



MIDWIVES

COLLEGE OF UTAH

MIDWIFING MIDWIVES

2021 Student Handbook

Winter Trimester

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This catalog is intended as a resource to acquaint prospective students with course offerings, degree programs, tuition rates, policies and procedures of Midwives College of Utah. Midwives College of Utah reserves the right to make any alterations as needed without prior notice.

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Mission

Midwives College of Utah (MCU) provides an educational structure and an integrated learning environment for individuals to become midwives of technical expertise, professional excellence, and personal greatness—namely Midwives of ExcellenceSM.

Students are individually supported by the MCU House Mentor program whose mission is to support the development of Midwives of ExcellenceSM by fostering a unique house culture of connection that promotes personal and professional peer bonding; by providing each student continuity of care through progress monitoring and coaching; and committing to personal transformation with special attention to The Outward Mindset, Crucial Conversations, and Crucial Accountability.

Culture

MCU's culture is inspired by the Midwives Model of CareTM, reflecting philosophies, skills and behavior in both the way we model and train our students. What we teach and how we teach exemplifies what it means to be a midwife of excellence who is self-actualized and values courageous conversations and relationships built upon honesty and trust. MCU delivers a Midwifery Model of Education; ultimately midwifing midwives[®] through their educational journey and beyond.

The Midwives College of Utah may offer you the most intense educational challenge and life-changing experience you have ever had. If you have the desire, determination, and character to meet the challenge, you can be assured that your education at MCU will support a life and midwifery practice of satisfying, rich contribution.



Sincerely,

Kristi Ridd-Young
President

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About MCU

The Midwives College of Utah (MCU) was founded in 1980 and is the largest and one of the longest-standing direct-entry midwifery programs in the nation. MCU operates as a non-profit institution with a Board of Directors, a President, administrative staff, and academic and field (clinical) faculty. MCU offers a Bachelor of Science in Midwifery (BSM) degree and a Master of Science in Midwifery (MSM) degree. MCU is a distance education institution with administrative offices located in Salt Lake City, Utah.



MCU is accredited by the Midwifery Education Accreditation Council (MEAC), which is approved by the U.S. Secretary of Education as a nationally recognized accrediting agency. Students are assigned instructors for all on-line academic courses and engage in regular synchronous and asynchronous activities individually and with instructors and peers. Clinical requirements are met through one-on-one work under the direct supervision of an MCU-approved preceptor. MCU coursework prepares students to pass the North American Registry of Midwives (NARM) exam. At the successful completion of the program, students obtain a degree in midwifery and have successfully passed the National Association of Registered Midwives' (NARM) exam which administers the CPM credential.

Philosophy

MCU affirms that midwives fill an important and unique position within the health care spectrum. Midwifery is a profession that functions independently and in collaboration with other health care professions.

Midwifery care emphasizes facilitation and enhancement of physiologic processes throughout all aspects of pregnancy, delivery, postpartum, and well-woman care. It considers emotional and spiritual factors as it utilizes a variety of methods, techniques, modalities and technologies. MCU believes that excellent core midwifery training must be accompanied by entrepreneurial business and life development skills to create a holistic midwifery education.

The Midwives College of Utah was founded on Christian principles. No specific doctrine is taught in our curriculum. The philosophical perspective and culture of MCU acknowledge the following:

- Spiritual guidance is a part of midwifery
- All good originates from a higher being
- All human beings are children of God

Non-Discrimination

The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment, and to the provision of equal opportunity for all. A key objective of the Midwives College of Utah is the creation and maintenance of a positive atmosphere of non-discrimination in every phase and activity of College operations.

Harassment and intimidation can impede an individual's ability to participate fully in educational processes. Acts of discrimination, harassment and insensitivity hurt and degrade all members of the community whether target, perpetrator, or observer. Every member of the College community is responsible for creating and maintaining a climate free of discrimination and harassment. Please see [MCU's Non-Discrimination Policy](#).

