into appropriate diagnosis and action plans. You must select at least three committee members. The committee must include at least one core theory instructor and one preceptor you have worked with. You are responsible for providing the names of your committee members to the SAC and for scheduling the exam date. Once the exam is scheduled, the MPC will forward a copy of the exam with an explanatory letter to the committee members. You may only attempt the oral exam three times.
5. You must pass a comprehensive written in-house exam. The NARM certification exam may be substituted. See *NARM EXAM*. If taking the in-house exam, you must schedule the exam with the MPC. The MPC will give you a study guide and the *In-House Exam Fee Payment* form, which must be completed and returned with payment to the Finance Coordinator. If taking the NARM exam, you must provide the MPC with a copy of the letter from NARM stating that you have passed the NARM exam.
6. If you intend to earn the B.S.M. degree, the MPC will review your official college transcripts for the completion of the general education requirements and confirm your eligibility for the degree. You are responsible for supplying official transcripts.
7. You must ensure all library materials are accounted for and any fines are paid. Please contact the Librarian.
8. Financial Aid recipients must complete Exit Counseling for student loans. Please contact the Financial Aid Officer.
9. All financial obligations, including payment of Graduation Fee, to Birthingway must be met. Please contact the Finance Coordinator.

Once all steps are completed, the MPC will notify the Registrar that you have qualified for graduation. The Registrar will create a diploma and send a copy to NARM, if applicable.

Graduation ceremonies are held as warranted by the number of graduates, usually once a year in spring 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. See *REGISTRATION EXCEPTION FOR STUDENTS TAKING NARM*.

Reviewing and Verifying Client Care Documentation

You must submit your *Client Care Documentation Book* and *Skills Assessment Checklist*. The MPC will verify that it is complete and return your documentation to you with any required changes within two weeks.

If the *Client Care Documentation Book* meets NARM's but not Birthingway's requirements, the book must be resubmitted and verified again later to assess that Birthingway College of Midwifery requirements are met. A *Client Care Documentation Re-Verification Fee* of \$50.00 will be assessed.

The MPC reviews 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 she approves. The MPC will confirm that there is a record of the clinical experience correlated with each logged item, and will verify that the dates match and that the record is complete to assure that you met the clinical requirement. 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 one calendar year. If any of these items are missing, the MPC will return the book to you so that the appropriate information may be completed.

The MPC will 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

Once all required documentation is verified, the MPC will retain the original signature pages of the documentation. You will receive a copy of the signature page along with a letter confirming that your documentation meets Birthingway's requirements. The remainder of the *Client Care Documentation Book* is returned to you.

You must also have your preceptor sign off on your Ready for Independent Practice form. Please see the MPC for more information on this requirement.

NARM Exam

Most of Birthingway's midwifery students choose to take the NARM examination as their graduation exam. Choosing to do this rather than using Birthingway's in-house comprehensive exam may delay your completion of the program. If you wish to take the NARM exam, visit www.narm.org for current information on NARM's application and testing procedures and exam schedules.

If you plan to sit for the NARM exam prior to graduation from Birthingway, you must do the following prior to applying for the NARM exam:

- Have a written plan for completing courses no later than the end of the term in which NARM is taken. If NARM is taken in August, this would be the end of fall term. The plan must be approved by the Midwifery Program Coordinator.
- Meet all NARM experience requirements. See NARM Candidate Information Bulletin for NARM experience requirements.
- Submit all NARM required documents including practice guidelines, informed consent form, and emergency care plan.
- Have the MPC verify that all of the skills on the NARM Skills Checklist are signed off.
- Schedule your *Midwifery Integration* oral exam. See *GRADUATION PROCESS*.

Birthingway will send a confirmation letter to NARM after the above items have been completed. After applying, but prior to taking the NARM exam, you must pass Birthingway's Oral Integration exam.

All Birthingway experience requirements (which exceed the NARM requirements) must be completed and documentation verified by the end of the term in which the NARM is taken in order to graduate.

Registration Exception for Students Taking NARM

If you intend to graduate, you do not need to register for the next term *only* if all of the following criteria are met:

1. You are taking the NARM exam and expect to graduate before the next term begins.
2. You will have completed all graduation requirements by the end of the current term.
3. You will have completed all steps in the graduation process *except* for getting the results of your NARM exam.

If you do not register, but then do not pass the NARM exam, you will need to register and pay the registration fee for the next term. If you have met all of the above requirements, registered and paid the registration fee before the first day of the term, no late registration fee will be charged.

Midwifery Program Costs

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

Application Fee (non-refundable)	\$ 50
Enrollment Fee (non-refundable)	\$ 150 upon initial enrollment only
Registration Fee (non-refundable)	\$ 50 per term
Technology Fee	\$ 15 per term
Tuition – Academic Credit	\$ 369 per credit hour
Tuition – Clinical Training Credit (Midwifery Program)	\$ 94 per credit hour
Signs and Symptoms Book review fee	\$ 25 per core course
LLP Credit	\$ 369 per credit hour
Auditing Fee	\$ 369 per credit hour
Client Care Documentation Verification	\$ 200
Client Care Documentation Re-Verification	\$ 50
Comprehensive Exam Fee (if taken in house)	\$ 100
Graduation Fee	\$ 100

Coursepack and Lab Fees vary by course. Tuition is subject to annual increases. **Please anticipate a 7 to 10% increase each year.**

2011-12 Academic Year (average)

	Tuition & Fees	Texts, Equip	Total
1st Yr.	16,192	1,277	17,469
2nd Yr.	18,234	606	18,840
3rd Yr.	17,236	331	17,567
Total (Entire Program) based on current, average academic year costs:	51,662	2,214	53,876

Costs in this table are an average based upon the recommended course sequence and actual fee, text and supplies from last academic year. Actual individual costs may vary.

Lunch Costs

You are expected to take a turn in providing lunch for your entire core class, approximately once every 4-6 weeks, depending on size. See *LUNCH*.

Midwifery Equipment

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

Midwifery Program Policies

Cohort Year / Catalog Year

Each cohort is required to complete the graduation requirements defined in the catalog for their matriculation year. For example, if you matriculate in spring 2011, you must complete the program graduation requirements laid out on the 2011-12 Student Handbook and Catalog.

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

Birthingway will provide the exact courses, or their equivalent, necessary to meet your graduation requirements each year during the three consecutive core years beginning with and following your matriculation year. Birthingway cannot guarantee that required courses be available in the same format three years after matriculation, though 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. See *LENGTH OF PROGRAM and CREDIT EXPIRATION*. **If you fail to register, you will lose your guaranteed place in core.**

Credit or Catalog Year Expiration

Graduation from Birthingway is an indication to the public of the currency and completeness of a student's midwifery knowledge. Because currency is critical, both your catalog year graduation requirements and midwifery program course credits expire after seven years. For example, the 2011 matriculating cohort catalog will expire in 2018. If you take a course in fall 2011, those credits will expire in fall 2018. See *COHORT YEAR / CATALOG YEAR*.

If your catalog year expires before you complete the Midwifery Program, you will need to meet the requirements of the most current catalog year. All completed program components will be reviewed to see if they meet current program requirements. You may need to complete additional coursework and/or clinicals not required at the time of your matriculation, re-take classes that have changed significantly, or otherwise demonstrate competencies in current program areas.

In addition, individual midwifery program credits older than seven years expire. The courses will be reviewed for current accuracy and completeness of knowledge. You may be required to re-take courses, pass the current course exam, or otherwise demonstrate the currency of knowledge in order to graduate.

Any new coursework which must be taken must be paid for at the current tuition rate.

Credits completed prior to matriculation are subject to the seven year credit expiration rule. In addition, credits completed prior to matriculation will be reviewed to verify they meet your catalog's program requirements.

Evaluation Conferences

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

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

Joining a New Cohort

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

- taking leave from one or more core courses for 3 or more consecutive terms
- missing courses that fulfill prerequisites for future courses
- receiving an *Incomplete* or *Withdrawn* in at least one core course prior to taking leave from core

For information on taking leave from core, see *TIME OFF FROM THE MIDWIFERY PROGRAM*. The *Petition to Join a New Core* form is available from the Midwifery Program Coordinator. The form must include a letter, and any additional supporting information or documentation, addressing the following:

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

Birthingway will form a committee with three staff and/or faculty members to review the petition. If denied entry into a new cohort, you may appeal the original decision by providing additional documentation and requesting a second review by the same committee. If denied a second time, you may utilize Birthingway's grievance procedure. See *COMPLAINTS/GRIEVANCES*.

If the cohort is full (16 students), you will not be able to join the new cohort until a space becomes available or other circumstances permit. You will be informed of an opening by the Midwifery Program Coordinator should one become available.

If you must join a new cohort, you must also meet the new cohort's graduation requirements and sign an enrollment agreement addendum. See *COHORT YEAR / CATALOG YEAR*.

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

Length of the Midwifery Program

There is no time limit to complete the midwifery program, although your matriculation catalog and course credits expire after seven years. See *CREDIT OR CATALOG YEAR EXPIRATION*. Students must be registered continuously from the date of matriculation to completion. The classroom portion of the program is designed to be completed in three years, by registering for the core, supplemental, and elective courses in the recommended sequence.

Birthingway recommends that students begin clinical training in the first term of the second year. Students who begin a 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.

Most students take longer than three years to complete the midwifery program. Birthingway's program is flexible, allowing students to individualize their educational path. The length of time it takes to complete depends on many factors including

- whether you attend full-time or less;
- 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.

See *CREDIT OR CATALOG YEAR EXPIRATION*.

Lunch

All core students take turns providing lunch for their entire class. The Birthingway staff provides lunch for the first year midwifery students on their first day of core class in spring term. First year students then write up a lunch schedule which continues to be updated each term for the three years of core. Meals need not be fancy, but should be vegetarian or have a vegetarian option (no meat of any kind, including poultry and fish). Desserts are nice, but optional. Individual classes have the option to agree upon other food preferences, allergies, etc.

It is important that meal preparation not detract from class instruction. Students cannot take time out of class in order to prepare for lunch. **All food preparation should be done in advance of class.** Dishes that merely need to be warmed, such as soups or casseroles, or foods that can be served cold, such as sandwiches, are best. Time spent away from class preparing food will count toward your attendance.

If you are absent on the day you are responsible for lunch, you must trade with another student; make sure that lunch is delivered by another person; or notify the college before class begins. In the latter event, lunch will be ordered and delivered and you will need to reimburse the college for the expense. Birthingway also provides lunch for the third year midwifery students on the last day of core in winter term.

Midwifery Student Directory

The Student Directory contain names, phone numbers and email addresses. It is given to matriculated students, staff and faculty members. Birthingway does not indiscriminately distribute private information to the general public, but student, graduate and alumni directory information may be provided to community members such as local midwives, school alumni, or MEAC, our accrediting agency.

You have the right to decline inclusion in the Student Directory, or release of directory information to the public, by indicating privacy preference in the space provided on the registration form for each term. If you choose *Privacy Protected*, you will not be listed on the Student Directory, nor acknowledged as a student of Birthingway to any outside inquiry. See *STUDENT RECORDS*.

Orientation

The Welcoming Reception and Midwifery Student Orientation occur on the first Monday of the academic year. **All midwifery students are expected to attend.** New students will be provided with a copy of the Student Handbook and Catalog and will be oriented to the facilities, policies, and procedures of the college.

Continuing students will be 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.

A Non-Violent Communication Overview workshop will also be held in the first week of classes and is required for incoming students.

Student ID Cards

Identification cards are provided to all incoming midwifery students at no charge. Pictures of midwifery students taken at the *Meet and Greet* are used and cards are distributed after being signed at New Student Orientation. If a picture is not available from the *Meet & Greet*, a picture will be taken at *Orientation*. Renewal stickers are provided for each term a student registers.

Time Off from the Midwifery Program

We strongly recommend that you speak with the Midwifery Program Coordinator before deciding to take time off from school, whether that means all coursework or just core courses. Any enrolled student may choose not to take coursework during a particular term or multiple terms; however, this is a serious decision. Returning to classes after a leave of any period of time can be challenging.

By missing a term or more of coursework, you lose the advantage of following Birthingway's recommended course sequence. Extended time-off may result in credits expiring prior to graduation. See *COHORT YEAR / CATALOG YEAR* and *CREDIT / CATALOG YEAR EXPIRATION*.

If you choose to withdraw from all courses during a term, any refunds of tuition and fees will follow Birthingway's standard refund policy. See *DROP / WITHDRAWAL FROM BIRTHINGWAY* and *REFUND POLICY*. For financial aid purposes, any student not taking credits is considered withdrawn from all classes and less than half-time. This may mean that funds must be returned to the Department of Education. It may also affect the repayment terms of loans, including exhausting the grace period. See *FINANCIAL AID*.

Leave from Core

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

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

During a leave from core, you may continue to take supplemental, elective and clinical training credits. You must also continue to pay the registration fee each term, whether or not you are taking any credit courses. Failure to register each term will be considered a withdrawal from the midwifery program. If you fall below half-time status, your financial aid may also be impacted. See *FINANCIAL AID*.

You must complete a *Notification of Return to Core* form prior to returning. This form is available from the Midwifery Program Coordinator and must be completed no later than four weeks before the registration deadline of the term in which you would like to rejoin core.

Upon receipt of this form, the Midwifery Program Coordinator will determine whether you may rejoin your current cohort or if you are required to join a new cohort. If the Midwifery Program Coordinator determines you must join a new cohort, a *Petition to Join a New Cohort* form will be provided. Please note that Birthingway does not guarantee a spot in a new cohort. Cohorts are currently capped at 16 students. See *JOINING NEW COHORT*.

