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Mission Statement

*Birthwise Midwifery School* guides individuals to become skilled and compassionate direct-entry midwives and midwifery assistants who provide care informed by both traditional knowledge and science. *We are an educational resource for aspiring and professional maternity care providers.*

Program Objectives

A. To have at least 80% of graduates become nationally certified by NARM and/or licensed to practice midwifery in their own states.

B. To prepare graduates to be autonomous providers of prenatal, intrapartum, postpartum, and early newborn care for families and healthy women who choose to have their babies at home or in birth centers.

C. To prepare graduates to provide routine well body care.

D. To deliver an effective and accountable educational model for direct-entry midwives.

E. To prepare our students for entry into and involvement in the political landscape of midwifery in the US and abroad.

F. To offer classes and continuing education opportunities to aspiring and practicing midwives and maternity care providers.
CURRICULUM OVERVIEW

Birthwise Midwifery School is licensed by the Department of Education State of Maine and accredited by the Midwifery Education Accreditation Council (MEAC) and recognized by the United States Department of Education for Title IV Student Financial Aid. The US Immigration and Naturalization Service (SEVIS) has approved the school for enrollment of students from other countries.

Our academic program is an intensive course of study. It is based on an adult learning model and therefore expects a high level of commitment, self-motivation and out-of-class work on the part of the student. Class time is divided between theoretical learning and hands-on skill development. Preparation for each six to eight-hour class day usually requires 12 to 16 hours of study outside of class. Each student is expected to keep up with the reading and homework to fully participate in class discussions. This frees class time for interactive learning, such as discussion, case studies, student presentations, exercises and skill development.

After successfully completing the academic component and the preceptorship, the student graduates from Birthwise and is eligible to sit for the NARM exam to be nationally certified as a Certified Professional Midwife (CPM).

The full-time course of study is designed to be completed in three calendar years, but may take up to six years for the part-time student. There are two arrangements of our program that applicants can choose from: the Campus Option and the Community Option. The distinctions between these two programs are detailed below.

COMMUNITY OPTION OVERVIEW

❖ The Community Option utilizes a low-residency educational model consisting of an orientation week and eleven two-week academic sessions at the Birthwise campus in Bridgton, while simultaneously working with a midwifery practice in the student’s home community. This is not an online or distance program.
❖ Students are in the classroom for the same number of hours as our Campus students. Course assignments are done at home between sessions so that students are prepared for their classes while on campus.
❖ Preceptorships may be located in certain states in the U.S., depending on whether Birthwise is authorized to have students in that state. The list of current approved states can be obtained from the Clinical Director and is posted on campus. The preceptorship can vary in length, depending on the volume of births that occur at their preceptor’s practice.

Semester One (August - December 2018)

Orientation Session: (August 6-August 10)
Academic Session 1: (September 24 – October 15)
Academic Session 2: (November 26-December 7)
Orientation (0.8 credits, 12 hours)
Overview of the Human Body (4.0 credits, 60 hours)
### Semester Two (Jan - June 2019)

**Academic Session 3:** (February 4-February 15)  
**Academic Session 4:** (April 8– April 19)  
**Academic Session 5:** (June 10- 21)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship 1</td>
<td>5</td>
<td>1 minimum</td>
</tr>
<tr>
<td>Normal Labor and Birth</td>
<td>3.2</td>
<td>48 hours</td>
</tr>
<tr>
<td>Postpartum</td>
<td>1.6</td>
<td>24 hours</td>
</tr>
<tr>
<td>Introduction to Lactation</td>
<td>0.8</td>
<td>12 hours</td>
</tr>
<tr>
<td>Prenatal Complications</td>
<td>4.0</td>
<td>60 hours</td>
</tr>
<tr>
<td>Professional Midwifery 2</td>
<td>1.0</td>
<td>15 hours</td>
</tr>
<tr>
<td>Skills Practice 2</td>
<td>1.7</td>
<td>25.5 hours</td>
</tr>
<tr>
<td>Midwifery and Social Justice 1</td>
<td>1.2</td>
<td>18 hours</td>
</tr>
<tr>
<td>BLS for Health Care Providers</td>
<td>0.3</td>
<td>4.5 hours</td>
</tr>
<tr>
<td>Waterbirth Seminar</td>
<td>0.3</td>
<td>4.5 hours</td>
</tr>
<tr>
<td>Research Methods</td>
<td>1.0</td>
<td>15 hours</td>
</tr>
</tbody>
</table>

Total Credits: 20.1 credits

### Semester Three (July - Dec 2019)

**Academic Session 6:** (August 19 – 30)  
**Academic Session 7:** (November 4- 15)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship 2</td>
<td>7</td>
<td>2 minimum</td>
</tr>
<tr>
<td>Complications of Labor &amp; Birth</td>
<td>4.0</td>
<td>60 hours</td>
</tr>
<tr>
<td>Normal Newborn</td>
<td>2.0</td>
<td>30 hours</td>
</tr>
<tr>
<td>Skills Practice 3</td>
<td>1.4</td>
<td>18 hours</td>
</tr>
<tr>
<td>Therapeutic Nutrition</td>
<td>1.1</td>
<td>16 hours</td>
</tr>
<tr>
<td>Midwifery and Social Justice 2</td>
<td>1.2</td>
<td>3 hours</td>
</tr>
<tr>
<td>Introduction to Neonatal Resuscitation</td>
<td>0.4</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Total Credits: 17.1 credits

### Semester Four (Jan - June 2020)

**Academic Session 8:** (January 27 - February 7)  
**Academic Session 9:** (April 13 -24)  
**Academic Session 10:** (June 8 - 19)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship 3</td>
<td>7</td>
<td>2 minimum</td>
</tr>
</tbody>
</table>

Total Credits: 9.1 credits
Newborn Complications (1.6 credits, 24 hours)
VBAC/ Cesarean Seminar (0.6 credits, 9 hours)
Whole Foods Nutrition (0.8 credits, 12 hours)
Well Body Care (2.0 credits, 30 hours)
Counseling & Women’s Mental Health (1.4 credits, 21 hours)
Homeopathy (0.6 credits, 9 hours)
Professional Midwifery 3 (1.6 credits, 24 hours)
Independent Research (3.0 credits)
Labwork for Midwives (1.6 credits, 24 hours)
Public Health Issues (0.8 credits, 12 hours)
Skills Practice 4 (1.2 credits, 18 hours)
Neonatal Resuscitation Certificate class (0.4 credits, 6 hours)
Suturing Workshop (0.4 credits, 6 hours)

Total Credits: 23 credits

**Semester Five (July - Dec 2020)**

**Academic Session 11: (August 10 – 21)**

Preceptorship 4 (11 credits, 4 minimum)
Skills Practice 5 (0.7 credits, 10.5 hours)
Birth Center Seminar (0.4 credits, 6 hours)
Pharmacology for Midwives (1.4 credits, 21 hours)
Professional Midwifery 4 (1.2 credits, 24 hours)
Midwifery and Social Justice 4 (0.4 credits, 6 hours)
Hospital Birth Seminar (0.4 credits, 6 hours)
Botanicals (1.2 credits, 18 hours)

Total Credits: 16.3 credits

**Semester Six (Jan - July 2021)**

Preceptorship 5 (15.0 credits, 562 hours)
Homecoming 2 (1.2 credits, 18 hours)

Total Credits: 17.2 credits

**Minimum Credits for Graduation: 106.1 credits**

**Campus Option Overview**

- The Birthwise Campus Option consists of 3.5 academic semesters on campus, followed by a 2.5 semester clinical preceptorship with preceptors chosen by the student and approved by the Clinical Director.
- The student is placed in a clinical rotation with a local preceptor in the second and third semesters for six to eight hours per week.
- The full-time student can expect to carry a course load of fifteen to twenty credits per semester and attend classes approximately three days per week for 6 hours each day.
Preceptorships may be located in certain states in the U.S., depending on whether Birthwise is authorized to have students in that state. The list of current approved states can be obtained from the Clinical Director, and is posted on campus. Most students relocate outside of Maine for their preceptorship. The preceptorship can vary in length, depending on the volume of births that occur at their preceptor’s practice.

### Semester One (Aug - Dec 2018)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>0.8</td>
<td>12</td>
</tr>
<tr>
<td>Overview of the Human Body</td>
<td>4.0</td>
<td>60</td>
</tr>
<tr>
<td>Historical Roots of the CPM</td>
<td>1.2</td>
<td>18</td>
</tr>
<tr>
<td>Counseling Skills and Group</td>
<td>0.8</td>
<td>12</td>
</tr>
<tr>
<td>Physical Assessment</td>
<td>1.6</td>
<td>24</td>
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<tr>
<td>Normal Prenatal</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>Professional Midwifery 1</td>
<td>0.8</td>
<td>12</td>
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<tr>
<td>Midwifery and Social Justice 1</td>
<td>1.2</td>
<td>18</td>
</tr>
<tr>
<td>Skills Practice 1</td>
<td>1.0</td>
<td>15</td>
</tr>
<tr>
<td>Research Methods</td>
<td>1.0</td>
<td>12</td>
</tr>
<tr>
<td>Writing for Midwives*</td>
<td>0.5</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td>1.0</td>
<td>15</td>
</tr>
<tr>
<td>*required for all students that do not have a Bachelor's Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>16.4</strong></td>
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</tbody>
</table>

### Semester Two (Jan - May 2019)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Normal Labor and Birth</td>
<td>3.2</td>
<td>48</td>
</tr>
<tr>
<td>Postpartum</td>
<td>1.6</td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Lactation</td>
<td>0.8</td>
<td>12</td>
</tr>
<tr>
<td>Normal Newborn</td>
<td>2.0</td>
<td>30</td>
</tr>
<tr>
<td>Therapeutic Nutrition</td>
<td>1.1</td>
<td>16.5</td>
</tr>
<tr>
<td>Mental Health</td>
<td>1.0</td>
<td>15</td>
</tr>
<tr>
<td>Prenatal Complications</td>
<td>4.0</td>
<td>60</td>
</tr>
<tr>
<td>Professional Midwifery 2</td>
<td>1.0</td>
<td>15</td>
</tr>
<tr>
<td>Skills Practice 2</td>
<td>1.7</td>
<td>18</td>
</tr>
<tr>
<td>Midwifery &amp; Social Justice 2</td>
<td>1.2</td>
<td>18</td>
</tr>
<tr>
<td>BLS for Health Care Providers</td>
<td>0.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Waterbirth Seminar</td>
<td>0.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Electives</td>
<td>1.0</td>
<td>15</td>
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<tr>
<td>Clinical Rotation 1</td>
<td>2.0</td>
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<tr>
<td><strong>Total Credits:</strong></td>
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### Semester Three (Aug - Dec 2019)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Public Health Issues</td>
<td>0.8</td>
<td>12</td>
</tr>
<tr>
<td>Botanicals for Midwives</td>
<td>1.2</td>
<td>18</td>
</tr>
</tbody>
</table>
Re-Orientation Retreat (1.0 credits, 16 hours)
Complications of Labor & Birth (4.0 credits, 60 hours)
Well Body Care (2.0 credits, 30 hours)
Newborn Complications (1.6 credits, 24 hours)
Whole Foods Nutrition (0.8 credits, 12 hours)
Labwork for Midwives (1.6 credits, 24 hours)
Professional Midwifery 3 (1.6 credits, 24 hours)
Skills Practice 3 (1.4 credits, 21 hours)
Suturing Workshop (0.4 credits, 6 hours)
Neonatal Resuscitation Introduction (0.4 credits, 6 hours)
Independent Research Info Session (0.0 credits)
Suturing Workshop (0.4 Credits, 6 hours)
Clinical Rotation 2 (2.0 credits, 75 hours)
Electives (1.0 credits, 15 hours)
Total Credits: 19.8 credits