Institutional Goals

The MCU distance-education curriculum and community-based clinical placement are firmly grounded in the unique and profound power of the Midwives Model of Care™ (MMoC). We believe the MMOC is a primary pathway for improving outcomes and eliminating inequities for childbearing persons and babies during the childbearing year. Midwives College of Utah fulfills its mission by meeting the following institutional goals:

- offering a bachelor's degree to prepare individuals for career opportunities to practice as direct-entry midwives providing primary care to childbearing persons and babies;
- offering a master's degree to prepare individuals to be midwifery leaders in the birthing care landscape;
- delivering curriculum core competencies and student support services that supply opportunities to acquire knowledge, skills, and philosophical approaches. This education is organized within five broad interrelated categories:
 - Specialized Knowledge
 - Broad and Integrative Knowledge
 - Intellectual Skills
 - Applied and Collaborative Learning
 - Civic and Global Learning;
- nurturing a culture of collaboration as we continually strive to [advance equity and justice at MCU](#) and in the midwifery profession;
- creating opportunities for students to effect global social change through the development and application of leadership skills.

Why MCU?

- A MEAC-accredited education with degree options
- Pathway to the CPM designation
- Exceptional online education model
- Technology resources used to build connection and communication
- Manageable payment options
- Federal financial aid available
- Personal coaching throughout program
- Holistic, evidence-based curriculum which includes traditional midwifery arts, business instruction and life skills
- Optional, on-campus student skills suites
- Integrated assessments
- Over the last three years, 100% of MCU graduates who sat for the NARM exam have passed the exam.
- Eighty one percent of our graduates are working as midwives with the remainder of our graduates working in a related field.
- Life experience credit available
- Support from a tight-knit student community
- Continuing education for current CPMs

Distance Education

The Midwives College of Utah offers a unique distance education program that allows students to pace their program and complete most of their degree without having to travel to a campus location. Students are assigned an instructor for each course they are enrolled in and will collaborate with peers regularly through synchronous and asynchronous activities.

Integrated Assessments offer students the opportunity to demonstrate academic knowledge, clinical skills, the ability to analyze and navigate scenarios and implement client care and education. Students are required to pass these assessments at the end of each phase of the BSM program. To accommodate student schedules, Integrated Assessments are held three times a year in Salt Lake City, Utah. The cost of Integrated Assessments in Salt Lake City is included in your COP, though some assessments may include a supply fee. If there are enough students to hold an Integrated Assessment in your region, costs will be determined based on location and number being assessed.

Students are most likely to be successful in the MCU distance program if they:

- are self-directed learners,
- can work independently in an on-line learning environment,
- have access to local clinical opportunities, and/or
- can relocate or travel for non-local clinical placement.

Designed for Success

The Midwives College of Utah is designed for the midwifery student that needs the freedom of location and flexibility that distance education offers. As valuable as this freedom is, students find that the elements of structure built into MCU's program(s) lead to success. Though there is a maximum program length one can take to graduate, most of our students are earning their degrees in three to five years. For the 2012 to 2017 cohorts, the median time-to-degree (TTD) completion for MCU graduates was:

- CPM-to-BSM program (n=16): 2 years
- BSM program: NA (not enough time lapsed for current program)
- MSM program (n=4): 3.33 years

Freedom of Location



Students can complete their academic studies wherever they live in the world. Students complete their clinical training with an approved MCU preceptor. Ideally, students have identified appropriate local clinical training options prior to entering the MCU program; however, students may need to relocate or travel for part or all of their clinical training.

Students who live outside the US (international students) will have a more difficult time finding and completing clinical placements locally and will be required to travel to the US for at least part of their clinical placement, as well as for assessments.

Learning Flexibility

Synchronous instruction with weekly engagements and assignment flexibility supports dynamic learning and course pacing so that academic and clinical studies can be completed within the 15-week trimester. MCU operates on a trimester schedule. The MCU academic year is divided into three trimesters.

Winter—January through mid-April

Summer—May through mid-August

Fall—September through mid-December

Students enroll in courses at the beginning of each trimester. All courses should be completed within 15 weeks (one trimester) of activation. The trimester system allows students to begin new courses with other students, making student study groups and interactive sessions more effective. Please see Extensions for Coursework in the Student Policies.

Major Maps

Major Maps outline a student's academic program and serve as course completion schedules that students develop with the MCU Registrar. Major Maps allow students to see what coursework must be completed within each trimester to meet the student's graduation deadline. Major Maps give structure to the flexibility of MCU coursework; if necessary, they can be revised during the student's tenure.

Financial Obligation

MCU offers students a reasonable Cost of Program and Title IV funding. Please see MCU's Title IV Handbook for specific rules and regulations related to Title IV.