Types of Midwifery Program Students

Core Students matriculate together as a cohort and are currently moving through three years of core courses. See *COHORT YEAR / CATALOG YEAR*.

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

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About the Lactation Consultant Program

If you would like to become an International Board Certified Lactation Consultant (IBCLC), you must complete all of the necessary components to meet the International Board of Lactation Consultant Examiners (IBLCE) requirements to sit for the certifying examination. We will support students as they work toward IBCLC certification through completing classroom hours, accumulating supervised and unsupervised lactation specific clinical hours with nursing and expectant mothers and preparing for the certifying exam.

According to IBLCE, there are three eligible pathways to become an IBCLC.

- **Pathway 1** requires experience as a health care professional working maternal-child health, or as a breastfeeding support counselor as defined by IBLCE. This pathway does not qualify for federal student assistance (Title IV funds) at Birthingway.
- **Pathway 2** requires graduation from an accredited academic program in human lactation and breastfeeding that is at least one year in length and includes clinical practice assignments. Associates degree-seeking students enrolled in Birthingway's Pathway 2 program may be eligible for federal student aid.
- **Pathway 3** involves mentoring under an IBLCE-approved re-certified IBCLC. This pathway does not qualify for federal student assistance (Title IV funds) at Birthingway.

To qualify for the IBCLC exam, a student must follow one of the pathways outlined here. Please note that only associate degree seeking students enrolled in our Pathway 2 program may be eligible for federal student aid.

**The credential to become an IBCLC is administered by IBLCE. Below, please note that we have integrated both IBLCE's requirements and language for each of their three pathways, as well as the ways that Birthingway can serve students to meet these requirements.

Lactation Program Objectives

- To graduate students with a breastfeeding knowledge base that is current and covers all of the International Board of Lactation Consultant Examiners (IBCLE) Exam Blueprint topics.
- To train students in lactation consultant skills including those required by IBCLC.
- To assist students in acquiring clinical experience.
- To train students with competence in basic research and information literacy skills.
- To provide students with breastfeeding-related applications for a variety of therapeutic modalities.
- To prepare students to provide individualized care.
- To teach and promote biodynamic birth and breastfeeding principles.
- To use diverse methodologies based on biodynamic educational principles that encourage integration of intellect, senses, intuition, and judgment in learning situations.
- To support students with reaching their lactation consulting educational and professional goals.
- To encourage an evolving awareness of professional ethics and relationships with peers, preceptors, clients and others as articulated in the IBCLC Code of Ethics.
- To encourage and support students to be change agents in their communities.

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Lactation Consultant Program Pathway 1: Providers of Lactation Care

To use this pathway, you must have experience as a health care professional working in maternal-child health or as a breastfeeding support counselor as defined by IBLCE. This pathway does not qualify for federal student assistance (Title IV funds).

IBLCE has made revisions to this pathway for first-time certificate candidates (effective 2012). Please see the IBLCE website for more information. Birthingway's Lactation Programs meet IBLCE's new requirements

Who would benefit?

Graduates from the Midwifery Program and other licensed midwives are the primary beneficiaries of this pathway at Birthingway. Midwifery Program students may take all four Breastfeeding courses and document the hours they provide doing lactation counseling. Those who are La Leche League leaders or Nursing Mother's Council Peer Counselors may also utilize our coursework for this pathway.

Coursework

IBLCE requires 90 contact hours minimum of education in Human Lactation and Breastfeeding based on the IBLCE Exam Blueprint. Required coursework must be completed within the five years immediately prior to IBLCE exam application.

Birthingway's AARC approved Lactation Consultant Course includes *Breastfeeding I*, *Breastfeeding II*, *Breastfeeding III* and *Breastfeeding Skills* courses. The Lactation Consultant Course meets IBLCE's 90 hour minimum requirement. We will also be offering breastfeeding courses that will help students acquire the additional recommended hours. See *BIRTHINGWAY COURSE OFFERINGS*.

In addition to the required clinical experience in helping breastfeeding families, beginning in 2012, all first-time, candidates will be required to:

- complete 90 contact hours of pre-examination education in human lactation and breastfeeding, and
- meet ONE of the following requirements:
 - be a registered/licensed/recognized health professional in their country
 - complete higher education in 14 identified subjects

The following charts describe the IBLCE requirements and the Birthingway courses that meet those higher education requirements.

Higher Education Courses	
IBLCE Requirements	Birthingway Course
Biology	Human Genetics
Human Anatomy	Anatomy and Physiology
Human Physiology	Anatomy and Physiology
Infant and Child Growth and Development	Infancy
Nutrition	Nutrition
Psychology or Counseling or Communication Skills	Non-Violent Communication Series; Perinatal Psychology
Introduction to Research	Understanding Statistics and Medical Literature
Sociology or Cultural Sensitivity or Cultural Anthropology	Working Cross-culturally; Breastfeeding Politics and Policy

Continuing education (in six subjects)	
IBLCE Requirements	Birthingway Courses
Basic life support (e.g. CPR)	Advanced Lactation Skills I and II
Medical documentation	Medical Terminology Advanced Case Studies
Medical terminology	Medical Terminology
Occupational safety, including security, for health professionals	Professional Standards
Professional ethics for health professionals	Professional Standards
Universal precautions and infection control	All Skills courses

Practicum

IBLCE requires a minimum of 1000 hours in lactation-specific clinical hours for Pathway I students, obtained through either paid or volunteer employment within a supervised setting, and accumulated within the 5 years immediately prior to exam application.

If you choose Pathway 1, you may accumulate hours while practicing midwifery or as a peer counselor. Any student who is taking the Lactation Consultant Course through Birthingway College of Midwifery may also register for the Lactation Consultant Practicum Program. Birthingway will help facilitate accumulation of hours via the Breastfeeding Center. Written application is required. The application fee is \$50. Please contact the Lactation Program Coordinator (LPC) for more information.

Once admitted to the practicum, you must pay a \$300.00 practicum fee for each ten-week practicum session. If you are not actually accumulating lactation-specific clinical hours in a particular session, it is not necessary to pay the practicum fee.

The practicum fee will provide you with advising and access to Birthingway's clinical supervisors (certified or recertified IBCLCs), via the Breastfeeding Center.

The center is open for Lactation Consultant appointments one day each week on Fridays and for a peer supported parent group on Tuesdays. Students working in the center will be required to have completed a minimum of *Breastfeeding I and Breastfeeding II*.

- On appointment days, students are responsible for setting up charts, setting up the consult room (making sure it is warm and clean and checking on supplies). Students should let the LPC know if supplies are low.
- Depending on your level of experience, you and the supervising IBCLC will determine what role you will play during the consultation. Students may be expected to mostly observe at first, and then will be encouraged to take on a more active role as they gain one-on-one consulting experience.
- On support group days, you will be expected to arrive ten minutes early (9:50am), turn on the heat, make sure the living room and kitchen are tidy, and begin heating the tea water. Support group ends officially at 1:00pm.

We will also be offering breastfeeding classes led by students in the practicum. Please discuss these possibilities with the LPC.

Finally, hours may also be accumulated by collecting messages from the Breastfeeding Center's *Warm Line* and returning calls.

Clinical Review Sessions

Students registered for the practicum and using the clinic will be required to meet for three hours at least once during each ten week session as a group for a *Clinical Review*. During the *Clinical Review*, students will discuss their experiences and have an opportunity to process their hands-on learning in a formal supervised group setting.

Lactation Consultant Pathway 1 Costs

Course work fee	\$369.00 per quarter credit hour
Practicum Application Fee	\$50.00
Practicum Fee	\$300.00 per ten-week session

Additional fees, such as paying a supervisor, may apply. See registration form for current costs and additional fees.

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Lactation Consultant Program Pathway 2: Associates Degree Program

Associates of Science in Lactation Consultation

Associates of Science in Lactation Consultation consists of:

- 53 quarter credit hours (Program specific)
- 15 quarter credit hours in (Clinical Training)
- 23 quarter credit hours (General Education)
- 91 quarter credit hours of coursework

General Education Requirements

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

- 9 quarter credit hours of English Composition
- 13-14 quarter credit hours in any Humanities, Social Sciences, or Natural Sciences coursework

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

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

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

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

Qualifications to Practice

With successful completion of all Lactation Consultation Program components, you should have sufficient classroom and clinical knowledge to meet examination and experiential requirements for the International Board of Lactation Consultant Examiners (IBCLE) certification. See *IBCLE EXAM*. Licensing is not required to practice as a Lactation Consultant in Oregon. Specific employers may require additional credentials for employment. Credentialing is not conducted by Birthingway.

Technical Standards for Student Lactation Consultants

An Associates in Lactation Consultation diploma from Birthingway signifies that the holder is prepared to meet the Clinical Competencies set forth by the International Board of Lactation Consultant Examiners (IBLCE). Candidates for graduation must have the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of client care. Therefore, the following abilities and expectations must be met, and maintained, from matriculation through graduation, by all students. Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding these standards are encouraged to contact the Lactation Program Coordinator.

- You must be able to observe demonstrations and experiments in the basic sciences.
- You must have sufficient use of the sensory, visual, hearing, and motor systems, and the somatic sensation necessary to perform a physical examination.
- You must be able to perform clinical care activities, such as palpation of the breast and newborn palate assessment. A complete list of required skills can be found in our Lactation Program *Clinical Competencies Checklist*.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and positive relationships with clients, midwives, other lactation consultants, pediatricians, and other care providers and colleagues.
- You must have the perseverance, diligence and consistency to complete the lactation consultant school curriculum. Therefore, you must be able to tolerate physically taxing workloads; to function effectively under stress; to adapt to changing environments; to display flexibility and to function in the face of uncertainties inherent in the clinical problems and needs of many clients.

Application to the Lactation Consultation Program Pathway 2

Those who are interested in the Lactation Consultation Program Pathway 2 are encouraged to tour Birthingway and observe a class. Please contact us for an appointment. An information packet, including an application, may also be sent upon request at no charge. The official *Student Handbook and Catalog* is available for \$15.00, or it can be accessed at our website, www.birthingway.edu. All enrolled students receive the catalog free of charge at matriculation.

Admission to the Lactation Consultation Program Pathway 2 is by application. The application and a non-refundable \$50 application fee are due at the College or postmarked no later than the application deadline of December 1. The College recommends that the applying student keep a copy of their application. Late applications will only be considered for admission if space is available after all other applicants have been considered.

The completed application includes:

- The completed *Application for Admission to the Lactation Consultation Program*.
- Response to application essay questions.
- Two written letters of recommendation (from people not related to the applicant) sent directly to the College from the references. Fax or e-mail is acceptable provided a mailed copy follows with an original signature.
- Copy of high school diploma, GED or other equivalency certificate, or high school transcript.
- Official college transcripts from every college attended.
- Any outstanding Birthingway account balance must be paid in full.
- \$50 Application fee

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

Application Evaluation

Currently, a small committee consisting of Birthingway staff evaluates each ALC Program Application. As the program grows, students or previous students will also be involved in the admissions decision-making process.

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
- Time available to study, to be available for clinicals, etc.
- Previous life experience which would contribute to the sensitivity and insight a good lactation consultant needs, and which demonstrate initiative, independence, perseverance, and leadership
- Previous experience as a birth educator, health care provider, breastfeeding peer counselor
- Previous study in lactation education, including attendance at conferences, workshops, meetings, reading breastfeeding-related books and journals
- Feedback from instructors regarding any coursework taken at Birthingway prior to or during the application process.

Birthingway College of Midwifery strives to foster an environment of diversity and acceptance. The College does not discriminate on the basis of race, ethnic identity, national origin, religion, age, marital status, gender, sexual orientation, or socio-economic status. Concerns regarding this policy can be addressed to the Title IX coordinator, J. Reid, 12113 SE Foster Rd., Portland, OR 97266, 503-760-3131, or by contacting the Office of Civil Rights at 400 Maryland, SW, Washington D.C. 20202-1100, 1-800-421-3481.

The selection decision is made in early January. Students will be notified by letter once decision is final.

Enrollment and Matriculation

Birthingway is a small school with limited space. Class size is generally limited to sixteen. Your decision to accept admission to the program is a statement to the Birthingway community of your intention to complete the program and graduate. To emphasize the importance of this decision, Birthingway uses an *Enrollment Agreement*. The *Enrollment Agreement*, along with the one-time enrollment fee of \$75.00, must be returned to Birthingway by the enrollment deadline or it will be assumed that you have declined our offer of admission. Your space will be offered to an applicant on the waiting list.

Registration materials for spring term will be sent to incoming students. New students must register by the registration deadline of spring term. If you have not registered within one week after the registration deadline, Birthingway will assume you are not going to register and will invite the next person on the waiting list to fill your position.

You must attend the New Student Orientation during the first week of spring term to be considered matriculated. If unable to attend the orientation due to an emergency, you **MUST** contact the College and inform the Lactation Programs Coordinator that you will not be attending. If you enroll and register but fail to matriculate at the beginning of the academic year, 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*.

Lactation Consultation Pathway 2 Curriculum

Birthingway College of Midwifery's lactation consultation curriculum includes two components:

- Lactation-specific and elective courses (51 credits)
- Lactation-specific Clinical Training credit (15 credits)

Recommended Course Sequence

In addition to the courses included in the recommended course sequence, you are also required to complete 23 quarter credits of general education. See *GENERAL EDUCATION REQUIREMENTS*.