**Semester Four (Jan - June 2020)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Pharmacology for Midwives</td>
<td>(1.2 credits, 18 hours)</td>
</tr>
<tr>
<td>Hospital Birth Semester</td>
<td>(0.4 credit, 6 hours)</td>
</tr>
<tr>
<td>Intro to Homeopathy</td>
<td>(0.6 credit, 9 hours)</td>
</tr>
<tr>
<td>Independent Research</td>
<td>(3.0 credits, 45 hours)</td>
</tr>
<tr>
<td>VBAC/ Cesarean Semester</td>
<td>(0.6 credits, 9 hours)</td>
</tr>
<tr>
<td>Birth Center Seminar</td>
<td>(0.4 credit, 6 hours)</td>
</tr>
<tr>
<td>Skills Practice 4</td>
<td>(1.2 credits, 18 hours)</td>
</tr>
<tr>
<td>Professional Midwifery 4</td>
<td>(1.2 credits, 18 hours)</td>
</tr>
<tr>
<td>Neonatal Resuscitation</td>
<td>(0.4 credits, 6 hours)</td>
</tr>
<tr>
<td>Preceptorship 1</td>
<td>(8 credits, 2 minimum)</td>
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</tbody>
</table>

Total Credits: 17 credits

**Semester Five (July - Dec 2020)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship 2</td>
<td>(17 credits, 5 minimum)</td>
</tr>
<tr>
<td>Homecoming Workshop 1</td>
<td>(1.2 credits, 18 hours)</td>
</tr>
</tbody>
</table>

Total Credits: 18.2 credits

**Semester Six (Jan - June 2021)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptorship 3</td>
<td>(17 credits, 5 minimum)</td>
</tr>
<tr>
<td>Homecoming Workshop 2</td>
<td>(1.2 credits, 18 hours)</td>
</tr>
</tbody>
</table>

Total Credits: 18.2 credits

**Minimum Credits for Graduation:** 111 credits
## Birthwise Academic Policies

### Attendance
- Regular and prompt attendance at classes is required; chronic absence (more than two class days per semester), whether they are excused or unexcused, may be grounds for dismissal. *Three late arrivals of more than thirty minutes equals one absence.*
- Students are expected to notify the instructor with the reason for their absence prior to class by phone or email.
- **Missing more than 25% of the overall classroom hours for a given course will necessitate needing to retake the course in a subsequent semester. Students are expected to notify the instructor prior to any absence and to take responsibility for obtaining missed information and arrange to make up all missed work.**
- In some cases, if a student misses more than 25% of classroom hours due to unforeseeable circumstances that may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity, they can receive an incomplete. In these cases, students must inform faculty and the academic department of their situation as soon as possible, ideally before the absences occur.
- It is considered an "excused absence" to miss class during a clinical rotation due to attendance at a **birth only** (not prenatal or postpartum visits).
- **Excused absences exempt the student from the standard 10% deduction in grade that is assigned to late-work, but the missing class hours still register against the minimum 75% attendance-rate that is necessary to receive credit for a course at Birthwise.**
- Planned absence due to travel, other activities or obligations must be approved by the instructor or Academic Dean of Students and cannot encompass more than 25% of the class hours of any given course to receive credit for that course. **Planned absence cannot occur during orientation, periodic exams, or skills exams (OSATS).**
- Make Up Days are regularly listed on the Birthwise calendar for the purpose of rescheduling classes in instances of inclement weather or faculty cancelling a class to attend a birth. Students are expected to be available to attend Make Up Days and should schedule work and personal life accordingly.

### Virtual Class Attendance Requests
Birthwise Midwifery School does not offer remote-attendance to its classes as a matter of course. It is NOT routine for the school or its instructors to offer/permit remote attendance to classes through an online platform.

In spite of this general understanding, extenuating circumstances can arise in the lives of our students and exceptions may be made if arranged for ahead of time. It is expected that the student will provide as much notice as possible to the school, and will work with the Academic Office and Faculty to make suitable arrangements.

#### Examples of Eligible Circumstances
- Students w/ Pregnancies
- Students Experiencing a Family/Personal Emergency
- Events/Weddings (in advance)

#### Examples of Ineligible Circumstances
- Sick Days
- Inclement Weather
Please notify the Academic office if you are in need of this service.

<table>
<thead>
<tr>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Each instructor designs their own method for assessing students’ competency which is clearly written in the syllabus for each course.</td>
</tr>
<tr>
<td>❖ A score of 80% and above is considered a passing grade for assignments, exams, skills exams, and courses.</td>
</tr>
<tr>
<td>❖ A student must pass each required course (and 3 credits of elective courses for Campus students) in order to graduate from the midwifery program.</td>
</tr>
<tr>
<td>❖ If a student receives a failing grade in a course, a remediation plan must be negotiated with the instructor to improve their grade with specific assignments, retakes, and time frames. This written plan must be done on or before the last day of the course and remediation must be complete before grades are submitted (3 weeks after the end of the course). If the student is not able to achieve a passing grade in the time frame given, they will receive an Incomplete or a failing grade for the course, depending on what is negotiated with the instructor.</td>
</tr>
<tr>
<td>❖ If students retake a course they failed and fail a second time, the student is dismissed from the program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale at Birthwise</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td>93-100%</td>
</tr>
<tr>
<td>86-92%</td>
</tr>
<tr>
<td>80-85%</td>
</tr>
<tr>
<td>Below 80%</td>
</tr>
</tbody>
</table>

All clinical courses, some academic courses, and electives are graded on a PASS/FAIL system. These courses are not included in the Grade Point Average calculations.

<table>
<thead>
<tr>
<th>Late work</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Students must complete and submit a late assignment proposal form to the instructor on or before the original assignment due date.</td>
</tr>
<tr>
<td>❖ All work for a course must be completed within two weeks of the last class day of that course to receive credit.</td>
</tr>
<tr>
<td>❖ Late work penalties of 10% are included on the syllabus for each course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Incompletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Incompletes are only given in situations where students are receiving a passing grade in a course, have completed most of the course assignments, and are not able to complete their coursework due to unforeseeable circumstances that may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.</td>
</tr>
</tbody>
</table>
• Incompletes should only be given when there is a reasonable expectation that a student can and will complete the work in a timely fashion.
• It is not appropriate for a student to be advised to retake a course in order to satisfy work for an Incomplete.
• It is up to the instructor to determine whether an Incomplete is warranted.
• An incomplete agreement is completed by the student and the instructor with outlines the conditions of the Incomplete.
• An 'I' grade must be replaced with a letter grade by the end of the succeeding semester or the grade will revert to an F.

**Course Drop Policy**

- Courses can be dropped by submitting a Course Drop form to the Registrar. This form can be requested from the Registrar and can be submitted digitally or on paper.
- A course can be dropped after the first-class meeting without penalty. After that time, the course is listed on the student’s transcript as a withdrawal (WD) and the full credit amount for the course is included on the student’s transcript as “attempted” credits for calculating Satisfactory Academic Progress (SAP).
- If the course has only one class day and the student attends that class, they cannot drop or withdraw from that course.

**Elective Policy**

- Registration for an elective can be cancelled up to one week prior to the date of the elective with no penalty.
- If the student fails to cancel their registration for an elective and does not attend, they will receive an F and a $20 fee is charged to the student’s account. Exceptions to this rule are made for students attending births.

**Withdrawal from a Course**

- Course withdrawals must be submitted to the Registrar by completing the Course Withdrawal form. This form can be requested from the Registrar and can be submitted digitally or on paper.
- A student may withdraw from a course up to the point the course has surpassed 60% of the total classroom hours. The course is posted on the student’s transcript as a withdrawal (WD) and the full credit amount for the course is added to the “attempted” credits when calculating SAP.
- A Student may not withdraw from a course after 60% of the classroom hours have passed. The student’s grade achieved appears on their transcript and is used when calculating SAP.
- If a student stops attending a course at any point but does not submit a Course Withdrawal form, they will be considered enrolled in that course and the grade achieved appears on their transcript and is used when calculating SAP.

**Testing Policy**

- All notes, books, computers, cell phones, and other electronic devices are closed and not touched during exams unless otherwise instructed.
- Exams are taken in the classroom or with a proctor unless otherwise arranged with the instructor.
For exams taken remotely with a proctor, proctors are expected to have a professional role with the student. Example proctors include Public Library personnel, Midwifery Preceptor(s), University Staff, clergy, employers, etc.

All retake exams must be taken at designated testing times as scheduled by the Program Assistant and are proctored.

A student caught cheating during an exam automatically fails that exam. A second cheating offense may lead to dismissal from the program.

If a student does not pass an exam (80% or above) within an academic course it must be retaken, or the student must complete some other form of remediation as determined by the instructor, within two weeks of the original test date. Failure to meet the above requirements results in a failing grade and the student receives no course credits.

Periodic and Senior Exams

Periodic exams are administered at the end of each academic semester covering the course material for that semester.

Dates for these exams are noted on the cohort calendar. It is expected that students will make the appropriate arrangements for travel, proctoring, etc., in order to be available to take the exam(s) on the scheduled date.

A comprehensive senior exam is given during the student’s last semester prior to graduation.

All sections of periodic and senior exams must be passed with an 80% or above. If a student fails one or more sections of the exams they must be retaken before the student can begin the following semester.

Students are strongly encouraged (or may be required by the instructor) to attend at least one tutoring session before retaking any exam. Exams may be retaken only once unless otherwise determined by the instructor. If a periodic exam is failed a second time, the student may be dismissed from the program.

If a student fails one or more sections of the senior exam, they are encouraged to attend two tutoring sessions before retaking the exam. It may be retaken only once. Failure to pass the senior exam on the second try may be grounds for dismissal.

A student may not fail more than 50% of the sections on these exams, or they may be dismissed from the program or required to retake the courses being tested.

Homecoming Workshops

Homecoming workshops are three-day workshops held twice each year in October/November and June (immediately prior to the annual graduation ceremony).

Homecoming 1 is required for Campus program students only, and Homecoming 2 is required for both Campus and Community program students.

These workshops are an opportunity for students who are engaged in preceptorships to:
   o to practice skills that they may not have been able to use in their preceptor sites
   o to participate in case reviews taken from their preceptorships
   o to take the senior skills exams (OSATS)
   o and to celebrate, have fun, and rest

Students attend Homecoming Workshop 2 in the year that they are expected to graduate.
**Objective, Simulated Assessment of Technical Skills (OSATS)**

- OSATS are simulated skills exams that assess the student’s technical skills and clinical judgment. OSATS are performed in the context of an actual clinical scenario and a team of faculty members objectively assess the student’s abilities.
- OSATS are administered during Skills 1-5, Homecoming 1, and Homecoming 2.
- Retakes for OSATS may be arranged with the Program Assistant when indicated.
- Students must pass all OSATS over the course of the program in order to graduate.

**Advanced Status for Prior Learning**

- Previous education and/or experience in the field of midwifery may allow advanced placement in the Birthwise midwifery program.
- All students, regardless of advanced status, must take and pass all periodic exams, the senior exam, and all skills exams (OSATS).
- A minimum of 40% of awarded academic credits must be received while enrolled at Birthwise.
- Fees are required for all advanced standing applications. See application forms for current fee amounts.