A 6% tuition credit is extended to all students who have completed all courses within the trimester they are scheduled on the student's Major Map. Please see the Cost of Program Discount Policy in the Cost of Program section of this Handbook.

Support Services

House Mentors

The House Program is a unique service offered by MCU. Each student is assigned to a specific house and house mentor. Your house mentor will help you design an individualized program, create accountability for your program completion goals, support you as you overcome frustrations and roadblocks, and offer ideas to help you stay focused and energized.

Peer Circles

Distance education students sometimes find it challenging to stay engaged and build community. Isolation can also pose a problem to timely completion. A Peer Circle is a student-driven program intended to help students overcome shared challenges of distance education. A Peer Circle is designed to be a small, intimate group where the members create relationships and a natural culture of accountability to each other. The circle is designed to help members become more productive and consistent in their midwifery studies, help them meet their Major Map goals, and build a community of support. Your house mentor will help connect you to a Peer Circle.

Continuing Education

MCU's continuing education option is for those who:

- Want to take a few classes, but do not want to be obligated to a degree program.
- Practicing midwives who wish to supplement their education or obtain CEUs
- Want to discover if distance education is right for them.

Student Skill Suites



MCU Skill Suites provide hands-on skills training and Integrated Assessments as well as the opportunity to socialize with other MCU students, instructors and midwives. Skills Suites are held in Salt Lake City, Utah at an eco-friendly facility that is perfect for high-tech presentations and hands-on midwifery skills.

The top three benefits of attending Skill Suites are:

- Enhance clinical skills through hands-on practice and receive objective feedback from experts in the field.
- Gain inspiration and motivation for next trimester's courses by participating in face-to-face, facilitated activities that serve as companion experiences for academic coursework.
- Create professional connections and form lifelong relationships that will enrich your student experience and your midwifery career.

Integrated Assessments offer students the opportunity to demonstrate academic knowledge, clinical skills, the ability to analyze and navigate scenarios and implement client care and education. Students are required to pass these assessments at the end of each phase of the BSM program. To accommodate students as they move through the program, Integrated Assessments will be offered at the end of Winter and Summer Trimesters in Salt Lake City, Utah. If necessary, a December Integrated Assessment can be scheduled. The cost of Salt Lake City-based Integrated Assessment(s) is included in the Cost of Program. If an Integrated Assessment is held in a student's region rather than in Utah, costs will be determined based on location and the number of students being assessed.

Endorsement Program

MCU is an approved educational route for California licensure by the California Medical Board. If you wish to become licensed in the state of California, you must complete MCU's California Endorsement in addition to your degree requirements.

The MCU California Endorsement requires the addition of BIOL 2030 Microbiology, 1 cr. for students enrolled in the bachelor's program.

Application Deadlines

MCU allows students to begin a degree program three times each year. All application materials must be submitted prior to the application deadlines to be considered for acceptance.

Application Process

Midwives College of Utah (MCU) uses the best practice model of Holistic Admissions. The Admissions Committee will conduct a qualitative and quantitative review of each applicant to determine acceptance. The Admissions Committee members are the Admissions Director, Academic Dean, Registrar, President, and two to three faculty members. Per Title IV requirements, MCU admits as matriculated students only persons who—(i) Have a high school diploma; (ii) Have the recognized equivalent of a high school diploma; or (iii) Are beyond the age of compulsory school attendance.

Bachelor's Degree Application Process

1. Complete application
2. Completion of application questions
3. Two references (if applicant has identified having birth experience, at least one reference should be from someone who has observed the applicant in a birth setting)
4. Proof of high school diploma or official post-secondary transcripts
5. If a CPM, current proof of CPM status
6. Application Fee
7. Native English speaker or a TOEFEL score of at least 88

1. Complete graduate student application
2. Three professional references
3. Transcripts with proof of bachelor's degree awarded
4. Proof of credentialing as a current or past midwife with recognition by regional, national, or international certification or licensure*
5. Application Fee
6. Current C.V. or Resume
7. Official interview with Academic Dean

*Traditional or community midwives without past or current proof of certification/licensure may choose to prepare a portfolio demonstrating the experiences and training they engaged to become a midwife. Midwife status must be established by your anticipated start date in the MSM program.

What happens if I am accepted?