First Year of Lactation Program		
Term	Course Name	Credit Hours
Spring	Breastfeeding I (BRF211q)	1
	Breastfeeding II (BRF222q)	2
	Medical Terminology (MED221q)	2
	Anatomy and Physiology for Birth and Lactation Professionals (ANT151q)	5
	Communications I (COM321q)	2
	Total	12
Fall	Nutrition (NUT221q)	2
	Infancy (INF221q)	2
	Breastfeeding III (BRF313q)	1
	Breastfeeding Skills (BFS411q)	1
	Communications II (COM312q)	1
	Pregnancy and Breastfeeding (LPRE111q)	1
	Working Cross Culturally (WCC411q)	1
	Understanding Statistics (STA221q)	2
	Clinical Training (LCTC211q)	1
Total	12	
Winter	Maternal Complex Breastfeeding Situations (LMCS231q)	3
	Breastfeeding Politics and Policy (LPOL131q)	3
	Advanced Skills I (LADS221q)	2
	Communications III (COM313q)	1
	Clinical Training (LCTC211q)	3
Total	12	

Second Year of Lactation Program		
Term	Course Name	Credit Hours
Spring	Botanicals I (BOT331q)	3
	Advanced Skills II - Tools (LADS222q)	2
	Birth Impacts on Breastfeeding (BIB121q)	2
	Infant Complex Breastfeeding Situations (LICS221q)	2
	Clinical Training (LCTC211q)	3
	Total	12
Fall	Professional Standards (LPS231q)	3
	Elective	2
	Human Genetics (GEN431q)	3
	Clinical Training (LCTC211q)	4
	Total	12
Winter	Lactation Consultant Practice Protocols (LPP211q)	1
	Advanced Case Studies (LACS221q)	2
	Clinical Training (LCTC211q)	3-5
Total	6-8	

Electives for students in the Lactation Program include:

- Botany (BTY321q)
- Chinese Medicine (CHM311q)
- Homeopathy I (HOM221q)
- Independent Study (IND311q)
- International Midwifery (ITL311q)
- Survey of Other Modalities (SOM321q)
- Postpartum Doula Training (PPD321q)
- Spanish for Birth Professionals (SPA311q)

Clinical Training Practicum Requirements

Students must have completed a minimum of Breastfeeding I and Breastfeeding II before registering for clinical training credits. When you are ready to begin taking clinical credits, it is advisable to meet with the Lactation Program Coordinator to discuss your clinical options. Clinical supervisors must be approved by Birthingway and there are currently a limited number of approved supervisors. If you would like to work with a supervisor who is not yet approved by Birthingway, alert the LPC and Faculty Coordinator and Birthingway can begin the approval process.

Beginning Clinical Training

Placement Assistance

Birthingway makes every effort to assist you in locating an appropriate practice for clinical training. We have developed the Birthingway Breastfeeding Center as one available clinical site. In addition, we work toward developing relationships with IBCLCs in the Portland area who are willing to supervise our students.

Because each supervisor/student relationship is unique, Birthingway will not assign you to a specific site. In addition, the availability of clinical hours depends on the demand from clients in the area. If the Breastfeeding Center does not have a high demand for care, this may affect the number of clinical hours a student could acquire. For those reasons, Birthingway does not guarantee availability of a clinical site or a minimum number of clinical hours for every student.

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

Birthingway maintains a list of approved supervisors. You may not work with a supervisor until the supervisor has been approved by Birthingway. Work with an unapproved supervisor is grounds for withdrawal from Birthingway. If you wish to work with a supervisor who has not yet been approved, contact the Faculty Coordinator.

Your supervisor may have additional requirements beyond those of Birthingway. It is up to you and the supervisor to negotiate expectations.

Clinical Requirements

You must register for 15 clinical credits, which is the equivalent of a minimum of 300 clinical hours directly supervised by an IBCLC.

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

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

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

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

IBLCE defines direct supervision as “a gradual process that begins with observation; progresses to clinical practice experience under direct observation until the skill is mastered; and culminates in independent practice with the mentor or supervisor physically nearby to assist and offer advice and support.”

In order to demonstrate mastery of a skill, the candidate is expected to complete all three phases of clinical practice under the direct supervision of an experienced IBCLC.

- **Phase 1: Observation.**
 - Time spent observing the supervising IBCLC is necessary but may not be counted toward meeting the required minimum number of hours required by Pathway 2.
- **Phase 2: Clinical practice.**
 - This phase involves working directly with breastfeeding families, under the direct observation of the supervising IBCLC.
- **Phase 3: Independent clinical practice.**
 - During this phase, the supervising IBCLC is available on-site and able to assist if needed.

Appropriate Duties

You can only count hours directly supporting breastfeeding families toward your IBLCE exam eligibility hours.

A minimum of 75% of your work must be in direct client care to earn clinical credit, but up to 25% of the hours can be accumulated doing work such as setting up the clinic space, preparing and filing charts, making copies of clinic related paperwork, and doing case reviews.

Documentation Requirements

Documentation of clinical experience is required for graduation from the program. You will be required to document both your hours worked and your skills acquired during your clinical experience.

The *Clinical Competencies Checklist* is required to be turned in at the end of each term you are registered for clinical credit. At the end of each term, your supervisor(s) will review the *Clinical Competencies Checklist* and update it with dates and signature/initials for each skill. You are also required to turn in a log of your hours worked, signed by each supervisor.

Clinical Training Credit Registration

You may register for Clinical Training Credit if you have:

- completed Breastfeeding I and Breastfeeding II;
- met with the Lactation Program Coordinator; and
- found a Birthingway-approved supervisor or clinical site.

To register for clinical training each term, you must submit a completed *Registration* form, a completed *Supervisor/Student Contract* and appropriate payment.

With the *Supervisor/Student Contract*, 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*. Hours are determined in increments of 20 work hours per clinical training credit. With your input, the supervisor determines the number of work hours. This will be an estimate, it is best to assess these hours conservatively. This contract must be signed by both you and your supervisor.

Late Registration for Clinical Training Credit

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

No clinical training registrations are accepted later than eight weeks into the term.

Graduation from the Lactation Consultation Program Pathway 2

Students are not required to take the IBCLE Exam in order to graduate from our program. Most students in our program, however, have the goal of sitting for the IBLCE exam and our graduation requirements meet IBLCE's Pathway 2 exam eligibility criteria.

Please contact the Lactation Programs Coordinator to begin the graduation process.

Lactation Program Pathway 2 Costs

Lactation Consultation Program Tuition and Fees

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

Tuition (including Clinical Training credit)	\$ 369 per credit hour
Application Fee (non-refundable)	\$ 50
Enrollment Fee (non-refundable)	\$ 75 upon initial enrollment only
Registration Fee (non-refundable)	\$ 50 per term
Technology Fee	\$ 15 per term
LLP Credit	\$ 369 per credit hour
Auditing Fee	\$ 369 per credit hour
Graduation Fee	\$ 100

Coursepack and Lab Fees vary by course. Tuition is subject to annual increases. Please anticipate a 7 to 10% increase each year.

General Education requirements must be fulfilled at an eligible, outside institution and transferred to Birthingway. These costs will vary depending upon the institution.

2011-12 Academic Year (average)

	Tuition & Fees	Texts, Equip	Total
1st Yr.	\$14,579	\$614	\$15,193
2nd Yr.	\$12,179	\$75	\$12,254
Total (Entire Program) based on current, average academic year costs:	\$26,758	\$689	\$27,447

Costs in this table are an average based upon the recommended course sequence and actual fee, text and supplies from last academic year. Actual individual costs may vary.

Lactation Consultation Program Pathway 2 Policies

Catalog Year

Graduation Requirements

You are required to complete the graduation requirements defined in the catalog for your matriculation year. For example, if you matriculate in spring 2011, you must complete the program graduation requirements laid out on the *2011-12 Student Handbook and Catalog*.

Birthingway will provide the exact courses, or their equivalent, necessary to meet your graduation requirements during the two consecutive years beginning with and following your matriculation year. Birthingway cannot guarantee that required courses will be available in the same format after this time, 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.

Changes to 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 class cannot reach a consensus, the program requirement will remain unchanged.

The exception to this rule is if there is a change in state, federal, accreditation, or midwifery certification standards, or 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.

Credit Expiration

Graduation from Birthingway is an indication to the public of the currency and completeness of a student's lactation consultation knowledge. Because currency is critical, both your catalog year graduation requirements and program course credits expire after seven years. For example, the 2011 matriculating student catalog will expire in 2018. If you take a course in fall 2011, those credits will expire in fall 2018.

If your catalog year expires before you complete the Lactation Consultation Program, you will need to meet the requirements of the most current catalog year. All completed program components will be reviewed to see if they meet current program requirements. You may need to complete additional coursework and/or clinical credits not required at the time of your matriculation, re-take classes that have changed significantly, or otherwise demonstrate competencies in current program areas.

In addition, individual program credits older than seven years expire. The courses will be reviewed for current accuracy and completeness of knowledge. You may be required to re-take courses, pass the current course exam, or otherwise demonstrate the currency of knowledge in order to graduate. Any new coursework which must be taken must be paid for at the current tuition rate.

Credits completed prior to matriculation are subject to the seven year credit expiration rule. In addition, credits completed prior to matriculation will be reviewed to verify they meet your catalog's program requirements.

Length of Lactation Consultation Program

The Lactation Consultation Program is designed to be completed in two years by following the recommended sequence. There is no time limit to complete the program, although your catalog and course credits will expire after seven years. See *CATALOG YEAR*. You must be registered continuously from the date of matriculation to completion.

Birthingway's program is flexible, allowing students to individualize their educational path. The length of time it takes to complete depends on many factors including, whether you attend full-time or less, personal life events, etc.

Library Use

Lactation Consultation Program Pathway 2 students receive full library privileges. See the *LIBRARY* section for more information.

Orientation

The Lactation Consultation student orientation occurs during the first week of spring term. **All Lactation Consultation students are expected to attend.** New students will be provided with a copy of the *Student Handbook and Catalog* and will be oriented to the facilities, policies, and procedures of the college. Continuing students will be 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.

Student ID Cards

Identification cards are provided to all incoming Lactation Consultation students at no charge. Renewal stickers are provided for each term a student registers.

Time off from the Lactation Consultation Program

We recommend speaking with your advisor if you wish to take time off from the Lactation Consultation program.

By missing a term or more of coursework, you lose the advantage of following Birthingway's recommended course sequence. Extended time-off may result in credits expiring prior to graduation. See *CATALOG YEAR*.

If you choose to withdraw from all courses during a term, any refunds of tuition and fees will follow Birthingway's standard refund policy. See *DROP / WITHDRAWAL FROM BIRTHINGWAY* and *REFUND POLICY*. For financial aid purposes, any student not taking credits is considered withdrawn from all classes and less than half-time. This may mean that funds must be returned to the Department of Education. It may also affect the repayment terms of loans, including exhausting the grace period. See *FINANCIAL AID*.

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Lactation Consultant Program Pathway 3: Mentorship

Students using this pathway must complete an approved lactation education plan under the supervision of one or more IBCLCs, all of whom have re-certified at least once. The plan must be approved by IBLCE before the candidate begins the clinical practice component.

IBLCE has made revisions to this pathway for first-time certificate candidates (effective 2012). Please see the IBLCE website for more information. Birthingway's Lactation Programs meet IBLCE's new requirements

Who would benefit?

Students who are not currently in the health professions or working as a peer counselor, but who have significant academic background (such as a Bachelor's Degree, or other college or university experience) and who are interested in creating a personalized plan for their supervised clinical experience.

Coursework

IBLCE requires 90 hours minimum of education in Human Lactation and Breastfeeding based on the IBLCE Exam Blueprint. Required lactation specific coursework must be completed within the five years immediately prior to IBLCE exam application.

Birthingway's AARC approved Lactation Consultant Course includes *Breastfeeding I*, *Breastfeeding II*, *Breastfeeding III* and *Breastfeeding Skills* courses. The Lactation Consultant Course meets IBLCE's 90 hour minimum requirement. We also offer courses that will help students acquire the additional recommended coursework. See *BIRTHINGWAY COURSE OFFERINGS*.

In addition to the required clinical experience in helping breastfeeding families, beginning in 2012, all first-time candidates will be required to:

- complete 90 contact hours of pre-examination education in human lactation and breastfeeding, and
- meet ONE of the following requirements:
 - be a registered/licensed/recognized health professional in their country
 - complete higher education in 14 identified subjects

Birthingway's Lactation Programs meet IBLCE's new requirements. Please see Pathway One to review IBLCE requirements and the Birthingway courses that meet those requirements.

Practicum

IBLCE requires 500 hours minimum of lactation-specific clinical hours directly supervised by the re-certified IBCLCs, and accumulated within the five years immediately prior to exam application. Each Pathway 3 plan must be developed individually and approved prior to the student being able to count any hours toward exam eligibility.

Being part of the Birthingway Lactation Consultant Practicum allows students access to advisors who can help them develop an individualized Pathway 3 plan. Because of the individualized nature of Pathway 3, each student interested in exploring this pathway should make an appointment with the Lactation Programs Coordinator for specific counseling.

Students using Pathway 3 will be accumulating most of their clinical hours outside of Birthingway with approved re-certified IBCLCs. Some of their hours may be accumulated in the Birthingway Breastfeeding Center if this is approved by your approved supervisor.

Students will pay the practicum fee each ten-week Practicum Session they are working with a Birthingway Clinical Instructor for Pathway 3.

Lactation Consultant Pathway 3 Costs

Course work fee	\$369.00 per quarter credit hour
Practicum Application Fee	\$50.00
Practicum Fee	\$300.00 per ten-week session

Additional fees, such as paying a supervisor, may apply. See registration form for current costs and additional fees.