**Course Waiver**

- To waive an academic course, the student must submit the academic *course waiver application*. The student provides information about the course previously taken and documentation from the credit granting institution regarding the instructor’s qualifications, number of class hours, grade received, and learning objectives covered. The *course waiver application* must be submitted prior to the semester when the course being waived is offered. The final decision to waive each course is determined by the Academic Dean of Students. The student may be required to take a written exam to confirm equivalent knowledge.

**Course Challenge**

- To challenge an academic course, the student must submit the *course challenge application*, the fee, and the necessary documentation/information required. The *course challenge application* must be submitted prior to the semester when the course being challenged is offered. The final decision to challenge each course is determined by the Academic Dean of Students. The student may be required to take a written exam to confirm equivalent knowledge.

**Clinical Credit Challenge**

- To challenge clinical credits, students must submit the *clinical challenge application*. The student provides documentation of any previous midwifery experience including the preceptor’s qualifications, signed documents specifying the clinical experience type and amount, and written preceptor evaluations of the student’s experience. The Clinical Director reviews all clinical challenge applications and are negotiated with the student before the first academic session.
- A maximum of 23 clinical credits may be challenged and all experiences will be counted in the Assistant Under Supervision (AUS) category.
- All experiences in the Primary Under Supervision (PUS) category must be documented while an enrolled student at Birthwise.
Clinical Challenge is intended to award incoming students credit for midwifery experience they achieved prior to initial enrollment at Birthwise. Once the student is enrolled, all clinical experience must be accomplished under the supervision of an approved preceptor while registered for preceptorship credits, and is subject to the usual evaluation processes used at Birthwise.

Please contact the Clinical Director to learn more about challenging clinical credits.

**Leave of Absence (LOA)**

- A student in good standing may request a Leave of Absence (LOA) from Birthwise of up to a total of 180 days during a 12-month period by submitting an LOA request form to the Registrar. Approval of this LOA maintains the student’s enrollment status.
- The student must indicate when their date of return to Birthwise in their application for an LOA. If the student does not comply with the conditions of the LOA, they are automatically withdrawn from Birthwise retroactive to the start date of the LOA.
- Only one LOA may be granted to a student in a twelve-month period and this twelve-month period begins on the first day of the student’s LOA. However, more than one LOA may be granted in limited, well-documented cases, provided the total number of days does not exceed 180 days in any 12-month period.
- An additional LOA of up to thirty days may be granted, if the school determines that it is necessary due to unforeseen circumstances.
- For an LOA to qualify as an approved LOA –
  - The student must follow the school’s policy in requesting the LOA;
  - There must be a reasonable expectation that the student will return from the LOA;
  - The school must approve the student’s request for an LOA in accordance with the school’s policy;
  - The student returning from an LOA must resume training at the same point in the academic program that they began the LOA; and
  - If the student is a Title IV loan recipient, Birthwise must explain to the student, prior to granting the LOA, the effects that the student’s failure to return from an LOA may have on the student’s loan repayment terms, including the expiration of the student’s grace period.

**Temporary Withdrawal (TWD)**

- A student in good standing may request a temporary withdrawal (TWD) from Birthwise by submitting a TWD request form to the Registrar.
- A return to coursework or preceptorship must occur within one year of withdrawal and if done within that time, requires no further application or reinstatement procedures.
- Students returning from TWD are charged a re-enrollment fee of $150.
- Only one temporary withdrawal may be granted to a student during their enrollment at Birthwise.
- Details regarding the conditions and plan for re-enrollment, tuition, and resumption of course work or clinical training is specified in the TWD request form, completed jointly by the student and the Academic Dean of Students and/or Clinical Director.
- Upon return to school, the student is expected to pay tuition and fees per the current rate and schedule as well as fulfill the most current graduation requirements for the program.
- If the student does not return to Birthwise within one year of withdrawal, they are withdrawn from the Birthwise program, retroactive to the initial date of the TWD. The student would...
then be required to reapply to the program as an advanced status applicant should they wish to return.

- A TWD does not maintain a student’s Title IV Federal Aid status, and loan repayment is required when the student’s 6-month grace period is over.

**Withdrawal (WD) from Birthwise**

If a student wishes to withdraw from Birthwise Midwifery School, they must notify the Academic Dean of Students and complete a Program Withdrawal form. This form can be requested from the registrar and can be completed digitally or on paper.

If a student stops attending all classes and does not complete a Program Withdrawal form, the student will receive the grade earned in all courses in which they are registered. If no communication is received from the student who stops attending classes without completing a Program Withdrawal form, they are formally withdrawn at the end of that semester.

**Dismissal from Birthwise**

The school reserves the right to dismiss a student for any of the following reasons:

- Unsatisfactory academic progress (failure to maintain passing grades, or is not progressing towards graduation as determined by the Academic Dean of Students as outlined in the Satisfactory Academic Progress section).
- Habitual tardiness or absence (see attendance requirements).
- Failure to pay tuition per the schedule outlined in the Student Enrollment Agreement.
- Conduct unbecoming the standards of the school or profession. This includes, but is not limited to: substance abuse, violating confidentiality in a clinical setting, dishonesty, inappropriate behavior in the classroom or clinical setting, or plagiarism.

**Tuition Refunds and Withdrawal/Dismissal**

- Students requesting a LOA, TWD, WD, or are dismissed from Birthwise and are receiving Federal Financial Aid (FFA) receive a refund based on the current policy specified by Title IV regulations. Please see paragraph titled “Return of Title IV Funds”, located under the Financial Policies Section of this handbook.
- When students use FFA to pay for tuition and fees, any refundable amount is returned to the appropriate Title IV program (i.e., Pell Grant, Stafford loans). The full amount of a student's refund is used to restore funds to the Title IV federal account from which aid was received, regardless of any unpaid balance that may still be owed to Birthwise.
- Students not receiving FFA receive a refund based on the school’s refund policy, detailed under the Policy on Refunds section under the Financial Policies section.

**Satisfactory Academic Progress**

- Birthwise has a standard which all students are expected to achieve to maintain Satisfactory Academic Progress (SAP). This standard is based on course grades, periodic and senior exam scores, OSATS grades, progressing through the program at an acceptable pace, and completion of the program within a maximum time frame.
- Each student is evaluated for SAP at the end of each academic semester and at the end of the second year. Any student who does not meet SAP is notified by email of this status.
The student who does not achieve SAP is put on academic probation (and financial aid probation if they receive FFA) for the subsequent semester. To return to good academic standing, this student must achieve SAP in that subsequent semester.

Students are allowed one semester on academic probation during their matriculation at Birthwise. If the student does not achieve SAP in the semester in which they are on probation, they may be dismissed from the program.

**Birthwise does not have an appeals process for students who do not meet SAP.**

To maintain SAP, Birthwise students must:

1. Receive **passing grades in at least 75% of all attempted credits** each semester.
2. **Pass all Periodic exams** (including one possible retake for each section), by achieving 80% or above on each section.
3. **Pass all Skills exams** (OSATS), including one possible retake for each exam.
4. At the end of their second year, have a **cumulative GPA of at least 2.0** and be progressing at a pace that allow them to complete the graduation requirements within **4.5 years** of enrollment.
5. **Pass the Senior Exam** (including one possible retake for each section), by achieving 80% or above on each section.
6. Complete all graduation requirements within **54 months** (full-time students) or **72 months** (part-time students) of initial enrollment, not including any LOA or TWD.

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### Satisfactory Academic Progress in Preceptorship

- The duration of the preceptorship is determined by the amount of time needed to fulfill the clinical requirements for graduation from Birthwise, but must be completed within 150% of the normal timeframe for completion (4.5 years from initial enrollment), not including any leave of absences or temporary withdrawals.
- Preceptorship grades are pass/fail and are dependent on student documentation submission, the mid-semester conference, and completion of written evaluations by the student and the preceptor each semester throughout preceptorship. Students must achieve a passing grade in order to apply their experiences towards graduation requirements.

**Note**: The volume of births at a preceptor site will determine the number of credits of preceptorship a student registers for each semester and the length of time the student will be enrolled at Birthwise.

- **A site in which a student attends an average of 4 births per month will allow a student to graduate in approximately three years as long as their skill development keeps pace with the birth volume.**
- **A site with a larger birth volume may lead to a student graduating in less than 3 years and a site with lower birth volume will extend the number of semesters a student will be enrolled.**
- **The student should keep in mind that extending the preceptorship beyond the normal timeframe will lead to enrollment in and tuition payments for additional semesters.**
- **Conversely, if a student completes the program in fewer than 6 semesters due to a Clinical Challenge or a high volume preceptorship site, they will pay less overall tuition.**
Satisfactory Academic Progress and Federal Financial Aid

❖ Students who receive FFA and do not meet SAP for any given semester are placed on Financial Aid Probation. While on FA Probation, students can receive financial aid, but must achieve SAP while on probation or they are ineligible for financial aid (Financial Aid suspension) in the following semester.

Students are eligible for one semester of Financial Aid probation as they work toward completion of the program. If a student is placed on probation, they should take steps to ensure that they are meeting SAP requirements by the end of the probationary semester or they are placed on FA Suspension. A student on FA suspension is ineligible to receive FFA in the subsequent semester. FA. Suspension is lifted once the student meets SAP for a semester.

Birthwise Midwifery Program Graduation Requirements

In order to graduate from the Birthwise Midwifery Program a student must:

1. Successfully complete and pass each required academic course.
2. Successfully complete a minimum of 42(Campus) or 46(Community) preceptorship credits, including any challenged credits awarded.
3. Pass each section of the Periodic Exams and the Senior Exams.
4. Pass all OSATS (Objective, Structured, Assessment of Technical Skills)
5. Document the minimum clinical experience requirements as specified below.
6. Have faculty and preceptors sign off all mastered skills on the Preceptorship Skills Mastered Checklist found in the Birthwise Clinical Documentation Record.
7. Document attendance at a childbirth education series (minimum 12 hours).
8. Document a minimum of 40 hours of midwifery-related community service at no more than two sites.
9. Return for Homecoming Workshop 1 and 2 (only Homecoming 2 is required for Community students).
10. Be approved for graduation by the Clinical Director, the Academic Dean of Students, and the student’s last preceptor(s).
11. Pay all Birthwise fees in full before receiving a certificate of graduation from Birthwise.
12. Complete the program within 6 years of initial enrollment. Students who exceed the 6-year maximum time limit for completion of the program or who re-enroll after a withdrawal of more than one year in duration, must meet with the Academic Dean of Students to develop a plan for assessment of competency and currency in knowledge and skills before they can be approved for graduation.

Clinical Experience Requirements:

Clinical Encounters as an Assistant under Supervision (AUS)

❖ 10 initial exams (includes history taking and EDD)
❖ 75 prenatal exams
❖ 20 newborn exams (complete newborn exams within the first 48 hours PP, only one per newborn)
❖ 30 postpartum exams
❖ 20 gynecological exams (This exam must include use of speculum and visualization of the os. For example; IUI, GYN testing i.e. pap, cultures or colposcopy)
❖ 10 complete physical exams (can include a GYN exam which is counted separately)

**Births as Assistant under Supervision (AUS)**

❖ 30 births
  • Up to 10 of these may be attended as a doula or as a transport to the hospital in labor (considered “observed births”). A maximum of 2 unplanned cesarean births can be counted here if the student has provided care throughout the labor.
  • A maximum of 4 additional intrapartum labor transports that end in vaginal birth can be counted beyond the 10 observed births.
  • At least 10 must occur in out-of-hospital settings.
  • 5 must involve continuity of care (at least 5 prenatal visits spanning 2 trimesters, birth, newborn exam, and 2 postpartum visits for the same client).