1. You will receive an official acceptance notice via email.
2. You must pay your Annual Student Fee and Acceptance Processing Fee.
3. You will submit the Enrollment Agreement by the specified deadline.
4. You will finalize your Major Map.
5. You will submit the Financial Agreement by the specified deadline.
6. You will prepare for courses and your first day of school as an MCU student!

To apply visit

<https://www.midwifery.edu/application-process/>

MCU Associate of Science in Midwifery (ASM) past graduates who wish to apply to an additional undergraduate program (BSM or CPM to BSM) may alert the Admissions Director of their intent to apply within one year of graduation and will be exempt from filling out a new application, paying an additional application fee and being included in the applicant pool for consideration. MCU graduates who graduated more than one year from the date of application will be required to complete a new application and be included in the applicant pool for consideration. Once a previous MCU graduate has been accepted for admission to a new program, they will be required to pay the applicable acceptance and annual student fees. All MCU graduates who wish to apply to the MSM program must complete the entire graduate application process.

Master's Degree Application Process

Trimester Enrollment Dates	Application Deadline	Application Status Notification Date	Enrollment Agreement & Fees Deadline	Major Map Completed	Financial Aid Award Letter	Financial Agreement Deadline	Classes Begin	Classes End
Summer 2019	Nov 5, 2018	Dec 17, 2018	Jan 2, 2019	Feb 22, 2019	Apr 8, 2019	Apr 15, 2019	May 6, 2019	Aug 16, 2019
Fall 2019	Mar 4, 2019	Apr 15, 2019	Apr 29, 2019	June 21, 2019	July 29, 2019	Aug 5, 2019	Sept 3, 2019	Dec 13, 2019
Winter 2020	July 8, 2019	Aug 19, 2019	Sept 3, 2019	Oct 25, 2019	Dec 2, 2019	Dec 9, 2019	Jan 6, 2020	April 17, 2020
Summer 2020	Nov 4, 2019	Dec 16, 2019	Jan 6, 2020	Mar 6, 2020	April 13, 2020	April 20, 2020	May 4, 2020	Aug 17, 2020

Competencies and Skills

As a MEAC-accredited school, Midwives College of Utah's curriculum is based upon knowledge and proficiency in MEAC's Curriculum Checklist of Essential Competencies which include the internationally recognized core competencies and guiding principles set forth by the International Confederation of Midwives (ICM) in addition to requirements for national certification by the North American Registry of Midwives (NARM) and the core competencies of Midwives Alliance of North America (MANA). MEAC's accreditation criteria for midwifery education programs reflect the unique components and philosophy of the Midwives Model of Care™.



The North American Registry of Midwives (NARM) has developed a process to verify practical skills and assess knowledge through a comprehensive exam. NARM nationally certifies midwives who qualify with the credential of the Certified Professional Midwife (CPM). Most states that license midwives use NARM testing and the CPM credential as a licensure requirement.

By completing the Bachelor of Science in Midwifery (BSM) program through MCU, students will be eligible to apply for CPM certification and take the NARM written exam. It is anticipated that with this national standardization, midwives who become NARM certified will be able to move more easily from one state to another. Each state, however, has its own laws regarding certification and licensing. It is up to the students to become familiar with the requirements in the state in which they want to practice. Please refer to <https://mana.org/about-midwives/state-by-state> for updated state licensing information.

Certified Professional Midwife (CPM)

The culmination of your studies at the Midwives College of Utah prepares you to take the North America Registry of Midwives (NARM) Written Exam in order to receive the Certified Professional Midwife (CPM) credential. MCU students will apply to take the NARM exam as graduate of a MEAC-accredited program rather than the Portfolio Evaluation Process (PEP). Students who do not wish to receive the CPM designation for practice within the United States may take the MCU Comprehensive Exam for graduation. All requirements for graduation must be met before a student can apply to take the NARM Written Exam or the MCU Comprehensive Exam. You may apply to take the NARM written exam when you have completed all NARM required clinical experiences and skills, all MCU Integrated Assessments, all coursework, and any other specified graduation requirements.

Undergraduate Program

The Midwives College of Utah's undergraduate program confers a Bachelor of Science in Midwifery (BSM) degree.

BACHELOR OF SCIENCE IN MIDWIFERY 121.5 CREDITS

The MCU Bachelor of Science in Midwifery (BSM) degree consists of three phases that coincide with clinical progression. 1000 level courses will be taken during the "Observe" clinical phase, 2000 level courses will be taken during "Assistant" phase and 3000 level courses will be taken during the "Primary under Supervision" phase.

