



## Application for Academic Course Challenge/Waiver

Prior to enrollment, students may apply to receive credit for academic course work, and/or prior learning experience, in order to “challenge”, or “waive” a course or courses that is/are a graduation requirement at Birthwise. This process is divided into two pathways.

- **Pathway A:** Is a simplified waiver process for designated courses that result in certification that a student may have accomplished before or outside of Birthwise. Eg. BLS, NRP, CLC
- **Pathway B:** Is a more in-depth process designed for applying to waive all other courses at Birthwise.

In order to successfully challenge an academic course, and receive credit on their Birthwise transcript, a student must complete the following steps for each respective pathway:

### Pathway A:

- Complete & Submit the following application to the Academic Director for review, submit appropriate processing fee(s) to the Operations Coordinator in the Main Office
- Submit proof of certification by presenting a copy of one’s certification or “card” along with the completed application & processing fee.

### Pathway B:

- Complete & submit the following application (including supporting documentation) to the Academic Director for review, submit appropriate processing fee(s) to the Operations Coordinator in the Main Office
- Review the course objectives from the class they are seeking to challenge & compare them with their prior learning to ensure there is a reasonable parallel
- Assemble documentation demonstrating that they have met these objectives and/or competencies with their prior learning
  - *This demonstration can include transcripts, course objectives, program guides, etc.*
- Demonstrate that a comparable number of hours were accomplished in this prior learning, as compared to the credit hours of the course they are seeking to waive at Birthwise
  - *Like other institutes of higher education, 1 credit at Birthwise is the equivalent of 15 classroom hours, and 30 hours of studying, preparation and the like. In sum, 1 credit at BW is equivalent to 45 hours of work/learning/experience*
- If a core-course is being challenged, students will be required to schedule, complete, and pass (with 80% or greater), any associated Periodic Exam(s) in order to successfully complete the waiver process, and receive credit

Please note that successfully waiving or challenging a course at Birthwise will mean that the student will NOT be registering for the course(s) in the semester(s) in which they are offered in the program. In cases where multiple courses, or courses with significant number of credits, there may be implications for enrollment status (full time vs part time). Please reach out the Academic Director if you have questions about this!



# BIRTHWISE MIDWIFERY SCHOOL

Teaching the Art & Science of Midwifery Since 1994

Student Name:

Date:

Cohort:

**Pathway A:** (Please check all that apply)

- BLS for Healthcare Providers Certification
- Neonatal Resuscitation Program (NRP) Certification
- Certified Lactation Counselor (CLC), or International Board Certified Lactation Consultant (IBCLC)
- English Composition (University/College Level)

**Pathway B:**

BW Course(s) Seeking to Challenge	Credit Hours	Prior Learning <i>Course Name or Nature of Experience</i>	Date	Credit Hours	Name of Institution/Org	Grade or Certificate Awarded

Please attach the following documents concerning course(s):

1) Transcript, certificate, or official letter of completion from the institution/organization where prior learning was acquired. This must indicate credit hours and/or classroom hours spent learning and the grade you received (must be 80% or above to be eligible for challenge credit).

2) If the prior learning stems from a course at a fully accredited institution and the content of the course is obvious from the title, no other documentation is necessary. If the content of the course is not obvious from the course title, a syllabus or the course objectives must be submitted.

3) If the learning was not acquired at an accredited education institution, please submit the course's learning objectives, name and qualifications of the instructor, syllabus of the course with learning activities.

4) If the experience being challenged is NOT a course/class, please provide a copy of the course objectives (of the Birthwise course being challenged), with references indicating where and how each objective was met by the student in their prior experience.



## Application Fees

### Pathway A:

There is a **\$25 Administrative Processing Fee** for waivers for courses challenged through this pathway.

This fee is due at the time of application submission and may be paid directly to our Operations Coordinator/Bursar. [Erin@birthwisemidwifery.edu](mailto:Erin@birthwisemidwifery.edu)

### Pathway B:

There is a **\$50 Application Fee** for waivers for courses challenged through this pathway.

This fee is due at the time of application submission and may be paid directly to our Operations Coordinator/Bursar. [Erin@birthwisemidwifery.edu](mailto:Erin@birthwisemidwifery.edu)

*If a student is submitting a challenging through BOTH Pathway A & Pathway B at the same time, the Pathway B application fee will apply (and will not stack).*

There will be an **additional fee of \$30 per credit hour awarded** through a successful challenge application in Pathway B. These charges will be processed/billed through our Operations Coordinator/Bursar.

## Signature

Please review the following, & sign at the bottom to complete your application for submission to the Academic Director for review: [beth@birthwisemidwifery.edu](mailto:beth@birthwisemidwifery.edu)

- I have read the application & its instructions thoroughly
- I understand that my application will not begin the review process until the Admin Fee/Application Fee has been paid to the Bursar/Operations Coordinator
- I have sought clarification as needed in the process of completing my application, I have completed the checklist of documentation to the best of my ability
- I understand that should my application NOT be approved, the application/administrative processing fee will not be refunded
- I understand that I will be required to take all associated Periodic Exams for core courses that are successfully challenged
- I understand that a minimum of 50 academic credits must be earned while enrolled at Birthwise in order to graduate

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## To Be Completed by the Academic Director

Documentation Received? \_\_\_\_\_ Adequate? \_\_\_\_\_ Application Fee Paid? \_\_\_\_\_

Waiver Granted? \_\_\_\_\_

*If not granted, reasons:*

*Any special conditions or requirements for this waiver:*

Periodic Exam Scheduled? \_\_\_\_\_

Date: \_\_\_\_\_

Periodic Exam Score (PRN) \_\_\_\_\_

Registrar/Transcript Update \_\_\_\_\_

Application Saved to Student Digital File \_\_\_\_\_

Notes:

Signature of Academic Director: \_\_\_\_\_

Date \_\_\_\_\_