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Specialized Programs

The practice of midwifery covers a broad spectrum of skills and knowledge. Birthingway's Specialized Programs educate individuals in one portion of this broader midwifery scope of practice, carving out stand-alone professions which support birthing women and their families. Whether it is the prenatal information and emotional and physical support given by Labor Doulas, or the breastfeeding expertise of the Postpartum Doula, students in Birthingway's Specialized Programs can offer clients a subset of the midwifery arts and sciences.

Our Specialized Programs also mirror our midwifery program by offering both theoretical and skills based learning, including in-class time and practicum. Each program provides students with a firm foundation in the overall philosophy of the Biodynamic model of care, as well as clear guidelines as to the specific scope of practice involved in their particular profession.

The Specialized Programs include:

- Childbirth Educator Program
- Labor Doula Program
- Postpartum Doula Program

For more information on any of the programs, contact the Specialized Programs Coordinator (SPC).

All listed costs are subject to change and may include additional fees. These charges will be specified on each term's registration form.

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Childbirth Educator Program

Overview

A Childbirth Educator facilitates classes or workshops that help mothers and their chosen partners prepare for the experience of labor and birth. Classes or workshops oftentimes include information on pregnancy, parenting, breastfeeding and infancy.

The Birthingway Childbirth Educator program was designed with the Biodynamic model of birth at its core. You will learn the fundamentals of the Biodynamic model of birth, explore modern birth culture in America and delve into your own preconceptions about birth. You will also create and practice a variety of teaching tools and techniques to use in your own childbirth education courses or in prenatal care with your clients, such as lullabies, meditation, guided imagery, vocalization, nurturing non-language, storytelling, body movement, art, and repetition.

Childbirth Educator Program Objectives

- To train students in childbirth education skills to integrate into their midwifery practice or as a separate skill set.
- To assist students in acquiring prenatal education skills for the childbearing mother and her support person(s).
- To train students with competence in basic research and information literacy skills.
- To provide students with childbirth education application for a variety of situations and adult learning styles.
- To prepare students to provide individualized care even within a classroom setting.
- To use diverse methodologies based on Biodynamic educational principles that encourage integration of intellect, senses, intuition, and judgment in learning situations.
- To support students with reaching their educational and professional goals.
- To encourage an evolved awareness of professional ethics and relationships with peers, preceptors, clients and others as articulated in the *MANA Statement of Values and Ethics*.
- To encourage and support students to be change agents in their communities.

Guiding Principles and Philosophy

Birthingway's Childbirth Education Program is rooted in the same basic Guiding Principles and Philosophy as those in the Midwifery Program. Please see *GUIDING PRINCIPLES AND PHILOSOPHY* in the Midwifery Program section.

Childbirth Educator Certification

To complete Birthingway's Childbirth Educator Certificate Program, you must complete the following requirements:

- Attend and successfully complete the Childbirth Educator Workshop.
- Complete independent work.
- Apply to and complete the Childbirth Educator Practicum program.
- Submit all required forms and documentation
- Provide payment for all required program costs.

Application to the Childbirth Educator program

There are no prerequisite requirements for this program.

If you are interested certifying as a Childbirth Educator, you must complete the basic program application before joining the practicum. See *PRACTICUM REQUIREMENTS*.

Childbirth Educator Workshop

This 40-hour workshop can be taken as a stand-alone workshop or as the first step toward certification. You must pick up a binder of articles prior to workshop start date. Birthingway will send the binder to you for an additional fee. The workshop includes reading and assignments.

Independent Work

After you complete the workshop, you may begin independent work. Independent work includes designing a syllabus for your own class, reviewing a birth video and several books, and creating a community resources binder. You will need to turn in the independent work if you intend to certify. Each workshop has a different deadline for this work, which will be approximately four months after the end of the workshop.

Practicum Requirements (Student Teaching)

Once the workshop and independent work are complete, you may begin the practicum. To complete the practicum, you must submit the completed *Application for Childbirth Educator Practicum* with the practicum fee to the Specialized Programs Coordinator (SPC). This application requests information that we will use to list you as a Student Childbirth Educator on Birthingway's website. The website is one way that Birthingway helps you network with potential clients during both the practicum period and once you have certified.

During the practicum, you are required to teach your syllabus at least one time. You are also required to complete weekly journals, addressing specific questions about your experiences teaching the provisional series. Your clients must complete an evaluation at the end of each course in the series and you will need to submit all evaluations. The SPC evaluates your written materials from the practicum portion of the program and determine whether certification will be granted or whether some remediation should take place.

Length of the Childbirth Educator Program

If pursuing a Childbirth Educator Certificate, you have ten months from completion of the workshop to complete the independent work, practicum and certification. It typically takes about one year to complete the process from workshop through certification.

Certification

Upon successful completion of the practicum, you can request certification by submitting the *Childbirth Educator Certification Request* form with the certification fee to the SPC.

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

Recertification requires documentation (self-evaluation journals and parent evaluation forms) of one series of classes taught during the four year period, 15 hours of documented continuing education (pertinent classes, workshops, lectures, etc.) and a Recertification fee. Recertification forms are available from the College upon request.

Receiving College Credit for Childbirth Educator program

You may choose to take the Childbirth Educator Workshop for four quarter credits. If you choose this route, you will pay the current Birthingway credit cost and will be required to complete additional work. Please see the current registration form for cost. The Practicum fee is waived for students taking the course for college credit.

If taking the workshop for credit, the independent work must be completed before the end of the term in which the course was held. When you have completed the workshop and the CBE Program Instructor has evaluated and discussed your independent work with you particularly your syllabus, you may move on to the practicum if you wish to certify. If you choose to certify, you will have an additional six months in which to complete your practicum. You will still be required to pay the certification fee.

Childbirth Educator Program Costs

Non-credit Workshop Fee [^]	\$595.00
Practicum Fee*	\$195.00
Certification Fee	\$50.00
Re-certification Fee	\$50.00

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

*Waived for students taking the workshop for college credit.

Labor Doula Program

Overview

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

Birthingway has a variety of options for supporting students in our Labor Doula Program. We have recently added a mentoring opportunity for labor doulas in our practicum program who want to work with a more experienced doula before attending births alone. In addition, we encourage practicum student labor doulas to attend births in pairs while in the program. Finally, the Specialized Programs Coordinator is an experienced doula and is available for phone support.

Labor Doula Program Objectives

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

Technical Standards for Doulas

A certified labor or postpartum doula from Birthingway signifies that the holder is a doula prepared for entry into active practice. They must have the knowledge, skills, attitudes and judgment to function in a broad variety of situations and to render a wide spectrum of care. Therefore, the following abilities and expectations must be met and maintained through certification and re-certification. Failure to maintain Technical Standards may result in dismissal from the program. Students or applicants who have questions regarding standards are encouraged to contact the Specialized Programs Coordinator.

- You must be able to observe demonstrations in the Biodynamic model of care
- You must have sufficient use of the sensory, visual, hearing and/or motor systems to support women in birth and families in the immediate postpartum period.
- You must be able to learn to respond with precise, quick, and appropriate action in emergency situations. See *Scope of Practice* in the Labor Doula coursepack for details.
- You must be able to communicate in English with accuracy, clarity, efficiency, and sensitivity both verbally and in writing.
- You must have the skills to analyze and synthesize information, solve problems (within scope) and reach therapeutic judgments.
- You must be able to acknowledge evaluation and respond appropriately.
- You must possess the interpersonal skills to develop rapport and positive relationships with clients, midwives, other healthcare professionals and colleagues.
- You must have perseverance, diligence and consistency to complete the practicum. Therefore, you must be able to tolerate physically taxing work/births; to function effectively under stress; to adapt to changing environments/family structures; to display flexibility and to function in the face of uncertainties inherent in the problems and needs of many clients.

Labor Doula Certification

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

- Attend and successfully complete Birthingway's workshop *The Labor Doula: Assisting Women with Birth*.
- Apply to and complete the Labor Doula Practicum program.
- Submit all required forms and documentation
- Provide payment for all required program costs.

Application to the Labor Doula Program

There are no prerequisite requirements for this program.

If you are interested certifying as a Labor Doula, you must complete the basic program application before joining the practicum. See *PRACTICUM REQUIREMENTS*.

Labor Doula Workshop

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

- Tools for emotional and physical support
- How to provide continuity of care
- How to support mom's process of telling her birth story
- Breastfeeding support
- Running a doula business

Labor doulas in our scholarship program have additional requirements. Inquire with the Specialized Programs Coordinator (SPC) if you are interested in our scholarship program.

Practicum Requirements

Once you have completed the workshop, you must submit the *Application for the Labor Doula Practicum* with the practicum fee to the SPC. Students enrolled in the Midwifery Program are not required to pay the practicum fee. The application requests information that we will use to list you as a Student Labor Doula on Birthingway's website. The website is one way that Birthingway helps you network with potential clients during both the practicum period and once you have certified. Throughout the duration of your practicum, it is your responsibility to provide the SPC with any new contact information, to communicate any times you are unavailable, and inform Birthingway of any preferences you may have for doula partners, types of clients, etc.

Before beginning your practicum, you must set up an appointment to have an introductory meeting with the SPC. During this meeting you will review practicum policies and paperwork, and will be able to decide whether you would like to work with a mentor. Additionally, the SPC will discuss how Birthingway can support you individually on your journey to becoming a labor doula. The SPC has the right to withhold the admission of any applicant based on the application process, reference checks or the introductory meeting. During the introductory meeting, you will read the *Birthingway Labor Doula Program Policy and Procedure* document and sign that you agree to adhere to the policies within.

You are required to attend and document five births to meet your practicum requirements. See the SPC for specific information about these requirements. All required documentation forms will be provided to you by the College.

- Of the required five births: three must be vaginal births; two can be cesarean but with a minimum of three hours labor support. See the SPC for specific information about these requirements.
- Three of the five labor assists must be hospital births, two may be birth center/ home births
- You must document continuity of care with at least three of the five clients, including, at the minimum, one prenatal visit, one labor and birth experience, and one postpartum visit. Remember this is a minimum and not the recommended number of visits.

We recognize that it is not always possible to get the optimal number of prenatal and postpartum contacts with each client, particularly if a client requests a doula late in pregnancy or is difficult to contact. Therefore, you are

not required to document continuity of care with every client. However, we do recommend that you attempt to achieve a relationship of trust developed through frequent contact with every client.

In addition to the above, you will be required to do independent work during your practicum. Independent work includes attending at least two Birth Support Network (BSN) meetings each year. Attendance will be monitored by the SPC and is required for certification. Once you are certified, these meeting will count as one hour of Continuing Education Unit (CEU) for a fee of \$10.00 per unit. See SPC for dates and times of current BSN meetings.

You will also be required to create a community resource binder.

Length of the Labor Doula Program

If pursuing a Labor Doula Certificate, you have two years from the completion of the workshop to complete the practicum and apply for certification. If more time is needed, you may submit a *Specialized Programs Special Circumstances Petition* to the SPC. The petition will be reviewed by a small committee of faculty and staff.

Certification

Upon successful completion of the practicum, you may request certification by filling out the *Labor Doula Certification Request* form. You must submit this form along with a certification fee.

An evaluation conference will be scheduled before you receive your certification. This provides you with an opportunity to sit with the SPC to go over the practicum, review the evaluation forms, analyze the program and discuss how it met your academic and professional needs. After the evaluation conference, your certification request will be processed and, if all requirements have been met, a Labor Doula Certificate is issued.

Certification is valid for two years. If you wish to re-certify, you will be required to document additional births using the self-evaluation and client evaluation forms, complete additional CEUs, and pay a re-certification fee.

Labor Doula Program Cost

Labor Doula Workshop Fee	\$485.00
Labor Doula Course-pack Fee	\$67.00
Practicum Fee (non-refundable)	\$195.00
Certification Fee (non-refundable)	\$50.00
Re-certification Fee	\$50.00

Labor Doula Scholarship Program

The Labor Doula Scholarship is open to students from three types of communities where access to that population is difficult for someone outside that community. Our program offers scholarships to a limited number of:

- bilingual (native language and English) students,
- students who work with or are a part of the incarcerated-women's community
- students who work with or are a part of the homeless women's population

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

See Birthingway's website for more information or contact the Specialized Programs Coordinator.

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Postpartum Doula Program

Overview

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

Postpartum Doula Program Objectives

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

Technical Standards for Doulas

See *LABOR DOULA PROGRAM*.

Postpartum Doula Certification

Birthingway offers a Postpartum Doula Certification. Students must complete the following four steps:

- Attend and successfully complete Birthingway's postpartum doula workshop *Postpartum Doula: Supporting Transitions After Birth*.
- Apply to and complete the Postpartum Doula practicum.
- Submit all required forms and documentation.
- Provide payment for all required program costs.

Application to the Postpartum Doula Program

Prerequisites: None

If you are interested certifying as a Postpartum Doula, you must complete the basic program application before joining the practicum. See *PRACTICUM REQUIREMENTS*.