All introductory classes are required in Phase One and are 1000-level courses. Classes such as Midwife's Assistant Orientation introduce concepts that provide the foundation for midwifery core courses and a foundation is laid for upper-division science courses with anatomy and physiology and medical terminology courses. The classes are designed to enhance a student's clinical work in the observation phase. Prior to moving to Phase Two, students must pass an Integrated Assessment (see details below).

Phase Two offers 2000-level courses that are designed to enhance a student's experience in the Assistant level of clinical work and to prepare the student to undertake the Primary role in Phase Three. The normal childbearing year in Prenatal Care I and II, Labor, Birth and the Immediate Postpartum, Postpartum Care, and Pediatrics are required in this phase. Students also complete supplemental course work to enhance their work as assistants and midwives in courses such as Culturally Safe Care, Ethics & the Law, and other midwifery core classes such as Clinical Testing in the Childbearing Year, Fetal Heart Surveillance and Obstetrical Pharmacology. The completion of the Principles of Evidence-informed Practice class prepares students to integrate research into optimal midwifery care. Prior to moving to Phase Three, students must pass an Integrated Assessment

Phase Three 3000 level courses are designed to link theory to practice as students are acting as a primary midwife with supervision. Complications of the childbearing year are covered in this phase, along with advanced midwifery and professional skills to prepare the student for independent practice. Prior to graduation, students must pass all Integrated Assessments.

Integrated Assessments

Integrated Assessments at the end of phase 1, phase 2 and phase 3 offer students the opportunity to demonstrate academic knowledge, clinical skills, the ability to analyze and navigate scenarios and implement client care and education. Students will take these assessments after completing one phase and before moving into the next phase; assessments will be offered at the end of each trimester to accommodate students as they move through the program. Feedback will be clear and measurable, allowing students to reflect on and react to their own development. Integrated Assessments will be

held in April, August, and possibly December in Salt Lake City, Utah.

The BSM degree can be completed in as few as 2 years with a maximum of 7.33 years allowed for completion. For Title IV eligibility, a full-time student is expected to complete at least six credits per trimester. Graduation requirements include successfully passing the NARM exam or the MCU Comprehensive Exam. The NARM exam is required to receive the Certified Professional Midwife credential.

BSM Program Goals

A midwife of technical expertise

1. The undergraduate program aims to prepare students to practice at the full scope of the Certified Professional Midwife credential through the demonstration of broad, integrative, and specialized knowledge.

A midwife of professional excellence

2. The undergraduate program aims to prepare students to practice within their own communities and synthesize applied and collaborative learning. Students will engage in the maternity care system professionally and ethically at all times.

A midwife of personal greatness

3. The undergraduate program aims to prepare students for reflective practice and a perpetual commitment to contribute to the professionalization of direct-entry midwifery.
4. The undergraduate program aims to prepare graduates to educate others in their profession and in their communities.

Graduation Requirements for BSM

- Complete all courses outlined in Major Map to equal a total of 121.5 academic/clinical trimester credits
- Complete all NARM required clinical experiences. (In order to assure requirement currency requirements for the year you plan to graduate, please refer to www.narm.org/testing/graduate-of-a-meac-accredited-program/.)
- Pass all Integrated Assessments
- Complete a doula training
- Certification in NRP and CPR
- Copy of required practice guidelines, emergency care plan, and informed disclosure
- Current membership in a local or national midwifery organization
- Pass all core midwifery courses with at least a B- grade, pass all other courses with at least a C grade. Core midwifery courses are indicated in **dark red font** in the Course Descriptions section of this handbook.
- Minimum cumulative GPA of 2.5
- All midwifery core courses must have been completed within the last ten years
- All clinical experiences from the first observed to the last primary birth experience must be within the last ten years

- Pass the NARM exam or the MCU Comprehensive Exam. The NARM exam is required to receive the Certified Professional Midwife credential

BSM for a Current CPM Pathway (CPM to BSM)

If a current CPM wishes to pursue a BSM degree, they may apply to the BSM program without prior college experience. The CPM designation and additional prior learning can be evaluated through MCU's Life Experience Portfolio Evaluation application. Credit equivalency for the CPM designation will not exceed 77 credits. A CPM who wishes to pursue a BSM degree, must complete at least 44.5 MCU credits as designated on the Major Map and/or transfer in any additional credits from an accredited college or university for a total of 121.5 credits. General education requirements for the BSM will be determined based upon prior college experience and life experience. A student, who is a CPM and has graduated from MCU with an ASM must complete an additional 40 MCU credits as designated on the Major Map.