**Clinical Encounters as the Primary under Supervision (PUS):**

❖ 20 initial exams (includes history taking and EDD)
❖ 75 prenatal exams
❖ 20 newborn exams (complete newborn exams before 36 hours PP, only one per newborn)
❖ 40 postpartum exams
❖ 10 gynecological exams (This exam must include use of speculum and visualization of the os. For example; IUI, GYN testing i.e. pap, cultures or colposcopy)
❖ 10 complete physical exams (can include a GYN exam which is counted separately)

**Births as the Primary under Supervision (PUS):**

❖ 25 births
  • 5 births must involve continuity of care (at least 5 prenatal visits spanning 2 trimesters, birth, newborn exam, and 2 postpartum visits for the same client)
  • 10 additional births require at least one prenatal prior to the birth.
  • A maximum of two births may occur following transport/transfer of care as long as client is in active labor when transport occurred, the student remained involved in care and was present for the birth and the immediate PP period (except in the case of C-sec when the student may not be present in the OR)
  • At least 10 births must be in out-of-hospital settings
Experience in Specific Settings

❖ A minimum of 5 home births must be attended in any role.
❖ A minimum of two planned hospital births must be attended. These cannot be intrapartum transports but may be antepartum referrals. These are counted as AUS births.
❖ At least 10 births as assistant under supervision must occur in out-of-hospital settings.
❖ At least 10 births as primary under supervision must occur in out-of-hospital settings.

Time Frames

❖ At least 10 out-of-hospital births as Primary under Supervision must have been completed within the last 3 years prior to application for certification.
❖ Clinical experience must span at least two calendar years.

Documentation of Experience

❖ Document all clinical experience on the forms provided by Birthwise and have each encounter verified with the preceptor’s signature.

Childbirth Education Requirement

❖ All Birthwise students are required to attend a series of childbirth education (minimum of 10 hours) during their enrollment at Birthwise. This can be completed by observing, participating in, or assisting at childbirth education classes, or by participating in a childbirth educator certification course.
❖ The course must focus on normal vaginal birth; therefore, most hospital-based courses are not appropriate. The following types of childbirth education courses are appropriate: Bradley, Lamaze, Hypnobirthing, CAPPA, Baby Body Birth, and Birthing from Within. Other non-hospital based courses may be appropriate – approval may be obtained from the Clinical Director.
❖ The requirement may be completed through a single day-long course or through a series of shorter sessions. If the complete course does not cover 12 hours, it may be supplemented with attendance or participation in a shorter postnatal education course, such as breastfeeding preparation, newborn parenting, or sibling preparation.
❖ Current certification as a childbirth educator may be demonstrated to waive this requirement.
❖ Documentation, demonstrated either via the childbirth educator’s signature or via a certificate of attendance/participation, must be recorded in the Birthwise Clinical Documentation Record.

Community Service Requirement

❖ All students are required to document a minimum of 40 hours of community service working with midwifery-related organizations or endeavors.
❖ The intent of this requirement is to encourage students to take part in and learn from midwifery legislative or policy-making efforts, service organizations, and/or in the promotion of the midwifery profession. This is an opportunity for growth as a midwifery student, as well as an opportunity to give back to the community.
❖ To obtain a quality experience, these hours must be completed at no more than four sites (so, a minimum of 10 hours per project) and must be completed by the time the student graduates.

❖ Acceptable projects include but are not limited to:
  o planning/assisting in public outreach events
  o assisting with fundraisers or conferences
  o helping with state midwifery organizational work
  o distributing midwifery related information in the community
  o assisting with midwifery-related legislative efforts
  o volunteering with pregnant teens

❖ Students are expected to locate an appropriate site, have the site approved by the Clinical Director, make necessary arrangements, and document their work in their Birthwise Clinical Documentation Record.

❖ Students are a representative of Birthwise Midwifery School when engaging in community service. The same considerations for a preceptor site apply to community service including: confidentiality, dependability, and appropriate behavior and dress.

Graduation Conference

❖ Students must be recommended for graduation during their Graduation Conference by consensus of the student’s final preceptor(s) and the Birthwise Clinical Director.

❖ This Graduation Conference is initiated when the student has documented 18 births as the primary midwife (PUS). The Clinical Director and preceptor review the student’s progress and make a support plan for the student in this last phase of training. It may be decided that the student is ready to graduate after they have reached the minimum required clinical experiences OR that the student needs additional experiences to gain competency for graduation and practice midwifery independently.

❖ If the student is required to complete additional experiences beyond the minimum requirements, the Clinical Director initiates another evaluation process near the end of the additional required experiences. This process may be repeated until the Clinical Director can recommend the student for graduation OR the student is dismissed from the program for lack of Satisfactory Academic Progress (SAP).

❖ The student’s final preceptor completes a final written evaluation of the student after the graduation conference.

Time Limits for Completing the Program

❖ The Birthwise midwifery program is designed to be completed in three years (36 months) for full-time matriculating students, excluding any leave of absences or temporary withdrawals.

❖ If the student is maintaining satisfactory academic progress (SAP), then a full-time student can remain enrolled for a maximum of 4.5 years, or 54 months (150% of the standard timeframe), excluding any leave of absences or temporary withdrawals.

❖ Students who exceed the maximum time limit for completion or who re-enroll after a withdrawal of more than one year, must meet with the Academic Dean of Students to develop a plan to demonstrate competency, knowledge and skills currency before they can proceed in the program or be approved for graduation.

Extended Preceptorship

❖ Although the midwifery program is designed to be completed in 3 years, the length of a student’s preceptorship can vary depending on the birth volume in the site chosen. Fewer or
additional semesters of enrollment will decrease or increase the total tuition paid accordingly.

❖ To remain eligible for FFA, the student must be enrolled in a minimum of 6 preceptorship credits (part-time). Full-time enrollment is 12 or more preceptorship credits.

❖ All students must enroll in a minimum total of 46 preceptorship/Clinical Rotation credits unless they have been awarded advanced standing (Course Waiver/Challenge or Clinical Challenge) by Birthwise. A student may, however enroll in more than the minimum required credits if they progress more slowly in their preceptorship.

❖ Meeting graduation requirements for the clinical component of the program is not determined by passing a designated number of credits, but rather, by completing the required clinical experiences (Prenatal visits, PP visits, Newborn exams, Births, Well body exams and Complete physical exams).

### Special Considerations for International Students

❖ Students who are attending Birthwise on an M-1 Student Visa must maintain a full course of study while enrolled. This means registering for the full course load as outlined in the school catalog for each semester, including at least the minimum number of preceptorship credits assigned to each semester.

❖ At no time during the M-1 student’s enrollment should they be enrolled in fewer than 12 credits with the exception of the final semester of preceptorship. In the final semester, M-1 students must maintain a full-time schedule (a minimum of 20 clock hours of clinical instruction per week) for the time that they are in the U.S., although the total number of credits may be less than 12 if the student completes their graduation requirements before the end of the semester.

### Educational Requirements to Becoming a CPM

❖ The Certified Professional Midwife (CPM) credential is administered by the North American Registry of Midwives (NARM). For more information about certification requirements, please download and read the Candidate Information Bulletin and Certification Application forms, found at [www.narm.org](http://www.narm.org).

❖ Graduation from the Midwifery Program and Birthwise allows graduates to sit for the national certification exam and apply for certification through NARM.

### Post-Graduation Placement Assistance

❖ Upon graduation from Birthwise, students are eligible to sit for the North American Registry of Midwives (NARM) Written Exam. Passing the NARM Written Exam in conjunction with graduation from Birthwise results in being nationally credentialed as a CPM. Many U.S. states use the CPM credential as a requirement for licensure. Certified Professional Midwives are regulated on a state-by-state basis. Students are encouraged to do their own research regarding the state in which they want to practice. Contacts in each state are listed on the MANA website: [http://mana.org/about-midwives/state-by-state#top](http://mana.org/about-midwives/state-by-state#top)

❖ By California statute, graduation from an educational program approved by the state is a requirement for licensure. Birthwise Midwifery Program is currently an approved school.

❖ Although Birthwise does not guarantee employment upon completion of the midwifery program, most graduates work in private midwifery practices or have joined existing midwifery practices. The school receives postings for job openings and these are posted for student access on the FaceBook group Birthwise Students and Alumni Connect (a private group for alumni and current students only).
**Student Services**

**Financial Aid Counseling**
Our Financial Aid Officer is available to counsel students on their financial aid options. Office hours are posted and appointments may be made for the student's convenience.

**Library and Computer Resources**
- Birthwise has an extensive library of midwifery and women’s healthcare related books, periodicals and videos.
- Birthwise subscribes to the major English-language midwifery and obstetrical journals and has print versions for use in the library only. Digital versions of journal articles may be requested through the librarian.
- Birthwise subscribes to Up-To-Date, an online research database, which is available to all students and faculty.
- There are computers with high-speed internet access, printers, and photocopiers available for student use.
- The library and the lounge facilities are available for student use at all times.
- Our book collection may be searched through our Birthwise Library Card Catalog on our website under the For Accepted Students tab.
- Books may be checked out from the Birthwise library for up to three weeks at a time. There is a card file system that must be used when taking books from the library.
- Periodicals and literature from the files must be copied for use outside of the Birthwise facility. Videos may not be removed from Birthwise except with special permission.
- If a book is not returned, the student is billed for the cost of replacement.

**Student Email Address**
- Students are given an @birthwisemidwifery.edu email addresses while enrolled and must check it frequently.
- Students are asked to tell a member of the staff if they receive any inappropriate or offensive emails to their @birthwisemidwifery.edu email address.
- Communication from Birthwise often comes via email. Students who choose to use a personal email account are asked to forward their @birthwisemidwifery.edu account to their preferred account.
- @birthwisemidwifery.edu email accounts are NOT to be used in connection with any money-making or advertising purposes.
- @birthwisemidwifery.edu email addresses are not be used for transmitting any elicit, pornographic, sensitive or confidential information.
- All communication sent via an @birthwisemidwifery.edu email address must be compliant with HIPPA and FERPA regulations.
- It is the responsibility of each student to keep their @birthwisemidwifery.edu email password safe and secure.
- All students with active @birthwisemidwifery.edu email accounts are expected to adhere to the generally accepted rules of etiquette; particularly in relation to the use of appropriate language.
Student Orientation

Incoming students are required to attend two days of orientation at the beginning of their first semester. This time includes orientation to the facility, the learning technology and resources available at Birthwise, our philosophy, the Bridgton area, the campus, activities, and a workshop on study skills.

Academic Advisors

The Academic Dean of Students assigns an academic advisor to each enrolled student at the start of their first semester. Students can contact their academic advisors in person, by email or by phone at any time for guidance on academic issues or to provide feedback about the academic program. The goal of this relationship is to provide support for students to facilitate their academic success as they progress through the program. Students may contact the Academic Dean of Students to change their advisor if desired.

Tutoring

❖ Birthwise provides access to tutors free of charge in order to accommodate student learning needs, facilitating study sessions before exam time, and for failed exam remediation. Tutoring can be provided to review course content, complete writing assignments, prepare for exams, prepare for retaking failed exams, and any other academic needs.
❖ As a small institution, Birthwise is limited in the services it can provide to students with learning challenges.

Healthcare services

❖ All students have access, by appointment, to our student-led Birthwise Midwifery Service for basic well-body healthcare needs. All services are free except fees for labwork and other tests done through another facility.
❖ Student health insurance is not offered through Birthwise.