Postpartum Doula Workshop

The workshop, which can be taken as a stand alone class or as the first step toward certification, usually takes place over one long weekend. Students are expected to complete readings before the class meets. During the workshop, you will learn about a variety of topics pertinent to the postpartum period including:

- Scope of practice for postpartum doulas
- Hormones of the postpartum period and their effects
- Infant care
- Perinatal mood disorders
- Tools for supporting breastfeeding
- Various ways that birth experiences effects the postpartum period

Practicum Requirements

Once you have completed the workshop, you must submit the *Application for the Postpartum Doula Practicum* with the practicum fee to the Specialized Programs Coordinator (SPC). Students enrolled in the Midwifery Program are not required to pay the practicum fee. The application requests information that we will use to list you as a student postpartum doula on Birthingway's website. The website is one way that Birthingway helps students network with potential clients during both the practicum period and once a student has certified. It is your responsibility to provide the SPC with any new contact information, to communicate any times you are unavailable, and inform us of any preferences you may have for postpartum work, types of clients, etc.

Before beginning your practicum, you must set up an appointment to have an introductory meeting with the SPC. During this meeting you will review practicum policies and paperwork, and will be able to decide whether you would like to work with a mentor. Additionally, the SPC will discuss how Birthingway can support you individually on your journey to becoming a postpartum doula. The SPC has the right to withhold the admission of any applicant based on the application process, reference checks or the introductory meeting. During the introductory meeting, you will read the *Birthingway Postpartum Doula Program Policy and Procedure* document and sign that you agree to adhere to the policies within.

The following is a list of requirements needed to complete the practicum:

- Complete two book reviews on postpartum topics. A list will be provided if you need assistance.
- Submit two letters of reference from other healthcare professionals
- Interview a breastfeeding specialist (IBCLC, Lactation educator, etc).
- Create a resource binder specific to postpartum care
- Document at least 36 hours of postpartum support serving a minimum of three families. Self-evaluations and client feedback forms will be provided for each shift. Specific documentation requirements will be given in the Policy and Procedures packet.
- Proof of Adult AND Infant CPR (American Heart Association or American Red Cross)

See the SPC for specific information about these requirements. All required documentation forms will be provided to you by the College.

Length of the Postpartum Doula Program

After completion of the workshop, you have ten months to complete the practicum and the certification process.

Certification

Upon successful completion of the practicum, you may request certification by filling out the *Postpartum Doula Certification Request* form. You must submit this form along with a certification fee.

An evaluation conference will be scheduled before you receive your certification. This provides you with an opportunity to sit with the SPC to go over the practicum, review the evaluation forms, analyze the program and discuss how it met your academic and professional needs.

After the evaluation conference, your certification request will be processed and, if all requirements have been met, a Postpartum Doula Certificate is issued.

Certification is valid for two years. If you wish to re-certify, you will be required to document ten hours of postpartum care using the self and client evaluation forms, proof of current Adult and Infant CPR and pay a re-certification fee.

Postpartum Doula Program for College Credit

You may choose to take the Postpartum Doula workshop for two quarter credits. Students choosing this route will pay the current Birthingway credit cost and will be required to complete additional work. If you are enrolled in the midwifery program, the course may count as one of your required elective courses. The practicum fee is waived for students taking the workshop for college credit.

If you are taking the workshop for credit you **MUST** complete additional homework. Please see the course syllabus for the specific homework details. The additional homework must be completed before the end of the term in which you take the workshop. If you choose to certify, you will have an additional four months in which to complete the practicum.

Postpartum Doula Certification Program Fees

Workshop Fee^	\$395.00
Practicum Fee* (non-refundable)	\$90.00
Certification Fee	\$50.00
Re-certification Fee (two years)	\$50.00

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

*Waived for students taking the course for college credit.

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APPENDICES

APPENDIX A: MANA Statement of Values and Ethics

The Statement of Values and Ethics of the Midwives Alliance of North America (MANA) is a critical reflection of moral issues as they pertain to maternal and child health. It is intended to provide guidance for professional conduct in the practice of midwifery, as well as influence MANA's organizational policies, thereby promoting high-quality care for childbearing families.

Since what we value infuses and informs our ethical decisions and actions, the Midwives Alliance of North America affirms:

I. Woman As a Unique Individual:

- A. We value each woman as a strong, creative, unique individual with life-giving powers.
- B. We value each woman's right to a supportive caregiver appropriate to her needs and respectful of her belief system.
- C. We value a woman's right to access resources in order to achieve health, happiness and personal growth according to her needs, perceptions and goals.
- D. We value a woman as autonomous and competent to make decisions regarding all aspects of her life.
- E. We value the empowerment of a woman during the processes of pregnancy, birth, breastfeeding, mother–infant attachment and parenting.

II. Mother and Baby as Whole:

- A. We value the mother and her baby as an inseparable and interdependent whole and acknowledge that each woman and baby have parameters of well-being unique to themselves.
- B. We value the physical, psychosocial and spiritual health, well-being and safety of every mother and baby.
- C. We value the mother as the direct care provider for her unborn child.
- D. We value the process of labor and birth as a rite of passage with mother and baby as equal participants.
- E. We value the sentient and sensitive nature of the newborn and affirm every baby's right to a caring and loving birth without separation from mother and family.
- F. We value breastfeeding as the ideal way to nourish and nurture the newborn.

III. The Nature of Birth:

- A. We value the essential mystery of birth.
- B. We value pregnancy and birth as natural, physiologic and holistic processes that technology will never supplant.
- C. We value the integrity of a woman's body, the inherent rhythm of each woman's labor and the right of each mother and baby to be supported in their efforts to achieve a natural, spontaneous vaginal birth.
- D. We value birth as a personal, intimate, internal, sexual and social experience to be shared in the environment and with the attendants a woman chooses.
- E. We value the right of a woman and her partner to determine the most healing course of action when difficult situations arise.
- F. We value the art of letting go and acknowledge death and loss as possible outcomes of pregnancy and birth.

IV. The Art of Midwifery:

- A. We value our right to practice the art of midwifery, an ancient vocation of women.
- B. We value multiple routes of midwifery education and the essential importance of apprenticeship training.
- C. We value the wisdom of midwifery, an expertise that incorporates theoretical and embodied knowledge, clinical skills, deep listening, intuitive judgment, spiritual awareness and personal experience.
- D. We value the art of nurturing the inherent normalcy of pregnancy and birth as expressions of wellness in a healthy woman.
- E. We value continuity of care throughout the childbearing year.
- F. We value birth with a midwife in any setting that a woman chooses.
- G. We value homebirth with a midwife as a wise and safe choice for healthy families.
- H. We value caring for a woman to the best of our ability without prejudice with regards to age,

race, ethnicity, religion, education, culture, sexual orientation, gender identification, physical abilities or socioeconomic background.

I. We value the art of empowering women, supporting each to birth unhindered and confident in her natural abilities.

J. We value the acquisition and use of skills that identify and guide a complicated pregnancy or birth to move toward greater well-being and be brought to the most healing conclusion possible.

K. We value standing up for what we believe in the face of social pressure and political oppression.

V. Woman as Mother:

A. We value a mother's intuitive knowledge and innate ability to nurture herself, her unborn baby and her newborn baby.

B. We value the power and beauty of a woman's body as it grows in pregnancy and a woman's strength in labor and birth.

C. We value pregnancy and birth as processes that have lifelong impact on a woman's self-esteem, her health, her ability to nurture and her personal growth.

D. We value the capacity of partners, family and community to support a woman in all aspects of pregnancy, birth and mothering and to provide a safe environment for mother and baby.

VI. The Nature of Relationship:

A. We value an egalitarian relationship between a woman and her midwife.

B. We value the quality, integrity and uniqueness of our interactions, which inform our choices and decisions.

C. We value mutual trust, honesty and respect.

D. We value a woman's right to privacy, and we honor the confidentiality of all personal interactions and health records.

E. We value direct access to information that is readily understood by all.

F. We value personal responsibility and the right of a woman to make decisions regarding what she deems best for herself, her baby and her family, using both informed consent and informed refusal.

G. We value our relationship to a process that is larger than ourselves, recognizing that birth is something we can seek to learn from and to know, but cannot control.

H. We value humility and the recognition of our own limitations.

I. We value sharing information and understanding about birth experiences, skills and knowledge.

J. We value a supportive midwifery community as an essential place of learning.

K. We value diversity among midwives that broadens our collective resources and challenges us to work toward greater understanding.

L. We value collaboration between a midwife and other health-care practitioners as essential to providing a family with resources to make responsible and informed choices.

M. We value the right and responsibility of both a midwife and a woman to discontinue care when insurmountable obstacles develop that compromise communication, mutual trust or joint decision making.

N. We value the responsibility of a midwife to consult with other health-care practitioners when appropriate and refer or transfer care when necessary.

VII. Cultural Sensitivity, Competency and Humility

A. We value cultural sensitivity, competency and humility as critical skills for the midwife to master in an increasingly multicultural society.

B. We value cultural sensitivity—a midwife's awareness of and ability to honor differences between people and the cultural values of the women she serves.

C. We value the importance of cultural competency in addressing the social and economic barriers to access to care for vulnerable, underserved and marginalized women, thereby improving maternal and infant health and the well-being of families.

D. We value cultural humility as a lifelong process of self-reflection and self-critique in order to develop a respectful partnership with each woman.*

*Section VII is derived from Melanie Tervalon and Jann Murray-Garcia, "Cultural Humility versus Cultural Competency: A Critical Distinction in Defining Physician Training Outcomes in Multicultural Education," *Journal of Health Care for the Poor and Underserved* 9 (May 1998): 117–25.

Statement of Ethics

Our values inform and inspire midwifery practice in our hearts and minds. Acting ethically is an expression of our values within the context of our individual, geographic, religious, cultural, ethnic, political, educational and personal backgrounds and in our relationships with others. As we seek to respond in the moment to each situation we face, we call upon ethical principles of human interaction as follows:

- **Beneficence** - to act so as to benefit others
- **Nonmaleficence** - to avoid causing harm
- **Confidentiality** - to honor others' privacy and keep personal interactions confidential
- **Justice** - to treat people respectfully and equitably
- **Autonomy** - to respect an individual's rights to self-determination and freedom to make decisions that affect his or her life.

The equality and mutuality of the relationship between midwife and client create a foundation uniquely suited to integrate these principles. As midwives, we seek to benefit women and babies in our care. Mutual trust and respect are critical to the success of a relationship that requires joint decision making at every level. Moral integrity, truthfulness and adequate information enable all participants to judge together the best course of action in varied situations.

Judgments are fundamentally based on awareness and understanding of ourselves and others. They grow out of our own sense of moral integrity, which is born within the heart of each individual. Becoming self-aware and increasing understanding are ongoing processes that must be nurtured as a function of personal and professional growth. MANA's affirmation of individual moral integrity and recognition of the complexity of life events bring us to an understanding that there cannot possibly be one right answer for all situations. Since the outcome of pregnancy is ultimately unknown and is always unknowable, it is inevitable that in certain circumstances our best decisions in the moment will lead to consequences we could not foresee.

We recognize the limitations of traditional codes of ethics that present a list of rules to be followed. Therefore, a midwife must develop a moral compass to guide practice in diverse situations that arise from the uniqueness of pregnancy and birth as well as the relationship between midwives and birthing women. This approach affirms the mystery and potential for transformation present in every experience and fosters truly diverse practice. Midwifery care is woman-led care with informed choice and a clear set of values at its core. Decision making is a shared responsibility with the goals of healthy women and babies and of gentle, empowering births with a focus on individual and family needs and concerns. Ultimately, it is at the heart of midwifery practice to honor and respect the decisions women make about their pregnancies and births based on their knowledge and belief about what is best for themselves and their babies.

There are both individual and social implications to any decision-making process. Our decisions may be impacted by the oppressive rules and practices of a society that is often hostile to homebirth, midwives and midwifery clients. Our actual choices may be limited by the medical, legal, political, economic, cultural or social climate in which we function. The more our values conflict with those of the dominant culture, the greater the threat to the integrity of our own values, and the greater the risk that our actions may lead to professional repercussions or legal reprisal. In such conditions we may be unable to make peace with any course of action or may feel conflicted about a choice already made. The community of women, both midwives and those we serve, may provide a fruitful resource for continued moral support and guidance.

In summary, acting ethically requires us to define our values, respond to the communities of families, midwives and cultures in which we find ourselves, act in accord with our values to the best of our ability as the situation demands, and engage in ongoing self-examination, evaluation, peer review and professional growth. By carefully describing the multifaceted aspects of what we value and defining the elements of moral integrity and decision making, we have created a framework for ethical behavior in midwifery practice. We welcome an open and ongoing articulation of values and ethics and the evolution of this document.

APPENDIX B: MANA Core Competencies

- I. Guiding Principles of Practice:
The midwife provides care according to the following principles:
 - A. Midwives work in partnership with women and their chosen support community throughout the caregiving relationship.
 - B. Midwives respect the dignity, rights, and the ability of the women they serve to act responsibly throughout the caregiving relationship.
 - C. Midwives work as autonomous practitioners, collaborating with other health and social service providers when necessary
 - D. Midwives understand that physical, emotional, psycho-social and spiritual factors synergistically comprise the health of individuals and affect the childbearing process.
 - E. Midwives understand that female physiology and childbearing are normal processes, and work to optimize the well-being of mothers and their developing babies as the foundation of caregiving.
 - F. Midwives understand that the childbearing experience is primarily a personal, social and community event.
 - G. Midwives recognize that a woman is the only direct care provider for herself and her unborn baby; thus the most important determinant of a healthy pregnancy is the mother herself.
 - H. Midwives recognize the empowerment inherent in the childbearing experience and strive to support women to make informed decisions and take responsibility for their own well-being.
 - I. Midwives strive to insure vaginal birth and provide guidance and support when appropriate to facilitate the spontaneous process of pregnancy, labor, and birth, utilizing medical intervention only as necessary.
 - J. Midwives synthesize clinical observations, theoretical knowledge, intuitive assessment and spiritual awareness as components of a competent decision making process.
 - K. Midwives value continuity of care throughout the childbearing cycle and strive to maintain continuous care within realistic limits.
 - L. Midwives understand that the parameters of "normal" vary widely and recognize that each pregnancy and birth are unique.