Graduation Requirements for BSM with a CPM

- Complete all courses outlined in Major Map to equal a total of 121.5 academic trimester credits.
- Copy of current practice guidelines, emergency care plan and informed disclosure
- Current NRP and CPR certification
- Current membership in a midwifery organization
- Pass all core midwifery courses with at least a B- grade and all other courses with at least a C grade. Core midwifery courses are indicated in **dark red font** in the Course Descriptions section of this handbook.
- Copy of CPM certification
- Minimum cumulative GPA of 2.5

Graduate Program



The MCU graduate program offers a Master of Science in Midwifery (MSM) degree. The graduate program is designed for midwives looking to obtain advanced skills in one or more of our four areas of program distinction: midwifery research, midwifery outreach, midwifery policy, and midwifery education. Graduates of the MSM program will have the knowledge, skills, and experience necessary to

influence innovative directions in the birthing care landscape as forefront contributors to best practice models, advocacy initiatives, community education, health equity, and evidence-informed care. Eligibility for the MSM program is as follows: 1) must hold a bachelor's degree in any field; 2) must be or have been recognized as a midwife by regional, national or international certification or licensure. Traditional or community midwives without past or current proof of certification/licensure may choose to prepare a portfolio demonstrating the experiences and training they engaged to become a midwife; and 3) must complete SOSC 1010 (Equity

and Anti-Oppression in Midwifery Care: Understanding Difference, Power, & Privilege), SOSC 2050 (Ethics & the Law) and STAT 2010 (Principles of Evidence-Informed Practice) or demonstrate course equivalency. These three courses can be completed as part of your graduate program.

If accepted into the program, you will work closely with the Academic Dean to develop an Individualized Development Plan (IDP) that will help tailor your graduate studies. The graduate program consists of: 1) coursework that covers research methodologies, professional development topics, critical studies in midwifery care, and fieldwork-based experiential learning; and 2) a research-based thesis or non-thesis applied project, in which you will make an original, substantive contribution to midwifery care and perinatal health. You will also engage in professional and academic experiences, such as conference presentations, graduate seminars, community-based initiatives, and opportunities for publishing. Your work in the graduate program will be guided by an MSM committee, consisting of one primary advisor and at least two additional MCU graduate faculty members. The MSM program is designed to be a two-year program; however, you have a maximum of four years to complete the program to accommodate individual progression. A full-time student is expected to complete at least four credits per trimester, and a part-time student is expected to complete at least 2 credits per trimester.

MSM Program Goals

A midwife of technical expertise

1. The graduate program aims to advance practitioner knowledge of the research, educational, programmatic, and policy dimensions of midwifery care and perinatal health.

A midwife of professional excellence

2. The graduate program aims to prepare practitioners for leadership and expert contributions in midwifery education, research, outreach, and policy realms.

A midwife of personal greatness

3. The graduate program fosters professionalism, critical thinking, personal reflexivity, and cultural humility of practitioners in service to lifelong learning and the advancement of equity and access in midwifery education, research, outreach, and policy.

Graduation Requirements for MSM

Completion of 32 academic credits as outlined for the MSM degree. At least 50% of these courses must be MCU courses if you are transferring in applicable graduate-level credits. All graduate level courses must be completed within the last ten years. All courses must be passed with at least a C grade and a minimum, cumulative GPA of 3.0. You must also pass your written and oral defenses, as determined by your committee.

Program Length

A Major Map (program roadmap and course completion schedule) will be individually designed for you with the aid of the Registrar. Factors considered in the design of your personal Major Map are your graduation goal date, transfer credit, your unique life circumstances, times of the year that you want coursework light or heavy, possible clinical opportunities, whether you plan to use Federal Financial Aid, and future plans that may affect your progress through the program.

Coursework is broken down into three trimesters of four-month duration. Depending on the course load you can manage, the following table represents how long it will take you to graduate. Students should expect to study 20-30 hours per week to complete 6 academic credits every 15 weeks. If you wish to complete an average of 10 credits every trimester, you can expect to study 30-40 hours per week. Please note that the time required to complete clinical work with a preceptor (field faculty) varies significantly from student to student and placement to placement.