Birthwise Fun Gear Sharing

Bicycles, kayaks, and a stand-up paddle-board are available for student use. Gear must be reserved by signing up in the front office and must be returned in good condition to the Carriage House when finished.

Student Organizations

❖ At this time, Birthwise has two recognized student organizations, The Birthwise Student Union and the Black Midwives Committee. More information about these organizations can be provided by the Office Manager.
❖ Students may petition to establish new student organizations with specific missions. Each student organization must petition to be recognized by submitting application materials that show conformity with to the organizational structure and functioning as set forth by Birthwise.
❖ Once established, all student organizations are allotted a small annual budget dependent on the stated needs and the amount available in the overall Birthwise budget for the given year.
❖ Since Birthwise accepts Federal Financial Aid, we must maintain an environment of non-discrimination and require that all student organization be open to all Birthwise students.
The Birthwise Culture

Classroom Culture

❖ At Birthwise, we strive to create a classroom environment that reflects our philosophy, values, and ethics. We expect all staff, faculty, and students to act with respect for all, with sound ethics and cultural sensitivity, cooperatively and honestly.

❖ The Birthwise classroom is informal and interactive. Our goal is to create an environment in which students can grow academically, personally, clinically, and professionally. This holistic approach acknowledges that the practice of midwifery draws on the midwife’s knowledge, interpersonal skills, clinical skills, and intuition, thus requiring growth in all those areas on the part of the aspiring midwife.

❖ Our adult learning model requires that students be very self-motivated and disciplined in their studies. Class time is spent expanding on, illustrating, practicing, and integrating the information that the students are required to read or complete outside of class. This adult learning model creates a more dynamic classroom and encourages the development of students’ critical thinking skills.

❖ Birthwise tries to be socially and environmentally responsible and expects students to participate on our attempts to conserve resources, recycle, and preserve the beauty of our facility and grounds.

Use of Cell Phones and Computers

❖ No personal phone conversations or texting are allowed in the classroom or during participation in patient/client care.

❖ If a student must respond to an emergent text or phone call during class or patient/client care, the student is expected to leave the classroom or patient/client care area and respond as deemed necessary.

❖ Use of computers, PDAs, mobile devices and other electronic devices during class is restricted to note taking and classroom activities unless otherwise instructed by faculty.

Classroom Expectations

Students are expected to:

❖ Abide by the Birthwise Honor Code signed by each student during Orientation. A copy of the Code is found in the Appendix of this handbook.

❖ Be on time and to attend classes regularly. If absence is necessary, prior notice to the instructor or the school is required. Chronic absences (more than six total during the three-year session) could result in dismissal.

❖ Obtain notes and assignments from other students in the case of a missed class. All missed work must be discussed with the instructor in a timely fashion and completed to the instructor’s satisfaction before the completion of the course. Late work is not acceptable and penalized (see Late Work section of Birthwise Academic Policies).

❖ Be active in class discussion and participate enthusiastically in practical skill exercises.

❖ Students may offer to be a model for a classmate (reciprocal learning) when learning practical skills such as internal exams, venipuncture, catheterization, etc. Students are given the opportunity to choose this reciprocal learning model or to ask for a professional model prior to the class where models are required.

❖ Be sensitive to the need for optimum use of class time, i.e. whether they are participating appropriately in class discussion, whether all students have a chance to be heard, the relevancy of comments and questions.
❖ Follow the Grievance Procedure in the case of unresolved conflict or disagreement with other students, faculty members, or administration.
❖ Be responsible and clean up after themselves when using the Birthwise facility.
❖ Submit documents in PDF or Word format.
❖ Own and maintain a car in good working order and driver’s license.

**Class Cancellation**
❖ Class is occasionally cancelled due to faculty members being called to births or, very rarely, for snowstorms. Because of the difficulty in rescheduling classes that accommodate everyone’s schedule, we try to avoid cancelling class except when absolutely necessary. Therefore, students are sometimes expected to drive to class in snowy conditions in some circumstances, just as they would drive if they were called to a birth during inclement weather.
❖ If class is cancelled, students are notified by email, phone or text as soon as it is known.
❖ The faculty member negotiates a make-up date with the students.

**Day-to-Day Logistics**
❖ Parking is limited at Birthwise. Students are asked to park in the overflow parking lot across the street from the church (one block south on High St.) and behind the church. Students are asked to park close together. Three spaces near the barn are reserved for Birth House staff and clients.
❖ The entire facility has high-speed wireless internet access.
❖ All students are required to have a cell phone and regular access to a well-functioning computer.
❖ All students must maintain an email address (Birthwise student email or personal with Birthwise email forwarded), and check their email frequently.
❖ A mailbox is assigned to each student, which should be checked when the student is in the building.
❖ Cubbies are assigned to students where personal belongings may be kept.
❖ Purified chilled and hot water is available.
❖ Classes begin promptly at the scheduled time with an hour break for lunch. Students may eat-out, bring lunch to school, or prepare lunch communally on a rotating schedule.
❖ In the kitchen, students are expected to help with kitchen maintenance by unloading the dishwasher when needed, wiping counters, and clearing the sink strainer. All containers of food items need to be labeled or kept in a personal lunch bag and removed at the end of the day.
❖ Infants and children are discouraged from attendance in the classroom with the exception of nursing infants in arms. Approval for infants attendance in class is must be obtained from the instructor who will take the learning experience of the other students in class into consideration when making a decision. At a minimum, students with infants in arms must arrange childcare outside of the classroom for class time involving skills practice, testing, presentations, and when modeling for classmates.
❖ No pets are allowed in the Birthwise facility. Service dogs and/or emotional support animals are allowed only in cases where the animal works or performs duties for the student that are deemed necessary for their educational success. Students need to provide documentation in these situations.
Rules for Use of Social Media

- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of Birthwise Midwifery School.
- Be aware of personal association with Birthwise Midwifery School on social media and online social networks. Students posting information must always represent their views as their own. Students should NOT claim nor imply that they are speaking on Birthwise's behalf unless authorized to do so by the administration in writing.
- HIPPA guidelines must be followed at all times. Identifiable information regarding patients/clients, clinical facilities, and preceptors must NOT be posted on any social media site.
- In our small community, even vague references to preceptors or births can be identified. Birth related postings should be avoided in the moment they are occurring, as this is often enough of an identifying detail for confidentiality to be violated.
- Social media is of growing importance, including for the promotion of midwifery practices online. Carefully considering appropriate social media use as a student and future midwife is an important skill. Students must maintain the highest standards of confidentiality out of respect for clients and preceptors. There may be a time that social media posts of pregnant or birthing clients, births, or babies are appropriate to be posted. However, the student must obtain explicit permission from the preceptor and the client before posting any and all information or photos.
- If content is posted by fellow students or midwives that appears unprofessional, students should make the school aware of this.
- Students should recognize that posting inappropriate content may negatively affect their reputations among clients and midwives, may have consequences for their future careers, and can undermine the reputation of the midwifery profession.

Copyright infringement policies and sanction

It is against the law to share copyrighted material without the permission of the copyright owner, through methods like peer-to-peer file sharing of course textbooks. If you violate copyright law in this manner, you may face severe criminal and/or civil penalties. In criminal court, first-time offenders face up to five years in prison and a fine of $250,000. In civil court, defendants face penalties of up to $150,000 per offense and may, also, have to compensate plaintiffs for damages and legal fees.

Students who use Birthwise’s computers and/or internet connection to violate copyright law may face disciplinary action. The penalties for students who violate copyright laws include loss of access to the school computers, internet, and/or library.

There are open access options for midwifery research, as well as opportunities to borrow materials through interlibrary loan. See our Online Midwifery Student Resources, the Birthwise Library Card Catalog, or the MaineCat Statewide Library Catalog.

Extra-Curricular Activities

- Students are encouraged to join their local midwifery organization and to attend at least one of their business meetings during their time at Birthwise.
- Students are encouraged to join Midwife’s Alliance of North America (MANA) and/or the National Association of Certified Professional Midwives (NACPM) to keep abreast of current political issues in midwifery.
❖ Students are encouraged to be pro-active and promote midwifery locally by joining groups such as Birth Roots in Portland or by planning consciousness-raising events in their area.

**Graduation and Completion Statistics**

Current and past statistics are posted on the [Birthwise website](#) through a link at the bottom of the home page.

**Student Representation and Participation**

❖ Student class meetings are held on the first and last day of each academic session for the Community Program, and monthly for the Campus Program. This is a time to have input into the program and to maintain a cohesive student body. Students facilitate these meetings.
❖ The Student Union consists of students chosen by their cohort to represent them.
❖ A student representative from each cohort is chosen to serve on the Grievance Board as needed.
❖ Students participate in admissions interviews.
❖ Students complete evaluation forms the last day of each course to give their feedback to the instructor and the administration.
❖ Students complete institutional evaluations at the end of each academic year.

**Birthwise Student Union**

The Student Union is an organization that:

- Gives a voice to cohorts on issues of curriculum, student life, and student activities.
- Provides a mechanism for student representation at the school.
- Gives students an opportunity to design and implement community involvement projects.
- Allows participants the opportunity to develop leadership skills.
- Involves student members in school services and functions, including Open House, Applicant Interviews, Orientation, and Graduation.
- Provides a platform and resources for the creation of student community-building activities.

**Elections**

In January every year, each cohort will choose 2 representatives (1 for post-academic cohorts in preceptorship) to the Student Union through the following process:

- Nominations will be made to the Student Affairs Coordinator via email by January 27th.
  - Self-nomination is acceptable
  - Nomination of a fellow classmate is acceptable so long as the fellow classmate is approached with the nomination and consents before the nomination is made.
- Ballots will be distributed electronically shortly after nominations are made, allowing cohorts to vote for their two representatives from the pool of nominees.
- Appointments to the Student Union will be made based on majority vote, not consensus.
- Appointed representatives will be notified via email.

**Terms**

Student Union Representatives will serve one-year February-to-February terms, with elections occurring in January of each year. Students may serve more than one term, but they have to be re-nominated and voted in again in subsequent years.

**Virtual Attendance at Monthly Meetings**
Once the schedule for the year is set, the Office Manager will create GoToMeeting logins for each of the proposed meeting days and send all relevant login information to the Facilitator. It will be the responsibility of the Facilitator to reach out to the body of Representatives before each meeting, determine who will be in attendance virtually, and email them the login information for GoToMeeting. If a computer is needed for use in the meetings, the Facilitator should contact the Office Manager in advance of the meeting day.

Resources
Birthwise Midwifery School makes the following resources available to the Student Union:

- A budget line for materials used in association with events/actives that promote SU mission
- A budget line for student events that promote SU mission
- Use of the facility for meetings and events
- Use of a classroom computer when needed for GoToMeeting
- Access to a Union Dropbox folder
- Union Facebook page for planning and logistics, with presence of the Student Affairs Coordinator as moderator.

Complaint & Grievance Resolution Policy
If a student, faculty member, preceptor, or staff member has a complaint with regards to actions that occurred while engaged in activities related to the school, they may choose to utilize the process below. Complaints and grievances are handled in two steps at Birthwise. The first step is to submit a written explanation of the complaint which activates the complaint process described below. If that process does not satisfactorily resolve the complaint, a formal grievance can be filed which activates a Grievance Committee Hearing as described below.

**Step One: The Complaint Process**

**Definition of a Complaint**
A complaint is a written statement that provides detailed information describing discontent with actions that occurred that were not able to be resolved between the involved parties directly. A written complaint does not automatically constitute filing a grievance.