- II. General Knowledge and Skills:
The midwife provides care incorporating certain concepts, skills, and knowledge from a variety of health and social sciences, including, but not limited to:
 - A. Communication, counseling, and teaching skills.
 - B. Human anatomy and physiology relevant to childbearing.
 - C. Community standards of care for women and their developing infants during the childbearing cycle, including midwifery and bio-technical medical standards and the rationale for and limitations of such standards.
 - D. Health and social resources in her community.
 - E. Significance of and methods for documentation of care through the childbearing cycle.
 - F. Informed decision making.
 - G. The principles and appropriate application of clean and aseptic technique and universal precautions.
 - H. Human sexuality, including indication of common problems and indications for counseling.
 - I. Ethical considerations relevant to reproductive health.
 - J. The grieving process.
 - K. Knowledge of cultural variations.
 - L. Knowledge of common medical terms.
 - M. The ability to develop, implement and evaluate an individualized plan for midwifery care.
 - N. Woman-centered care, including the relationship between the mother, infant, and their larger support community.
 - O. Knowledge and application of various health care modalities as they apply to the childbearing cycle.

III. Care During Pregnancy:

The midwife provides health care, support, and information to women throughout pregnancy. She determines the need for consultation or referral as appropriate. The midwife uses a foundation of knowledge and/or skill which includes the following:

- A. Identification, evaluation, and support of maternal and fetal well-being throughout the process of pregnancy.
- B. Education and counseling for the childbearing cycle.
- C. Preexisting conditions in a woman's health history which are likely to influence her well-being when she becomes pregnant.
- D. Nutritional requirements of pregnant women and methods of nutritional assessment and counseling.
- E. Changes in emotional, psycho-social and sexual variations that may occur during pregnancy.
- F. Environmental and occupational hazards for pregnant women.
- G. Methods of diagnosing pregnancy.
- H. Basic understanding of genetic factors which may indicate the need for counseling, testing, or referral.
- I. Basic understanding of the growth and development of the unborn baby.
- J. Indications for, risks, and benefits of bio-technical screening methods and diagnostic tests used during pregnancy.
- K. Anatomy, physiology, and evaluation of the soft and bony structures of the pelvis.
- L. Palpation skills for evaluation of the fetus and uterus.
- M. The causes, assessment and treatment of the common discomforts of pregnancy.
- N. Identification of, implications of, and appropriate treatment for various infections, disease conditions and other problems which may affect pregnancy.
- O. Special needs of the Rh- woman.

IV. Care During Labor, Birth, and Immediately Thereafter:

The midwife provides health care, support, and information to women throughout labor, birth, and the hours immediately thereafter. She determines the need for consultation or referral as appropriate. The midwife uses a foundation of knowledge and/or skill which includes the following:

- A. The normal process of labor and birth.
- B. Parameters and methods for evaluating maternal and fetal well-being during labor, birth, and immediately thereafter, including relevant historical data.
- C. Assessment of the birthing environment, assuring that it is clean, safe and supportive, and that appropriate equipment and supplies are on hand.
- D. Emotional responses and their impact during labor, birth, and immediately thereafter.
- E. Comfort and support measures during labor, birth, and immediately thereafter.
- F. Fetal and maternal anatomy and their interactions as relevant to assessing fetal position and the progress of labor.
- G. Techniques to assist and support the spontaneous vaginal birth of the baby and placenta.
- H. Fluid and nutritional requirements during labor, birth, and immediately thereafter.
- I. Assessment of and support for maternal rest and sleep as appropriate during the process of labor, birth, and immediately thereafter.
- J. Causes of, evaluation of, and appropriate treatment for variations which occur during the course of labor, birth, and immediately thereafter.
- K. Emergency measures and transport for critical problems arising during labor, birth, or immediately thereafter.
- L. Understanding of and appropriate support for the newborn's transition during the first minutes and hours following birth.
- M. Familiarity with current bio-technical interventions and technologies which may be commonly used in a medical setting.
- N. Evaluation and care of the perineum and surrounding tissues.

- V. **Postpartum Care:**
The midwife provides health care, support, and information to women throughout the postpartum period. She determines the need for consultation or referral as appropriate. The midwife uses a foundation of knowledge and/or skill which includes but is not limited to the following:
- A. Anatomy and physiology of the mother during the postpartum period.
 - B. Lactation support and appropriate breast care including evaluation of, identification of, and treatments for problems with nursing.
 - C. Parameters and methods for evaluating and promoting maternal well-being during the postpartum period.
 - D. Causes of, evaluation of, and treatment for maternal discomforts during the postpartum period.
 - E. Emotional, psycho-social, and sexual variations during the postpartum period.
 - F. Maternal nutritional requirements during the postpartum period including methods of nutritional evaluation and counseling.
 - G. Causes of, evaluation of, and treatments for problems arising during the postpartum period.
 - H. Support, information, and referral for family planning methods as the individual woman desires.
- VI. **Newborn Care:**
The entry-level midwife provides health care to the newborn during the postpartum period and support and information to parents regarding newborn care. She determines the need for consultation or referral as appropriate. The midwife uses a foundation of knowledge and/or skill which includes the following:
- A. Anatomy, physiology, and support of the newborn's adjustment during the first days and weeks of life.
 - B. Parameters and methods for evaluating newborn wellness including relevant historical data and gestational age.
 - C. Nutritional needs of the newborn.
 - D. Community standards and state laws regarding indications for, administration of, and the risks and benefits of prophylactic bio-technical treatments and screening tests commonly used during the neonatal period.
 - E. Causes of, assessment of, appropriate treatment, and emergency measures for neonatal problems and abnormalities.
- VII. **Professional, Legal and Other Aspects:**
The entry-level midwife assumes responsibility for practicing in accord with the principles outlined in this document. The midwife uses a foundation of knowledge and/or skill which includes the following:
- A. MANA's documents concerning the art and practice of Midwifery.
 - B. The purpose and goal of MANA and local (state or provincial) midwifery associations.
 - C. The principles of data collection as relevant to midwifery practice.
 - D. Laws governing the practice of midwifery in her local jurisdiction.
 - E. Various sites, styles, and modes of practice within the larger midwifery community.
 - F. A basic understanding of maternal/child health care delivery systems in her local jurisdiction.
 - G. Awareness of the need for midwives to share their knowledge and experience.
- VIII. **Woman Care & Family Planning:**
Depending upon education and training, the entry-level midwife may provide family planning and well-woman care. The practicing midwife may also choose to meet the following core competencies with additional training. In either case, the midwife provides care, support, and information to women regarding their overall reproductive health, using a foundation of knowledge and/or skill which includes the following:
- A. Understanding of the normal life cycle of women.
 - B. Evaluation of the woman's well-being including relevant historical data.
 - C. Causes of, evaluation of, and treatments for problems associated with the female reproductive

system and breasts.

- D. Information on, provision of, or referral for various methods on contraception.
- E. Issues involved in decision-making regarding unwanted pregnancies and resources for counseling and referral.

APPENDIX C: MANA Standards and Qualifications for the Art and Practice of Midwifery

The midwife practices in accord with the MANA Standards and Qualifications for the Art and Practice of Midwifery and the MANA Statement of Values and Ethics, and demonstrates the clinical skills and judgments described in the MANA Core Competencies for Midwifery Practice.

1. Skills: Necessary skills of a practicing midwife include the ability to:

- Provide continuity of care to the woman and her newborn during the maternity cycle. Care may continue throughout the woman's entire life cycle. The midwife recognizes that childbearing is a woman's experience and encourages the active involvement of her self-defined family system.
- Identify, assess and provide care during the antepartal, intrapartal, postpartal and newborn periods. She may also provide well woman and newborn care.
- Maintain proficiency in life-saving measures by regular review and practice
- Deal with emergency situations appropriately
- Use judgment, skill and intuition in competent assessment and response.

2. Appropriate equipment and treatment: Midwives carry and maintain equipment to assess and provide care for the well-woman, the mother, the fetus, and the newborn; to maintain clean and/or aseptic technique; and to treat conditions including, but not limited to, hemorrhage, lacerations, and cardio-respiratory distress. This may include the use of non-pharmaceutical agents, pharmaceutical agents, and equipment for suturing and intravenous therapy.

3. Records: Midwives keep accurate records of care for each woman and newborn in their practice. Records shall reflect current standards in midwifery charting, and shall be held confidential (except as legally required). Records shall be provided to the woman on request. The midwife maintains confidentiality in all verbal and written communications regarding women in her care.

4. Data Collection: It is highly recommended that midwives collect data for their practice on a regular basis and that this be done prospectively, following the protocol developed by the MANA Division of Research. Data collected by the midwife shall be used to inform and improve her practice.

5. Compliance: Midwives will inform and assist parents regarding public health requirements of the jurisdiction in which the midwifery service is provided.

6. Medical Consultation, Collaboration, and Referral: All midwives recognize that there are certain conditions for which medical consultations are advisable. The midwife shall make a reasonable attempt to assure that her client has access to consultation, collaboration, and/or referral to a medical care system when indicated.

7. Screening: Midwives respect the woman's right to self-determination. Midwives assess and inform each woman regarding her health and well-being relevant to the appropriateness of midwifery services. It is the right and responsibility of the midwife to refuse or discontinue services in certain circumstances. Appropriate referrals are made in the interest of the mother or baby's well-being or when the required or requested care is outside the midwife's personal scope of practice as described in her practice guidelines.

8. Informed Choice: Each midwife will present accurate information about herself and her services, including but not limited to:

- her education in midwifery
- her experience level in midwifery
- her practice guidelines
- her financial charges for services
- the services she does and does not provide
- her expectations of the pregnant woman and the woman's self-defined family system.

The midwife recognizes that the woman is the primary decision maker in all matters regarding her own health care and that of her infant.

The midwife respects the woman's right to decline treatments or procedures, and properly documents these choices. The midwife clearly states and documents when a woman's choices fall outside the midwife's practice guidelines.

9. Continuing Education: Midwives will update their knowledge and skills on a regular basis.

10. Peer Review: Midwifery practice includes an on-going process of case review with peers

11. Practice Guidelines: Each midwife will develop practice guidelines for her services that are in agreement with the MANA Standards and Qualifications for the Art and Practice of Midwifery, the MANA Statement of Values and Ethics, and the MANA Core Competencies for Midwifery Practice, in keeping with her level of expertise.

12. Expanded scope of practice: The midwife may expand her scope of practice beyond the MANA Core Competencies to incorporate new procedures that improve care for women and babies consistent with the midwifery model of care. Her practice must reflect knowledge of the new procedure, including risks, benefits, screening criteria, and identification and management of potential complications.

The following sources were utilized for reference: Essential documents of the National Association of Certified Professional Midwives 2004, American College of Nurse-Midwives documents and standards for the Practice of Midwifery revised March 2003; ICM membership and joint study on maternity; FIGO, WHO, etc. revised 1972; New Mexico regulations for the practice of lay midwifery, revised 1982; North West Coalition of Midwives Standards for Safety and Competency in Midwifery; Varney, Helen, Nurse-Midwifery, Blackwell Scientific Pub., Boston, MA 1980.

APPENDIX D: NARM Clinical Supervision and Documentation Requirements

The following is excerpted from the January 2008 edition of NARM's Candidate Information Bulletin:

NARM Policy Statement on Preceptor/Apprentice Relationships

In validating the apprenticeship as a valuable form of education and training for midwifery, NARM appreciates the many variations in the preceptor/apprentice relationship. In upholding the professional demeanor of midwifery, it is important that each party in the relationship strive to maintain a sense of cooperation and respect for one another. While some preceptor/apprentice relationships develop into a professional partnership, others are brief and specifically limited to a defined role for each participant.

To help NARM candidates achieve exceptional training and a satisfactory relationship from their apprenticeship, NARM makes the following recommendations:

1) A preceptor for a NARM applicant must be a nationally certified midwife (CPM, CNM, or CM); or legally recognized in a jurisdiction, province, or state as a practitioner who specializes in maternity care; or a midwife practicing as a primary attendant without supervision for a least 50 out-of-hospital births and a minimum of three years. The preceptor privileges of some midwives have been revoked. It is the student's responsibility to verify their preceptor's status by asking their preceptor or contacting NARM.

2) The clinical components of apprenticeship should include didactic and clinical experience, and the clinical component should be at least one year in duration, which is equivalent to approximately 1350 clinical contact hours under supervision. In the PEP Application, the dates from the first prenatal to the final primary birth should span at least one year, or the applicant should enclose a statement explaining additional clinical experiences that complete the requirement but are not charted on these forms. Additional births may also be reflected on Form 100 under Birth Experience Background.

3) It is acceptable, even preferable, for the apprentice to study under more than one preceptor. In the event that more than one preceptor is responsible for the training, each preceptor will sign off on those births and skills which were adequately performed under the supervision of that preceptor. Each preceptor must also sign the Preceptor Verification Form 114. The apprentice should make multiple copies of all blank forms so that each preceptor will have a copy to sign.

4) The preceptor and apprentice should have a clear understanding of the responsibilities of each person to the other, including the time expected to be spent in one-on-one training, classroom or small group study, selfstudy, clinical observation, opportunities for demonstration of skills, time on call, and financial obligations.