We recommend that undergraduate students begin the program by enrolling in only six credits per trimester the first two trimesters of enrollment. After successfully completing at least two trimesters of the designated Major Map, you can request a Major Map change to increase the pace of the program. If you are a Title IV student, undergraduate students must enroll in and complete at least six (6) credits per trimester. Please work with the Financial Aid Director to assure that your Major Map and student academic progress (SAP) follow Title IV regulations. Graduate students should

consult the Satisfactory Academic Progress (SAP) for Graduate Students Policy to ensure they remain within Title IV and MCU academic progress compliance.

An undergraduate student who is not a CPM upon enrollment, is required to be enrolled for a minimum of two years in order to meet the NARM CPM-eligibility requirement that clinical experience span at least two years. An undergraduate who enrolls in the BSM program as a CPM can graduate in the time period required to complete credits required for graduation. A graduate student must be enrolled at least 1.33 years as an MCU student; this is the minimum time it would take to complete required MCU courses beyond any transfer credits that might be accepted as well as the prospectus and full research-based thesis or applied project requirements.

MCU data indicates that our students are more likely to graduate if they complete their coursework in the shortest time possible. Additionally, these students acquire less student debt. However, life circumstances might require students to pace themselves at different rates throughout their tenure. All students **MUST** complete their program within the maximum time allowed from the date of enrollment as noted on the table. If you have not graduated within your program's maximum allowed time, you must request a program extension. Please refer to the Program Deadline Extension procedure in the Student Policy section of this handbook to determine consequences of going beyond the maximum program length.

Degree	Completion Average 6 credits per trimester 20-25 hours a week dedicated study time	Completion Average 10 credits per trimester 30-40 hours a week dedicated study time	Maximum Time Allowed
Bachelor's Degree	6.66 years	4 years	7.33 years
Bachelor's Degree CPM	2.33 years	1.33 years	7.33 years
Master's Degree	2 years	1.5 years includes thesis review	4 years

Bachelor of Science in Midwifery

Phase and Course Requirements

(For a student who is not already a Certified Professional Midwife)

<i>Phase One Courses</i>	credits		<i>Phase Two Courses</i>	credits		<i>Phase Three Courses</i>	credits	
BIOL 1010 Anatomy for Health Prof	2	△	BIOL 2010 Genetics	2		BUS 3010 Small Business Fundamentals	2	
BIOL 1050 A & P of OB	3	**	BIOL 2050 Chem. And Nutrition	2		CLNC 3010, 3020, 3030, 3040, 3060 Phase Three Practicum	2	□, △
BOTNY 1010 Herbiology	2	△	CLNC 2010, 2020, 2030, 2040 Phase Two Practicum	2	□, △	CLNC 3050 Phase Three Competencies	3	** □, *, △
CLNC 1010 Phase One Practicum	3	△	CLNC 2050 Phase Two Competencies	3	**, □, *, △	MDWF 3010 Prenatal Complications	3.5	**
CLNC 1050 Phase One Competencies	1	**, *, △	COMM 2010 Providing Trauma Inf Care	2	△, **	MDWF 3030 Com. Labor and Birth	3.5	
COMM 1010 Mindset and Dialogue	1	△	MDWF 2010 Prenatal Care I	3.5	△, **	MDWF 3050 Postpartum Comp	3.5	
ENG 1010 Intro to Writing	2	△	MDWF 2020 Prenatal Care II	3.5	**	MDWF 3070 NARM Prep	0.5	△
ENGL 1050 Technical Writing for dwives	1	△, **	MDWF 2030 Labor and Birth	4	**			
HIST 1010 History of Midwifery	1		MDWF 2035 Complications in Human Lactation	1		Electives (can be taken in any Phases per course pre-requisites)	6	
HLTH 1010 Medical Terminology and Charting	3		MDWF 2040 Postpartum Care	3	**			
HLTH 1030 Found. in Public Health	2	**	MDWF 2050 Pediatrics	4	**			
MATH 1010 Intro to Math	2		MDWF 2060 Clinical Testing in CBY	3	**, □			
MDWF 1010 Intro to Midwifery	1	△	MDWF 2070 OB Pharm	3	**			
MDWF 1030 Human Lactation	1		MDWF 2080 Fetal Heart Surveillance	2	**, □			
MDWF 1040 IV Skills	1.5	□□	MDWF 2090 Suturing	3	**, □			
MDWF 1050 Midwife's Assistant Or.	3.5	**	MDWF 2100 Well Person Care	4	**			
PROD 1000 New Student Orientation	0.5	△	SOSC 2010 Culturally Safe Care	2	△			
SOSC 1010 Equity and Anti-Oppression	2	**△	SOSC 2050 Ethics & the Law	1	△, **			
			STAT 2010 Principles of EIP	2	△			
			STAT 2050 Epidemiology	1	**			
All Phase One courses are required for completion to advance to Phase Two . This includes both the clinical and didactic courses.			All Phase Two courses are required for completion to advance to Phase Three . This includes both the clinical and didactic courses.			All Phase Three courses are required for completion. This includes both the clinical and didactic courses		