**The Process**
Birthwise encourages all students, faculty, staff and preceptors to make every attempt to reconcile grievances between the individuals concerned. However, Birthwise also recognizes that there are instances when a mediation process can best provide an optimal environment for reaching common ground on issues left unresolved by other means. *Of critical importance is the need for confidentiality by all participants in the following process at every step.*

When those in conflict require mediation, the following process is initiated:

1) A written statement is submitted to the Executive Director that describes the complaint in detail.
2) The Executive Director initiates one or both of the following actions:
   - Parties meet face-to-face on at least two occasions to resolve their differences. This may be done with the Executive Director present at the complainant’s requests.
Parties meet with peer mediators to resolve their conflict. Mediators are selected by the individuals involved with the goal of providing objective feedback and clarification for resolving conflict.

3) If the complaint is resolved satisfactorily parties meet with the Executive Director to complete a written Compromise Agreement that outlines individual responsibilities, goals, and plans of action that resolve the current conflict. All parties and the Executive Director must sign the agreement and meet again within 30 days to review the efficacy in addressing the issue(s).

### Step Two: Grievance Committee Hearing

#### Definition of a Grievance
A grievance involves a formal written request for the Grievance Committee Hearing. This would follow a complaint process outlined above that failed to resolve the complaint satisfactorily.

#### The Process
The Grievance Committee shall be appointed as needed by the Executive Director. The committee shall be composed of two faculty or staff members, two students and the Executive Director. None of the committee members may be directly involved with the grievance issue(s) or participants. The Executive Director may reassign a seat on the committee to either another faculty member, student, or staff member to ensure the philosophy and objectives of Birthwise Midwifery School are represented during the mediation process.

1) If, after completing and documenting the above efforts and any issue(s) is/are outstanding, an individual may file a Request for a Grievance Committee Hearing. The Grievance Committee must meet within thirty days of the request.

2) Before the Grievance Committee Hearing all individuals involved in the grievance must submit written statements outlining the nature of the conflict and all reconciliation efforts. Statements from peer mediators, copies of the Compromise Agreement, and any other documented reconciliation attempts must be included at the time of the hearing request.

3) The Grievance Committee shall review all documentation surrounding the grievance and at its discretion call upon any individuals involved for clarification and/or information to complete its review of the conflict.

4) The Grievance Committee shall submit in writing to all parties involved a Conflict Resolution Agreement. This outlines specific responsibilities, consequences, time limitations, etc. for an equitable resolution to the grievance. The Conflict Resolution Agreement is the last, best attempt at reconciliation and all individuals requesting a meeting of the Grievance Committee agree to abide by the Conflict Resolution Agreement.

5) All activities of the Grievance Committee are held confidential and individuals are not discriminated against as a consequence of making a complaint.

If you feel that your complaints concerning your education were not resolved adequately by Birthwise, you may contact the Maine Department of Education or the Midwifery Education Accreditation Council. They act on all written and signed complaints. Please direct your concerns to:

**Maine State Department of Education, Higher Education Specialist**
23 State House Station, August Maine 04333-0023 (207) 624-6846
Non-Discrimination Policy

- Birthwise Midwifery School operates in accordance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1973 which provides that: Birthwise Midwifery School does not discriminate on the basis of sex, race, color, gender, gender identity, religion, sexual orientation, marital status, ethnic origin, nationality, age or physical ability.
- Specific complaints alleging discrimination should be in written form and referred to: Executive Director, Birthwise Midwifery School, 24 S. High St, Bridgton, Maine 04009

Discrimination Complaints

- Procedures used in conjunction with the Non-Discrimination Policy of this school are to be used if an employee or student believes they have been subjected to discrimination; they have means to make their concerns known.
- Regardless of the means selected for resolving allegations of the initiation of a complaint may not cause any reflection on the reporting party nor may it affect their future business dealings with the school, their employment, compensation or work assignments or, in the case of students, grades, or other matters pertaining to their status as a student at the school.
- Every effort should be made to resolve any incident as soon as possible while the facts and contribution of witnesses are current.
- It is the policy of Birthwise Midwifery School that retaliation against reporting parties is prohibited. The school acts vigorously to prevent any retaliation being taken against those initiating inquiries or filing complaints; retaliation constitutes separate grounds for filing a complaint with these procedures and for potential disciplinary action against the alleged violator.

Relationship between Discrimination Complaint Procedures and Disciplinary Action

- Any complaint alleging discrimination in any form is investigated according. This investigation results in findings being made and if necessary, recommendations for sanctions, and serves as the investigation normally carried out prior to deciding to initiate discipline.
- Facts gathered and any findings made during resolution process may be sufficient to obligate the school to take disciplinary action against a faculty member, staff member or student or for the school to initiate a criminal investigation.
- If the school pursues disciplinary action against an alleged violator, a hearing may be required. The investigation is conducted independent of any criminal investigation. However, to the extent permissible by law, those conducting the criminal investigation and the discrimination investigation cooperate.
Resolution Process

If a person believes that they have been discriminated against; the following are the optional procedures for resolution.

❖ A person may try alternative actions prior to requesting the school’s assistance with a discrimination complaint. Persons who feel comfortable may inform (either orally or in writing) the person engaging in discriminatory conduct or communication that the discriminatory behavior is offensive and must stop.
❖ The complainant may want the school to engage in informal action (meditation or conflict resolution) so that the behavior stops.
❖ The complainant may prefer a formal procedure for resolution. For a formal procedure see the Complaint & Grievance Resolution Policy.
❖ All persons involved should document all incidents and attempts at resolution.
❖ If a complainant does not wish to or feel comfortable communicating directly with the person for which they have a discrimination complaint, the complainant should contact the Executive Director as soon as possible.
❖ The person requesting a resolution may or may not wish to be identified. Birthwise accommodates complainants wishing to remain anonymous.

Resolution Procedures

❖ The discrimination complaint resolution may include an informal resolution process. It may include, if appropriate, advising the violator of behaviors or actions which are discriminatory by providing information and education with the purpose of eliminating illegal or inappropriate behaviors or actions.
❖ An informal resolution is reached within fifteen working days of the complaint. If the informal resolution is conducted between the Executive Director and the offending party, the complainant is notified within fifteen working days.
❖ Every effort is made to resolve the complaint at the lowest level possible and be consistent with the desires of the complainant. However, the school recognizes that, it has a legal obligation to ascertain where discrimination exists.

Disciplinary Action

For violations, which involve inappropriate behavior or actions, the sanctions may include: an oral warning, probation, suspension, and/or expulsion. Birthwise may notify authorities if a criminal investigation is deemed necessary.

Record of Complaint

Records on all complaints are maintained at the office of the school for at least seven years.

ADA - Students with Disabilities

❖ Birthwise welcomes students with disabilities. We work with Applicants to discuss the impact that their limitations might have on their education here at Birthwise and their ability to practice midwifery after graduation. It is Birthwise’s policy to provide students who have disabilities with reasonable educational accommodation based upon relevant law, the school’s educational standards, and sound ethical practice in disability services.
❖ Students who attend Birthwise need to be aware of the “basic functions” necessary for school and for the midwifery workplace. These basic functions range from reading and understanding scientific and technical material, performing motor skills such as suturing, doing examinations, driving vehicles, working long shifts without breaks, acting as a
supervisor, lifting and repositioning clients, administering medications, communicating with clients, laboratories, and many other functions.

- Educational accommodations are defined as any reasonable adjustment required for a student to participate fully in the school community, inside or outside the classroom. Students entering the school for the first time should submit information related to disability prior to enrollment. The Executive Director is responsible for deciding whether a disability has been adequately documented and they identify a list of potential accommodations in accordance with the manifestations of the disability, a copy of which is shared with the student.

### Confidentiality, Student Rights & FERPA, Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records which include:

- The right to inspect and review the student's academic records within 45 days of the day the school receives a request for access.
- The right to request an amendment of the student’s academic records that the student believes is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student’s academic records, except to the extent that FERPA authorizes disclosure without consent.
- Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Washington, DC 20202-4605

### Student Right to Know

- Under the Student-Right-To-Know Act, Birthwise is required to report annually on the completion (or graduation) rates for certificate seeking full-time, first-time undergraduate students. Statistics address whether these students complete their program within 150% of the normal time.

- The Family Educational Rights and Privacy Act of 1974 protect the privacy of student education records. Student records cannot be released without written permission, with the exceptions listed here:
  - Birthwise makes every effort to maintain academic records in confidence by keeping information from individuals who are not authorized to receive it. Students may inspect all records relating to themselves. Administrative staff supervise students reviewing their files.
  - Faculty, administration, accreditors and auditors that have a legitimate need to access student records are allowed access without permission.
  - A request for information from an educational institution to which a student has applied for admission, or from an agency from which a student is seeking financial assistance are granted access without the student’s permission.

- No student information is given to any third party, except those mentioned above, without written consent.

### Campus Safety Policy and Plan

- Birthwise Midwifery School is located on a main town road in a quiet residential neighborhood in a rural town with a population of 7,000. The town has a very low crime rate and the school has had no incidence of crime in any category in our 25-year history.
The Birthwise facility is a large 180-year-old home, which includes our offices, library and classrooms. The facility is open for student use at all times. The entrances are locked during off hours and students are encouraged to be aware and to lock doors when the staff is not on the premises. The surrounding area has streetlights that keep the area lit in the evening hours.

Students are asked to immediately report any incidence related to safety directly to faculty or Administrative staff.

More information can be found in Birthwise’s Annual Security Report, available on Sycamore or the Birthwise website.

### Fire Drills

Fire drills are conducted during orientation of each incoming cohort of students and randomly once every semester when the campus is full of students. This practice includes instruction on where the students should meet in the event of a fire or other campus emergency so that we can account for all students.

### Drug and Alcohol Policy

- Birthwise prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty or staff in the school facility or at preceptor sites.
- Students are prohibited from being under the influence of drugs or alcohol while in class, at their preceptor sites or while on-call for births. Any violation of this policy initiates disciplinary action (consistent with local, state and federal law) by the Academic Dean of Students.
- Tobacco use of any kind, smoking, chewing, vaping, etc. is prohibited on the Birthwise campus.
- If a student, faculty member, or staff receives a criminal drug conviction, they must notify the school in writing within five days of the conviction.
- Disciplinary action occurs as follows:
  - Suspected substance use in violation of the above is confronted in private counsel with the Academic Dean of Students. If the suspicion is confirmed, probation or suspension is given as deemed appropriate, requiring rehabilitation efforts on the part of the student, faculty member or staff in order to return to good standing or to resume their place at Birthwise.
  - If these rehabilitation efforts are not successful or if a second violation of policy occurs, the student, faculty member or staff will be suspended from Birthwise until which time they can document their ability to return to Birthwise in full compliance with our Drug and Alcohol policy.

### Maine State Laws Regarding Drug and Alcohol Possession

All Birthwise students should be familiar with the Maine State Law pertaining to the sale, consumption, or possession of alcoholic beverages. Please see Federal and Maine State laws website for more details at: [http://www.maine.gov/dps/bhs/impaired-driving/guide.html](http://www.maine.gov/dps/bhs/impaired-driving/guide.html).

### Health Risks of Drug Abuse

The following is a link to National Institute of Drug Abuse website providing information and health risks on commonly abused drugs.