5) The apprentice, if at all possible, should have the NARM application at the beginning of the apprenticeship, and should have all relevant documentation signed at the time of the experience rather than waiting until the completion of the apprenticeship.

6) Preceptors are expected to sign the application documentation for the apprentice at the time the skill is performed competently. Determination of "adequate performance" of the skill is at the discretion of the preceptor, and multiple demonstrations of each skill may be necessary. Documentation of attendance and performance at births, prenatals, postpartums, etc., should be signed only if mutually agreed that expectations have been met. Any misunderstanding regarding expectations for satisfactory completion of experience or skills should be discussed and resolved as soon as possible.

7) The preceptor is expected to provide adequate opportunities for the apprentice to observe clinical skills, to discuss clinical situations away from the clients, to practice clinical skills, and to perform the clinical skills in the capacity of a primary midwife, all while under the direct supervision of the preceptor. This means that **the preceptor must be physically present** when the apprentice performs the primary midwife skills. The preceptor holds final responsibility for the safety of the client or baby, and should become involved, whenever warranted, in the spirit of positive education and role modeling.

8) Preceptors who sign off on experiences they did not witness risk losing their ability to sign as a preceptor in the future and also risk losing their NARM certification.

9) NARM's definition of the Initial Prenatal Exam includes covering an intake interview, history (medical, gynecological, family) and a complete physical examination. These exams do not have to occur all on the first visit to the midwife, but the apprentice should perform at least 20 of these examinations on one or more early prenatal visits.

10) Births as an Active Participant (Form 111) are births where the apprentice is being taught to perform the skills of a midwife. Just observing a birth is not considered being an Active Participant. Charting, other skills, providing labor support, and participating in management discussions may all be done in Active Participant births in increasing degrees of responsibility. Catching the baby should be a skill that is taught towards the end of the active participant period, but not counted as a supervised primary. The apprentice should perform some skills at every birth listed on this Form and should be present throughout labor, birth, and the immediate postpartum period. The apprentice must complete most of the active participant births before functioning as Primary Midwife under supervision at births.

11) Births as Primary Midwife under supervision (Form 112) means that the apprentice demonstrates the ability to perform all aspects of midwifery care to the satisfaction of the preceptor, who is physically present and supervising the apprentice's performance of skills and decision making.

Guidelines for Verifying Documentation of Clinical Experience

In response to multiple requests for clarification about the role of the Preceptor in the NARM application/certification process, NARM has developed the following step-by-step guidelines based on the instructions set forth in the Candidate Information Bulletin. These guidelines are suggestions for successful completion of the application documentation.

1. The preceptor and applicant together should—
 - a. review the three (3) separate practice documents required by NARM—Practice Guidelines, Informed Consent, and Emergency Care Plan.
 - b. review all client charts (or clinical verification forms from a MEAC accredited school) referenced on the NARM Application and confirm that the **preceptor and applicant** names appear on each chart/form that is being referenced.
 - c. confirm that the signatures/initials of the applicant are on every chart/form for: initial exam, history and physical exam, complete prenatal exams, labor, birth and immediate postpartum exam, newborn exam, and complete follow-up post partum exams listed on the NARM Application. Be sure the numbers written on the application forms are the same number of signatures/initials on the charts/forms.
 - d. check all birth dates and dates of all exams for accuracy.
 - e. check all codes to make sure there are no duplicate code numbers. Each client must have a unique code. If there is more than one birth with any given client, there must be a different code assigned for each subsequent birth.
2. If a preceptor has more than one student (applicant), each chart must have a code that all students will use. Students should not develop different codes for the same client.
3. Preceptors need to be sure their forms show that the student participated as primary under supervision and that the preceptor was present in the room for all items the preceptor signs. For example, the arrival and departure times at the birth should be documented on the chart for both the applicant and the preceptor. At the time of clinical experience, preceptors and students should initial each visit.
4. Applicants should have access to or copies of any charts listed in the application, Form 112a-f and Form 200 with Code # in case of audit.

The Informed Consent document used by the apprentice/student should not indicate that she is a CPM, even if she is in the application process. The CPM designation may not be used until it is earned.

Preceptors who sign off on experiences they did not witness risk losing their ability to sign as a preceptor in the future and also risk losing their NARM certification.

APPENDIX E: Credentials Comparison Chart

CREDENTIALS COMPARISON CHART

The Midwifery Certificate and Degree program's requirements meet or exceed requirements for Oregon State licensure and NARM certification as follows:

	NARM Requirement	Birthingway Requirement	State of Oregon Requirement
Births-Participant	20	25+5 labor doula	25
Births-Primary Role	20	25	25
Prenatals-Participant	0	25	100 total
Prenatals-Primary Role	75, including 20 initials	75, including 20 initials	See above
Newborn exams-Primary	20	25	25
Postpartums-Primary	40	40	40
Continuity of Care	3 of the primary births	15 of the primary births	10 of the primary births
Home/Out of Hospital Births	10 of the primary births	At least 25 of the Assistant/Active Participant role births and 25 of the primary role births must be planned out-of-hospital	Of the 50 totals births, 25 must have taken place in an out-of-hospital setting
LD & D Courses			
Pharmacology	None	15 hours	8 hours
Medication by Injection	None	6 hours	2 hours
Treatment of Shock	None	42 hours	16 hours
Resuscitation-Neonatal	None	18 hours	6 hours
Resuscitation-Adult	None	18 hours	OR Certification
Suturing	None	21 hours	8 hours

APPENDIX F: 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 interests in midwifery education. Each spring, the student body will elect one student (second year or above) to sit as non-voting student body representative.

The full Board meets four times each year on the 3rd Thursday of March, June, September and December.

The role of the Board includes the following tasks:

- Approve general and financial policy for 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 Board meetings as necessary

Members of the Board of Directors:

Polly Gottesman
Carrie McCormick
Mike Reding
Mari Yerger

APPENDIX G: Faculty

Rita Aparicio, M.A., Interamerican University, IBCLC, is a lactation consultant with a midwifery background. (Lactation Program Coordinator, Breastfeeding Skills, Breastfeeding Politics and Policy, Spanish for Birth Professionals)

Kimberly Bepler, I.C.P.E, P.C.D, C.P.D, C.L.E, is a postpartum doula with a private practice for close to 10 years. (Postpartum Doula Training)

Mindy Cash, N.D., National College of Naturopathic Medicine, B.S., James Madison University, is a Naturopath in private practice in Portland. (Botanicals I, II, and III, Chinese Medicine, Nutrition)

Denise Clark, B.S., Oregon State University, has been an EMT-P for close to 30 years. (Hematology, Critical Care Skills I, II, and III)

Kathryn Constant, M.A., Emporia State University, B.A. Ohio University, is Birthingway's librarian and student research consultant. (Birth Stories in Life and Literature, Research Methods, Understanding Statistics in Medical Literature)

Mia Crupper, N.D., National College of Naturopathic Medicine, B.A. University of Hawaii, L.M.T, is a practicing naturopathic midwife. (Microbiology, Microscope Skills)

Pamela Echeverio, B.S., Birthingway College of Midwifery, C.P.M., L.D.M., is a practicing midwife in Portland. She graduated from Birthingway in 2004. (Pharmacology, Postpartum)

Adrienne Fuson, B.A., I.B.C.L.C, L.M.T., C.D., is a massage therapist, certified labor doula in private practice and lactation specialist. (Labor Doula Workshop and Breastfeeding I, II)

Heather Hack, B.S., Birthingway College of Midwifery, C.P.M, L.D.M., Birthingway graduate and practicing midwife. (Prenatal Skills, Postnatal Skills, Infancy)

Ann Holland, N.D., National College of Naturopathic Medicine, B.A., Evergreen State University, is a Naturopath in private practice in Portland. (Botany)

Amy Johnson N.D., National College of Naturopathic Medicine, B.S., Michigan State University, is a practicing naturopathic doctor and completed the New England School of Homeopathy. (Physical Assessment I & II)

Adeline Kell, N.D., National College of Naturopathic Medicine, B.A. Reed College, is a practicing naturopathic midwife. (Well-woman Gynecology, Gynecology Skills)

Celeste Kersey, B.A., St. John's University, C.P.M, L.D.M., is a practicing midwife in Canby, Oregon. (Communication I, II and III)

Stacey Marshall, C.D, P.C.D, C.B.E, B.C, is a doula and childbirth educator in private practice. (Labor Doula workshop)

Bonnie McAnnis, B.A., Lewis and Clark College, L.M.T., is a massage therapist in private practice. (Anatomy & Physiology, Massage for Midwives)

Carrie McCormick, MPH, Public Health, Oregon State University, is a midwife who works internationally. (Breastfeeding Politics and Policy, International Midwifery)

Jennifer Means, N.D., National College of Naturopathic Medicine, M.S., National College of Naturopathic Medicine, L.A.C., is a naturopath and licensed acupuncturist. (Homeopathy I and II)

Jacqueline Meyer, C.P.M, is Birthingway graduate (Practice Protocols, Independent Learning Coordinator).

Susan Moray, C.P.M, L.D.M., is a practicing midwife in Portland. Susan was Birthingway's first graduate in 1996. (Running a Midwifery Practice)

Cari Nyland, N.D., National College of Naturopathic Medicine, B.A., Vassar College, is a practicing naturopathic doctor. She has taken three years in specialized homeopathy training. (Homeopathy I, Survey of Other Modalities, Plant Medicine I, II, and III)

Sara Ohgushi, N.D., National College of Naturopathic Medicine, is a naturopathic midwife. (Medical Terminology)

Rhonda Ray, B.A., Marylhurst University, C.P.M. is a retired midwife and the student affairs coordinator at Birthingway. (Prenatal Skills)

Nichole Reding, M.A., University of Oregon, B.A., Gonzaga University, is a childbirth educator and Specialized Programs Coordinator at Birthingway. (Childbirth Education, Midwifery Culture and Ethics)

Holly Scholles, M.A., Emory University, M.A. University of Texas, C.P.M., L.D.M., is the President and founder of Birthingway. She is a practicing midwife in Oregon and an anthropologist specializing in Human Reproduction and Medical Anthropology. (Antepartum, Complex Situations I and II, Differential Diagnosis, Fetal Assessment, Intrapartum, Psychosocial Issues, Suturing Working Cross Culturally)

Marth Von Reis, M.S. Zoology, Oregon State University, is a Birthingway certified labor doula. (Human Genetics)

Definition of Abbreviations

C.D. (Certified Doula)

C.L.E (Certified Lactation Educator)

C.P.D. (Certified Postpartum Doula)

C.P.M. (Certified Professional Midwife)

I.B.C.L.C. (International Board of Lactation Consultants)

I.C.P.E. (ICEA Certified Postnatal Educator)

L.D.M. (Licensed Direct-Entry Midwife)

L.M.T. (Licensed Massage Therapist)

N.D. (Naturopathic Doctor)

P.C.D. (Postpartum Certified Doula)

APPENDIX H: Birthingway Preceptor Qualifications

1) Birth Experience Requirement

Attended a total of at least 100 births, of which at least:

A minimum of 25 were out-of-hospital births AND
A minimum of 50 were as an unsupervised primary midwife

AND

2) Length of Practice Requirement

For a CPM, CNM, CM, or State-Licensed Midwife: A minimum of 18 months experience as an unsupervised primary midwife (after the end of training). This can be reduced by up to six months for Birthingway graduates who held "Advanced Student Midwife" status per policy before graduating.

OR

All Other Midwives: A minimum of 36 months experience as an unsupervised primary midwife (after the end of training).

3) Resuscitation Certification Requirement

Currently certified in Adult and Infant Resuscitation and Neonatal Resuscitation

APPENDIX I: MEAC Midwifery Student Bill of Rights*

Midwifery students have the right to:

1. Be free from discrimination on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, or disability.
2. Receive high-quality training in an environment committed to their mentoring and education, which will prepare them to become competent, compassionate and ethical midwives.
3. Have participation in the content of their education, both academic and clinical.
4. Have representation in the development of administrative policies that concern their education.
5. A clear and complete explanation of policies and procedures regarding admissions, grading, graduation requirements, time commitments, grounds for dismissal, grievance policy, transfer options, credits, and educational objectives.
6. A clear and complete explanation and description of both academic and clinical offerings and the approximate time normally required to meet graduation requirements.
7. Receive a clear and accurate account of all financial requirements and a reasonable estimation of the full cost to meet graduation requirements.
8. Have freedom of discussion and learn in an environment where expression of views is encouraged and protected including the freedom to dissent, disagree or protest.
9. Expect confidential, timely and fair systems for evaluation/feedback regarding academic and clinical performance and to address grievances without fear of recrimination, dismissal or retribution. If a student feels that recrimination or retribution has occurred as a result of a grievance, they should notify MEAC.
10. Expect grades would be determined only by academic achievement consistent with the objectives provided. Instructors should make known the factors that will be considered in determining the grade such as attendance, participation, papers, examinations, projects and/or presentations.
11. Be informed of policies and procedures regarding the confidentiality of their records including the right to know what personal information is collected about them, why it is being collected and how may review their files and correct any errors.
12. If a student feels that her rights have been violated in the process of attempting to resolve a grievance, after following the school's grievance procedure, they has the right submit her grievance to MEAC, P.O. Box 984 or FAX 480-907-2936.
13. MEAC will review in a timely, fair and equitable manner any complaint it receives against an accredited institution or program that is related to MEAC standards or procedures. MEAC may not complete its review and make a decision regarding a complaint unless it insures that the institution or program has sufficient opportunity to provide a response to the complaint.
14. Process for handling complaints
 - a) Within 15 business days of receipt by the MEAC office of a written complaint, a copy of the complaint and a letter requesting a response to the complaint will be forwarded, via certified mail, to the institution/program against which the complaint has been lodged.
 - b) The complainant will receive written notification from MEAC that the complaint has been received and processed for resolution.
 - c) The institution/program will then have a maximum of 30 business days from the date of the letter from MEAC to respond to MEAC in writing to the complaint. The institution/program will be requested to provide documentation and/or evidence relevant to the complaint in a sufficiently complete form to permit a clear analysis to be made.
 - d) MEAC will consider carefully any complaints from recognized accrediting, state or federal agencies.
 - e) If the matter affects the quality of the education offered at the institution/program, or if the seriousness of the situation warrants, a visit to the institution/program may be made by the Executive Director or other appropriate staff or evaluators, or a show-cause order may be issued.
 - f) If the Executive Director is not able to resolve the complaint, the matter will be referred to the Executive Committee for prompt action.
 - g) A hearing in accordance with due process procedures of MEAC will be arranged if further recourse is required and/or if the situation warrants such action.
 - h) All parties involved will be notified of the final disposition of the complaint.
 - i) A report of the processing and outcome of complaints and investigations will be made to the MEAC board at each meeting.