[http://www.drugabuse.gov](http://www.drugabuse.gov)
Drug and Alcohol Abuse Rehab Centers in Bridgton Area

Detox Treatment Services
Saint Mary's Regional Medical Center (Lewiston is 25.5 miles from Bridgton)
100 Campus Ave.
Lewiston, ME 04243
(207) 777-8710
www.stmarysme.com

Outpatient Drug Rehab
Crooked River Counseling
14 Wyonegonic Road Bridgton, ME. 04009
(207) 743-1677
Tri County Mental Health Services
(Bridgeton is 1.3 miles from Bridgton, Maine)
41 North High Street Bridgeton, ME. 04009
(207) 647-5629
www.tcmhs.org
Common Ground Counseling LLC
(Fryeburg is 12.7 miles from Bridgton)
639 Main Street Fryeburg, ME. 04037
(207) 935-2288

Federal student financial aid penalties for drug law violations

❖ In line with United States Department of Education policy, Birthwise requires that student notify the Financial Aid Office immediately if they are convicted of a drug offense and are receiving federal aid money. A student convicted of a drug offense, either possession or sale, is ineligible for further federal aid and is required to return any aid the student received after the conviction.

❖ A student who has been convicted of a drug offense can take advantage of rehabilitation programs to become eligible for federal financial aid again.

❖ The following is from the Federal Student Aid Handbook, Volume 1 – Student Eligibility:

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

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

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
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</table>

www.birthwise.com
<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Conviction Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again. It is the student’s responsibility to certify to that s/he has successfully completed the rehabilitation program.

**Vaccination policy**

- Birthwise Midwifery School recommends that accepted students receive a Hepatitis B vaccination. A student can opt out of a Hepatitis B vaccination if they complete a health waiver.

**Financial Policies**

**Tuition Payment and Schedule**

- Tuition is $6,700 per semester for full-time* matriculating students in the 2018-19 academic year. **These tuition rates are subject to change in subsequent years.**
- Tuition for part-time** students is $425 per credit hour.
- Tuition for non-matriculating students is $450 per credit hour.
- Courses can be audited for $250 per credit hour.
- Tuition Cost and Financial Aid Information Letters are mailed prior to the start of each semester.
- Materials fees are required for a few select courses where additional supplies are required.
- Book costs are approximately $2,200 over the course of the program with most of the books needed in the first semester.
- All tuition payments or payment plan arrangements must be made by designated due dates.
- If a student fails to pay tuition in full by the end of the semester, they will not be able to continue onto the following semester unless arrangements are made with administration.

*Full time student is defined as a student registered for 12 or more credits.
** Part-time student is defined as a student registered for less than 12 credits.

**Tuition Payment Due Dates are as follows:**

**Campus Option**
<table>
<thead>
<tr>
<th>Semester 1</th>
<th>August 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>January 1</td>
</tr>
<tr>
<td>Semester 3</td>
<td>August 15</td>
</tr>
<tr>
<td>Semester 4</td>
<td>January 1</td>
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<tr>
<td>Semester 5</td>
<td>June 15</td>
</tr>
<tr>
<td>Semester 6</td>
<td>January 1</td>
</tr>
<tr>
<td>Semester 7</td>
<td>June 15</td>
</tr>
</tbody>
</table>

**Community Option**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>August 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>December 15</td>
</tr>
<tr>
<td>Semester 3</td>
<td>June 15</td>
</tr>
<tr>
<td>Semester 4</td>
<td>December 15</td>
</tr>
<tr>
<td>Semester 5</td>
<td>June 15</td>
</tr>
<tr>
<td>Semester 6</td>
<td>December 15</td>
</tr>
</tbody>
</table>

**Policy on Refunds**

- In the case of a student who requests cancellation and/or refund within two weeks after signing the enrollment agreement, the school shall cancel the agreement and return in full the enrollment fee paid to the school by the student.
- In the case of cancellation of the enrollment agreement after two weeks of signing and before school begins; the school may retain the student enrollment fee not to exceed $150.
- Tuition is prorated and refunded during the first 60% of each semester. After that no refunds are granted.
- Any prepaid tuition or fee amounts are refunded when a student withdraws or terminates from Birthwise. All withdrawals must be submitted in writing to the Registrar.
- Refunds shall be made within thirty days after the effective date of withdrawal or termination.

**Installment Plans**

- If the student is unable to make payment in full by the payment due date, they must contact the Business Manager by the payment due date to establish a payment plan and sign an installment contract.
- There is a $20 per installment fee and a student must pay the balance by the end of the semester. Up to 6 monthly payments can be made in any one semester.
- If the balance is not paid in full by the end of the semester, the student may not register for classes in the following semester until the balance is paid off.

**Other Fees**

- There is a $15 fee for all checks returned to Birthwise for insufficient funds.
- A 2% late fee is charged if the tuition payment is not received within seven days of the due date. Late fees apply when there is no signed contract or if payments are not made per the installment contract schedule. The 2% late fee is charged every thirty days on unpaid balances, but fees are not capitalized.
**Extended Preceptorship**

- Students who are very close to finishing the Birthwise midwifery program are given an incomplete and allowed a two-month grace period following the last day of their last semester of preceptorship to complete all graduation requirements. After this grace period, the student is required to enroll and pay tuition for another semester. Eligibility for this grace period is determined by the Clinical Director.
- Students who have received Federal Financial Aid and have been granted the grace period described above would be scheduled to enter repayment on any federal student loans six months after the last day of their last semester of enrollment. Students receiving FFA should consult with the Financial Aid Officer to discuss these details.
  Although the midwifery program is designed to be completed in 3 years, the length of a student’s preceptorship can vary depending on the birth volume in the site chosen. Fewer or additional semesters of enrollment will decrease or increase the total tuition paid accordingly. To remain eligible for FFA, the student must be enrolled in a minimum of 6 preceptorship credits (part-time). Full-time enrollment is 12 or more preceptorship credits.

**Financial Aid**

*For complete information on financial aid options at Birthwise, see our Birthwise Financial Handbook on our website.*

**Federal Financial Aid**

- U.S. students or permanent residents may be eligible for Federal Stafford Loans (subsidized & unsubsidized), Pell Grants and PLUS Loans. Assessing federal financial aid eligibility starts with filing the Free Application for Federal Student Aid (FAFSA).
- The FAFSA is available to complete online. The FAFSA becomes available on October 1st of each year and should be filed early for best results. Students are notified of their award via mail from the Financial Aid Officer.
- Students must update their FAFSA each year prior to the semester they intend to receive federal aid.

  *Birthwise’s Title IV code is 036123*

**GI Bill**

Birthwise is approved for the use of GI Bill benefits by the Maine State approving agency.

**Americorps**

Birthwise is approved for the use of Americorps benefits.

**Canadian Financial Aid**

Canadian students may be eligible for Canada aid. [www.canlearn.ca/nslc](http://www.canlearn.ca/nslc).

**Return of Title IV Funds**

- If a student leaves Birthwise during an academic term, either voluntarily or involuntary, they are subject to the school’s refund policies. The withdrawal date that is used in determining a
student’s refund or repayment is defined as the date that the student begins the withdrawal process, or the student’s last day of academically related activity should the student leave the school without notification.

❖ The U.S. Department of Education requires Birthwise Midwifery School to use the Return of Title IV Funds Policy for students who withdraw from school and who are receiving Federal Title IV student financial aid. Title IV funds refer to federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

❖ The Department of Education expects a student to “earn” the financial aid they receive. Students who receive FFA in the form of a Federal Pell Grant, or Federal Stafford Student Loan(s) are expected to earn those funds by attending school and completing the time in the term for which they are paid.

❖ If a student leaves school before completing more than 60% of the scheduled hours for which they received FFA, they may be required to pay back a portion to the federal government. They may also be required to pay Birthwise for a part of their tuition in addition to returning money to the Department of Education.

❖ Once a student completes over 60% of the scheduled hours for which they received FFA, the federal government deems all (100%) of the aid “earned” and no repayment is required.

How Refunds are Calculated

The percentage of a payment period or semester completed equals the number of days completed up to the WD date divided by the total days in the payment period or term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period or term.}
\]

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. **Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.** If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student’s withdrawal.

**EXAMPLES:** A semester starting 9/7 and ending 12/15 would have 100 days as the total days in the payment term. If a student received $4,750 in Financial Aid for this term, the following shows the amount the student earned and the amount that would need to be refunded.

<table>
<thead>
<tr>
<th>Student Attended</th>
<th>total days</th>
<th>% earned</th>
<th>$ Earned</th>
<th>$$ to be returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks (14 days)</td>
<td>14/100</td>
<td>14% of $4750</td>
<td>$665</td>
<td>$4085</td>
</tr>
<tr>
<td>4 weeks (28 days)</td>
<td>28/100</td>
<td>28%</td>
<td>$1330</td>
<td>$3420</td>
</tr>
<tr>
<td>6 weeks (42 days)</td>
<td>42/100</td>
<td>42%</td>
<td>$1995</td>
<td>$2755</td>
</tr>
<tr>
<td>8 weeks (56 days)</td>
<td>56/100</td>
<td>56%</td>
<td>$2660</td>
<td>$2090</td>
</tr>
<tr>
<td>61 days</td>
<td>61/100</td>
<td>61%</td>
<td>100% earned</td>
<td>no refund</td>
</tr>
</tbody>
</table>

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal (PLUS) Loans
4. Federal Pell Grants for which a Return of funds is required
5. Other assistance under this Title for which a Return of funds is required
Return of Title IV funds is determined by the Financial Aid Office, in conjunction with our 3rd party servicer, within thirty days of the determined last day of attendance.

The Financial Aid Officer provides the student with written notification of the breakdown of which funds are being returned to the Department of Education, which funds the student has earned, and/or portions of awarded funds that the student is responsible for repaying and to whom they must repay.

If it is determined that a portion of the FFA received on the student’s behalf is unearned, Birthwise is responsible for returning those funds in accordance with the Return of Title IV Funds regulations.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must repay the amount in full. If a student fails to repay, or make payments as arranged with the Financial Aid Office and the Financial Coordinator they may lose eligibility to receive future FFA.

Title IV Verification Disclosure

The US Department of Education requires that Federal Title IV applicants provide documentation to verify the accuracy of information submitted on the FAFSA each year. If a student is selected for verification will be contacted by the Financial Aid Office.

To complete the verification process the Financial Aid Office requests, and must be provided with, documentation which may include IRS Tax Transcripts, W2 forms, Tax forms, Verification Worksheets, or other official documentation.

All documentation required to complete any verification related to FFA must be submitted to the Financial Aid Office within 45 days of the request of the documentation material.

FFA is not awarded until the verification process is complete.

Professional Judgement in Financial Aid Awards Policy

The Financial Aid Office at Birthwise Midwifery School reviews requests for professional judgement as they relate to FFA awards.

In extenuating circumstances the Financial Aid Office in conjunction with the Administrative Office may exercise professional judgement and change elements of the federal needs analysis which they feel have not been adequately considered in the FAFSA.

Requirements for a Professional Judgement Request:

1) Initiated by a letter of request from the student which outlines the circumstances and why they would like the request considered.
2) Requires third party documentation, and any documentation requested by the Financial Aid Office.
3) Requires a valid and current SAR (student aid report which is generated when the FAFSA is done).
4) Requires a signed copy of the tax year(s) applicable to the year of financial aid consideration.
Birthwise Contact List

Birthwise Office       (207) 647-5968 phone
                        (207) 647-5919 fax

Staff

Heidi Fillmore         heidi@birthwisemidwifery.edu
Executive Director

Beth Bongiolatti       beth@birthwisemidwifery.edu
Academic Dean of Students

Robin Illian           robin@birthwisemidwifery.edu
Clinical Director

Melissa Mayo           melissa@birthwisemidwifery.edu
Business Manager

Elizabeth McKinnon     elizabeth@birthwisemidwifery.edu
Financial Aid Officer/ SEVIS

Meg Terwilliger        admissions@birthwisemidwifery.edu
Admissions/Recruitment Coordinator

Eliza Alder            info@brthwisemidwifery.edu
Registrar/Office Manager

Abby Luca              abby@birthwisemidwifery.edu
Midwifery Assistant Program Director

Faculty

Sarah Ackerly, ND, CPM: drsarahnd@gmail.com
Sarah is a Naturopathic Physician and CPM with a busy family practice and home birth practice. She graduated from National College of Naturopathic Medicine and was a faculty member at the National College of Naturopathic Medicine in Portland, OR. She practices in Topsham, ME and has been on the Birthwise faculty since 1995.

Holly Arends Murphy, CPM: holly@birchmoonmidwifery.com
Holly received a B.A. in Religion and Philosophy from Saint Mary's College. She lived and worked with people with disabilities in a volunteer community in Washington state for three years before moving to Maine. Holly graduated from Birthwise, and as part of her training spent a month working in a birth center in the Philippines. In 2005, she opened Birch Moon Midwifery, a private home birth practice in Bath, Maine.

Beth Bongiolatti, MA, CPM, NHCM: beth@birthwisemidwifery.edu
Beth is the Academic Dean of Students of Birthwise Midwifery School. She is a graduate of Birthwise, and began her work as a midwife in Southern New Hampshire before returning to Maine in 2014. She received a BA in Global Politics & English from the University of New
Engl
and, and a Master’s Degree in Sustainable International Development from the SIT Graduate Institute.

**Tiffany Carter-Skillings, CPM: midwife.tcskillingscpm@gmail.com**
Tiffany is a CPM with a home birth practice in Yarmouth, Maine and provides prenatal care, lactation counseling, well body care, routine GYN services, pre-conception counseling, and nutrition.

She received a B.A. in Sociology from Bates College in 2004 and graduated from Birthwise in 2013.

**Gretchen Davidson: milasamma@yahoo.com**
Gretchen has a BA in Sociology and minor in Women’s Studies. When she is not teaching here at Birthwise, she offers counseling services to Victims of Domestic and Sexual Violence.

**Susi Delaney, MA, CPM: midwifesusi@maine.rr.com**
Susi is a graduate of Birthwise. She opened Red Tent Midwifery, a private home birth practice based in New Gloucester, Maine, in 2007. She holds a bachelor’s degree in History from the University of Rochester (1995) and a master's degree in History & Sociology of Science from the University of Pennsylvania (1997).

**Heidi Fillmore, CPM, NHCM: heidi@birthwisemidwifery.edu/ (647-5968, 756-9272)**
Heidi is the founder & current Executive Director of Birthwise. She has a Bachelor’s degree in Architectural Technology from Southern Illinois University (1982) and graduated from the Midwifery Training Institute in 1987. She has been practicing midwifery in Maine and New Hampshire for 30 years and has been a faculty member since 1994. She is currently Vice President of Accreditation of the Midwifery Education Accreditation Council Board of Directors.

**Robin Illian, CPM: midwiferobin@gmail.com**
Robin is the Clinical Director at Birthwise Midwifery School. She has a bachelor’s degree in Anthropology and Biology from James Madison University (1999) and is an alumnus of Birthwise. Robin has attended births and been part of the midwifery community in California and Colorado.

**Abby Luca, CPM: abby@birthwisemidwifery.edu**
Abby is the Director of the Midwifery Assistant Program at Birthwise. She received a B.A. in English and Religious Studies from the University of Alabama in 2006. She went on and received her M.A. in English from the University of Alabama in 2010. She taught 3 courses at the University of Alabama as a primary instructor between 2008 and 2010. Abby graduated from Birthwise in 2016 and started her midwifery practice in North Conway.

**Jacqueline Dubord, MPH,CPM, NHCM: jackie.lamberto@gmail.com**
Jacqueline has a homebirth midwifery practice in central Maine. Jacqueline has her Master’s Degree in public health, specializing in maternal and child health, and is also an alumnus of Birthwise. She has a bachelor’s degree in Psychology and Biology.

**Judith Josiah-Martin, MSW, LMSW-CC, ACSW: jjosiah.martin@gmail.com**
Judith is a Faculty and Field Placement Supervisor at the University of Maine and Research Advisor at Smith College. An experienced clinician, educator, and administrator, Judith brings an extensive knowledge of programs and interventions that have been effective in assisting health care, mental health and hospitality workers in enhancing diversity in the workplace.

**Autumn Vergo, CNM: Autumn.Vergo@truenorthmidwifery.com**
Autumn is a CNM currently the chair of Women's Health at Cheshire Medical Center in Keene, NH. Previously, she practiced as a CPM for 8 years, and provided care out of the large free-standing birth center she owned Southern New Hampshire. She is an active board member in NNEPQUIN, NACPM, and provides policy council for increasing access to midwifery care.

**Cheri Sarton, PhD, CNM Email: cheryl.sarton@maine.edu**
Cheri has a Ph.D. from State University of New York and is a Nurse-Midwife.

**Nell Tharpe CNM: nelltharpe.CNM@gmail.com**
Nell graduated from the SUNY Downstate certificate program in Nurse-Midwifery in 1986. She has over 17 years' experience in full-scope, independent clinical practice caring for women from 12-87 in her community in coastal Maine. In addition to basic midwifery and women's health care, Nell's diverse practice included colposcopy, well-child clinics, the development of the local school health center, adolescent outreach education, provision of hospital employee health, and surgical first assistant services.
Birthwise Honor Code

Birthwise Midwifery School strives to cultivate a culture of integrity, honesty, and ethical awareness among the staff, faculty, and student body. Our intention is to create a community that models the high ethical standards we believe essential for the care giving profession of midwifery. A Birthwise education is much more than passing tests and assignments; it is about becoming an excellent midwife in the holistic sense. This requires a student with integrity who is open to thinking about their actions and intentions within an ethical framework as well as one who has excellent theoretical and clinical knowledge and skills.

Students sign a written honor code document upon their arrival at Birthwise. We present this Academic Honor Code to bring an awareness of the ethical responsibilities of each person at the school. We pledge together to conduct ourselves in a way that respects each member of this community, the intention of the program, and the profession of midwifery. This includes a commitment to not cheat, plagiarize, fabricate or commit any other form of academic misconduct while enrolled in the Birthwise program. Below are the specific actions that Birthwise considers outside our Honor Code and a process for dealing with violations.

Definitions of Academic Dishonesty

**Cheating:** The intentional use or attempted use of materials or assistance from unauthorized sources for any academic work.

Cheating includes, but is not limited to:
- Copying from another student during an exam.
- Collaborating with another person on work when it has not been authorized.
- Using a cell phone, pager, PDA or other electronic devise to obtain unauthorized information during an exam.

**Plagiarism:** Representing another person’s ideas, work, or information as your own without giving proper credit to the source.

Plagiarism includes, but is not limited to:
- Quoting another person’s words or writing without acknowledgment of the source.
- Using resources on an exercise that was to be completed without resources.
- Working with another individual on an assignment, sharing information and files, and then turning in separate copies of an assignment, as one’s own individual work.

**Fabrication:** The invention of, or falsification of information, for use on academic exercises.

Fabrication includes, but is not limited to:
- Citation of a source from which information was not actually acquired.
- Listing a source from which no information was used.
- Using false or fictitious data for an academic exercise.
- Documentation of clinical experiences in which you did not participate at all or as reported.
**Academic Misconduct**: Other academically dishonest acts.

Academic Misconduct includes, but is not limited to:

- Allowing another student to use your work and claim it as their own.
- Obtaining all or part of an exam that has not yet been administered.
- Selling, giving away, or discussing all or part of an exam that has not yet been administered.
- Attempting to change a grade for any coursework.
- Attempting to falsify an excuse to receive an extension on a deadline.

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**Procedures for dealing with violation of the Academic Honor Code**

It is the responsibility of all students, faculty, and staff to report any violations of the Academic Honor Code to the course instructor or the Academic Dean of Students.

When a report is made, the instructor has the responsibility to:

- Investigate the suspected violation and document any findings,
- Complete a violation report and give the report to the Academic Dean of Students,
- Notify the student, in writing, that a report has been filed.

The preceding should be completed within five school days.

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**Results of Honor Code Violations**

Students found in violation of the Academic Honor Code receive a failing grade for that test, assignment, or course.

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**Appeals Process**

A student found in violation of the Academic Honor Code may appeal the decision. The student must notify the Academic Dean of Students that they are appealing the decision within ten days of the original report being filed. This notification should be in writing, and must include the date, summary of the alleged incident, and the student’s reasons for appealing.

A committee meets within ten days of the notification to review the faculty decision. This committee is made up of:

- Academic Dean of Students, or another faculty member if the Academic Dean of Students was involved in the incident
- Faculty Member
- Executive Director
- One other faculty member
- One student representative.

Parties involved in the process have the following rights and responsibilities during the process:

**The Student**

- Shall receive at least five days’ notice of the appeals hearing. This notice shall be given in writing.
- Shall present their own arguments.
- May be present during the hearing until the time of deliberations.
❖ May produce witnesses, documents, or other evidence in their defense.
❖ May ask questions directed toward the committee.

Faculty
❖ Shall receive at least five days’ notice of the appeals hearing. This notice shall be given in writing.
❖ Shall present their findings from their own investigation.
❖ May be present during the hearing until the time of deliberations.
❖ May ask questions directed toward the committee.

Committee Members
❖ Shall give at least five days’ notice of the hearing to all parties involved.
❖ Shall make decisions by majority vote
❖ Shall keep minutes of the proceedings, and make these minutes available to all involved parties within ten days of the decision.
❖ Shall notify the student of the committee’s decision within ten days.

Sanctions for Repeated violations for the Academic Honor Code
Students who have more than one violation of the Academic Honor code may be subject to the following sanctions:
❖ Academic Probation
❖ Loss of any Birthwise Scholarship
❖ Dismissal from the Birthwise program

Sanctions are the discretion of the Academic Dean of Students and the Executive Director.

How to Format Citations and References at Birthwise
Citation style for sources should follow the National Library of Medicine’s (NLM) International Committee of Medical Journal Editors (ICMJE) recommendations. This resource is frequently updated, covers a comprehensive variety of source material, and can be accessed online: http://www.nlm.nih.gov/bsd/uniform_requirements.html. For additional details about reference formatting, the NLM’s Citing Medicine style guide should be consulted: http://www.ncbi.nlm.nih.gov/books/NBK7256/. Guidelines for the most common types of citations are included below.

### Journal Article

**Include the names of all authors:**


**If an article has more than 6 authors, list the first 6 authors followed by et al.:**


**Organizations may be listed as the author:**


### Book


### Chapter in an Edited Book


### Institutional Publication


### Website

For websites, use the following format and include as much of the available information:

Title of Homepage. Edition. Place of publication: publisher; date of publication [date updated; date accessed]. Web address.


### Personal Communications

References to personal communications like letters, emails, and conversations should be included in the text of the manuscript and not as a formal end reference. Put source information in parentheses. Consider including the people cited in an “Acknowledgements” or “Notes” section at the end of the article.

Example:
…the state Midwifery Advisory Committee was the only place where complaints about midwives were formally processed, and they had a poorly articulated process for case reviews (2014 email from Mary Midwife to the author).

If an interview is a major primary source, include it as a reference and cite it in the endnotes as follows:
Mary Midwife, telephone interview by author, March 14, 2014.