*Updated Bill of Rights pending approval April 15, 2010

APPENDIX J: MEAC Student Complaint Policy

MEAC will act on written, signed complaints made against any MEAC accredited institutions/programs. MEAC will review in a timely, fair and equitable manner any complaint it receives against an accredited institution or program that is related to MEAC standards or procedures. MEAC may not complete its review and make a decision regarding a complaint unless it insures that the institution or program has sufficient opportunity to provide a response to the complaint.

Please forward complaints to:
Midwifery Education Accreditation Council
P.O. Box 984
La Conner, WA 98257
www.meacschools.org

APPENDIX K: Community Code of Conduct

General Policy

1. 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. Students, faculty, and staff are expected to conduct themselves in a manner consistent with these principles.
2. A student, faculty member, or staff whose conduct is not in keeping with the standards of the College as described in this code is subject to disciplinary action. The procedures for that action are educational in nature and are intended to lead to self-evaluation and accountability.
3. The procedures of this code allow the full benefit of due process of law with each case considered individually. However, informal resolution of student conduct problems will be sought whenever possible.

Applicability

This conduct code applies to any person who is attending, has attended, or has initiated application to attend the College or any of its programs, to all faculty, instructors, guest lecturers, and preceptors; and to all administrators and staff.

Proscribed Conduct

The following constitutes conduct for which a student is subject to disciplinary action:

- 1) All forms of academic cheating, fraud, and dishonesty, including but not limited to plagiarism, buying and selling of course assignments and research papers, 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.
- 2) Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities, including the College's public service functions or other authorized activities on College-owned or -controlled property.
- 3) Obstruction or disruption that interferes with the freedom of movement, either pedestrian or vehicular, on College-owned or -controlled property.
- 4) Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health of any person on College-owned or controlled property.
- 5) Public indecency, defined as exposing the genitals of the person in, or in view of, College-owned or controlled property.
- 6) Stalking, defined as repeatedly contacting another person without a legitimate purpose when:
 - a) The contacting person knows or should know that the contact is unwanted by the other person; and
 - b) The contact causes the other person reasonable apprehension of imminent physical harm;
 - c) As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.
- 7) Sexual harassment, defined as unwanted and unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature where:
 - a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College-sponsored educational program or activity; or
 - b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or working environment.
- 8) Unauthorized possession of keys to College facilities, including buildings, offices, desks, files or equipment.
- 9) Unauthorized entry to, or use or possession of College facilities or property, including buildings, grounds, desks, files, records or equipment.
- 10) Theft or other intentional abuse of computer or computer network time, including but not limited to:
 - a) Unauthorized entry into a file to use, add, delete, read or change the contents or for any other purpose
 - b) Unauthorized copying or transfer of a file or any portion thereof;
 - c) Unauthorized use of another individual's identification and/or password or unauthorized attempts

- to circumvent data protection systems or uncover security loopholes;
- d) Unauthorized installation and/or use of unlicensed or improperly licensed software programs or applications or any other action violating the terms of applicable software licensing agreements or copyright laws
- e) Use of any computing facility to interfere with the work of any student, faculty member or College official
- f) Use of any computing facility to interfere with normal operation of the College computing system, including attempts to introduce programs commonly known as computer viruses, Trojan horses, and worms;
- g) Use of the College network to gain unauthorized access to any computer system
- 11) Malicious damage or misuse or theft of College property, or the property of any other person where such property is located on College-owned or controlled property, or, regardless of location is in the care, custody or control of the College.
- 12) Knowingly providing false or misleading information to the College or knowingly failing to provide required information to the College or misrepresenting a person's identity to an instructor or other College official
- 13) Forgery, alteration or unauthorized use of College documents, records or identification
- 14) Tampering with the election of any College-registered student organization or program.
- 15) Abuse of the campus judicial system, including but not limited to:
 - a) Falsification, distortion or misrepresentation of information before any campus judicial body;
 - b) Institution of any judicial proceedings knowingly without cause;
 - c) Attempting to discourage an individual's proper participation in, or use of, any judicial system;
 - d) Influencing or attempting to influence another person to commit an abuse of any judicial system.
- 16) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on College-owned or -controlled property, in contravention of law or without College authorization.
- 17) Illegal use, possession, or distribution of drugs on College-owned or -controlled property.
- 18) Refusal by any student while on College property to comply with an order of the President of the College, or appropriate authorized official or officials, to leave such premises because of conduct proscribed by the code, when such conduct constitutes a danger to health, personal safety, or property, or is disruptive of education or other appropriate College activity.
- 19) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the College, including the safety of its students, faculty and officials and the protection of its property.
- 20) Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute danger to health, personal safety, or property or where the offense occurred on College-owned or -controlled property or at College-sponsored or -supervised activities.

Violation of the terms of disciplinary action imposed as a result of previous disciplinary proceedings under the provisions of this code.

APPENDIX L: Student Right to Know Act

Under the Student-Right-To-Know Act, Birthingway is required to report annually on the completion (or graduation) rates for certificate and degree seeking full-time first-time undergraduate students. Statistics address whether or not these students complete their program within 150% of the normal time.

Statistics cover the cohort beginning their studies between September 2005 and August 2006 (2006 cohort).

As further information to our community, in addition to the required statistics for full-time first-time undergraduates, we have also provided statistics for all students beginning the program in this cohort. We do not currently have full-time, first-time students because all Midwifery Program students are required to take a college-level writing prerequisite to be admitted into the program.

Midwifery Program	Number in Cohort	Number Completed/ Graduated
Full-time First-Time Students	0	0
All Students	15	2

APPENDIX M: Confidentiality Agreement Example

Birthingway College of Midwifery **CONFIDENTIALITY AGREEMENT**

For Students, Faculty, and Preceptors

Maintenance of confidentiality is a fundamental aspect of midwifery practice. As sacred witnesses to a woman's most intimate and precious moments, we must be completely trustworthy. Part of our role is to protect the privacy of the women we serve, shielding their experiences and allowing women to tell their own stories in their own voices.

While a woman's story is simultaneously our own story of midwifery service, we recognize that we can only speak for ourselves. We must build a protective wall around our experiences, allowing access to those who, like ourselves, understand the sensitivity and complexity of what a midwife's role entails.

This means that we limit ourselves to telling our midwifery stories in safe environments, such as peer review and confidential conversations with trusted advisors. We never discuss or pass on details of stories in which we were not participants.

* * * *

I agree to maintain the confidentiality of information revealed to me including during peer reviews, classroom discussions, in private conversations with other midwives, students, apprentices, and others, and in clinics and other professional settings.

I agree to refrain from discussing or making reference to such information with any person, including other midwives, students, and apprentices, in unsafe environments.

I agree to tell only my own story and not to speak for someone else. I will not represent other's opinions or tell their story unless I have their explicit permission to do so.

I agree to speak honestly, without exaggeration or speculation, and to embody the centuries-old tradition of the midwife as truth-holder and trusted guardian of women's privacy to the best of my ability.

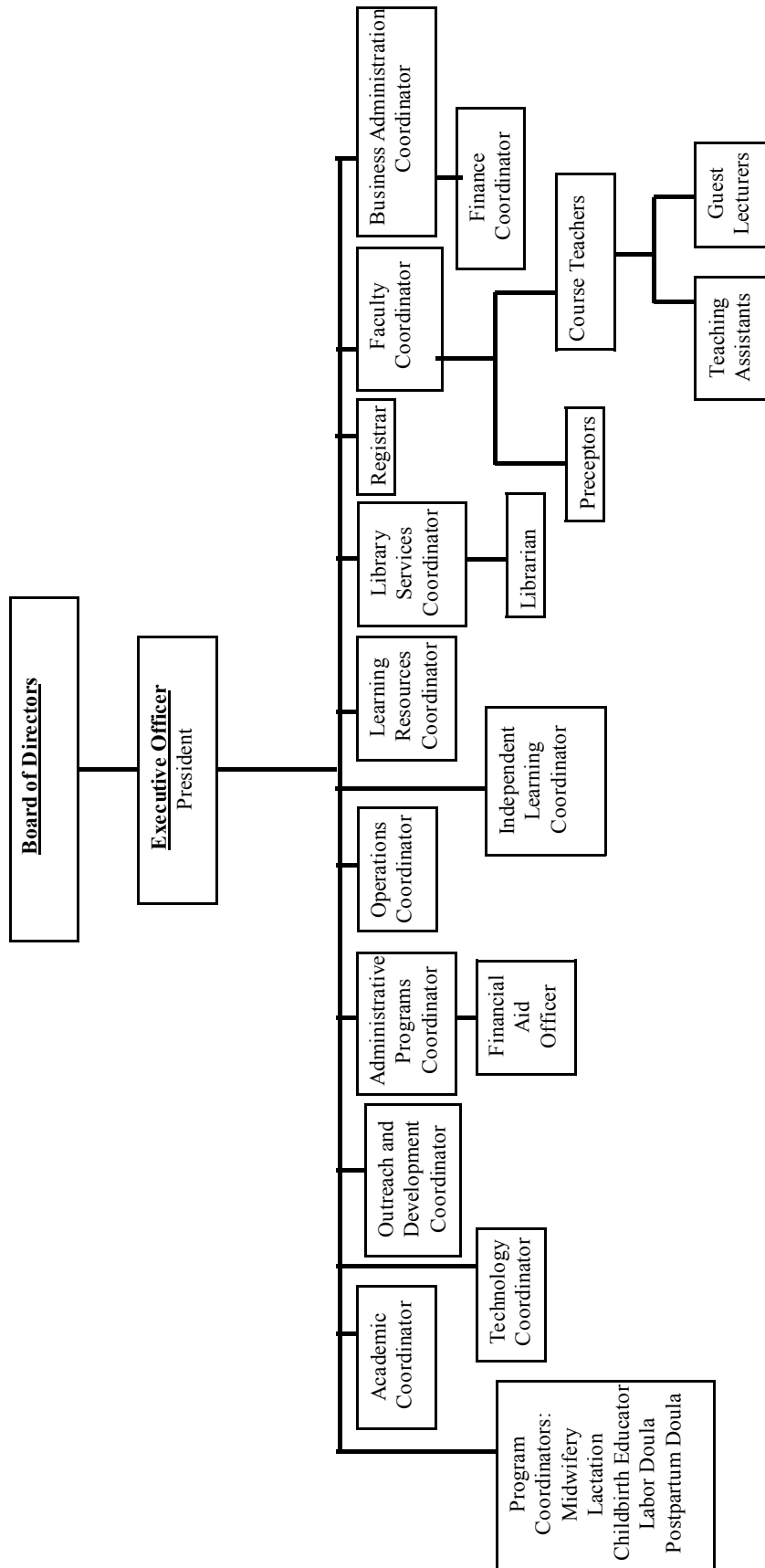
Signature

Date

Printed Name

APPENDIX N: Organizational Chart

**BIRTHINGWAY COLLEGE OF MIDWIFERY
ORGANIZATIONAL CHART**



APPENDIX O: Administrative Staff

Dawn Baker, Registrar

Corey Branstrom, Technology Coordinator

M.Ed (Elementary Education, University of Oregon)

Kathryn Constant, Librarian

M.L.S. (Library Science, Emporia State University)

Sadie Eck, Coordinator of Labor Doula, Postpartum Doula and Childbirth Educator Programs

Amari Fauna, Operations Coordinator

B.A. (Sociology, University of Maine)

Nancy Longatan, Faculty Coordinator

M.Ed (International Education, University of Massachusetts)

Stacey Marshall, Lactation Program Coordinator

C.D. (DONA)

Jena Novotny, Outreach Coordinator

B.A. (Communications, University of Oregon)

Debra Oglesby, Business Administration Coordinator

B.S. (Business, Portland State University)

Rhonda Ray, Midwifery Program Coordinator

C.P.M.

B.A. (Marylhurst University)

Nichole Reding, Specialized Program Coordinator

M.A. (History, University of Oregon)

Julia Reid, Administrative Programs Coordinator / Financial Aid Officer

B.A. (Sociology/Anthropology, Lewis and Clark College)

Brittany Schleiff, Learning Resources Coordinator

Holly Scholles, President

C.P.M., L.D.M.

M.A. (Anthropology, Emory University)

Serves as Academic Coordinator, Library Director, Midwifery Programs Coordinator

Nina Thompson, Finance Coordinator

B.A. (Environmental Studies and Biology, Oberlin College)