MCU strongly recommends students enroll in a maximum of 6.5 to 7 credits in their first trimester. For a student who determines, in the first two trimesters of enrollment, that they can complete courses on time and would like to **graduate within 4 years**, they must **plan to dedicate an average of 30-40 hours a week of dedicated study time** to complete academic and clinical course work. **The total program credits required to graduate are 121.5, which includes the 6 elective credits.**

Footnote	
△	Offered every term
**	Pre-requisites Required (subject to changed based on course updates. Refer to the current catalog/student handbook for verification)
*	Clinical Competency classes are required during the final trimester of a Phase and may not be extended.
□	Must be in a clinical placement or currently a CPM/RM
□□	Clinical placement or limited preceptor (EMT, RN, etc.) required. (see course description for more detail)

Bachelor of Science in Midwifery

Course Requirements for a Certified Professional Midwife

For a Certified Professional Midwife (CPM*) with an Associate of Science in Midwifery (ASM) from MCU	credits		For a Certified Professional Midwife (CPM*) without an Associate of Science in Midwifery (ASM) from MCU	credits	
BIOL 2010 Genetics	2		BIOL 2010 Genetics	2	
BIOL 2050 Chemistry and Nutrition	2		BIOL 2050 Chemistry and Nutrition	2	
CLNC 4780 Adv Clinical Practicum	2	**	BUS 3010 Small Business Fundamentals	2	
CLNC 4788 Adv Clinical Practicum	2	**	CLNC 4780 Advanced Clinical Practicum	2	**
COMM 1010 Mindset and Dialogue	1	△	CLNC 4788 Advanced Clinical Practicum	2	**
HLTH 1030 Found in Public Health	2	**	COMM 1010 Mindset and Dialogue	1	△
MDWF 2080 Fetal Heart Surveillance	2	** □	ENGL 1010 Intro to Writing	2	△
MDWF 3050 PP Complications	3.5		ENGL 1050 Technical Writing for Midwives	1	** , △
MDWF 3080 Adv Issues MDWF I	3	**	HIST 1010 History of Midwifery	1	
MDWF 3090 Adv Issues in MDWF Care II	3	**	HLTH 1030 Found in Public Health	2	**
PROD 1000 New Student Orientation	0.5	△ , >	MATH 1010 Intro to Math	2	
SOSC 2010 Culturally Safe Care	2	**△	MDWF 2080 Fetal Heart Surveillance	2	** , □
STAT 2050 Epidemiology	1		MDWF 3050 PP Complications	3.5	
Electives	14		MDWF 3080 Adv. Issues in MDWF I	3	**
			MDWF 3090 Adv Issues in MDWF II	3	**
			PROD 1000 New Student Orientation	0.5	△
			SOSC 1010 Equity and Anti-Oppression	2	△
			SOSC 2010 Culturally Safe Care	2	△
			SOSC 2050 Ethics & the Law	1	** , △
			STAT 2010 Principles of EIP	2	△
			STAT 2050 Epidemiology	1	
			Electives	6	
TOTAL PROGRAM CREDITS	40		TOTAL PROGRAM CREDITS	45	
<p>To receive a bachelor's degree from MCU, a current CPM with an ASM from MCU must complete an additional 40 credits with a final cumulative total of 121.5 credits, which includes 14 elective credits.</p>			<p>To receive a bachelor's degree from MCU, a current CPM must complete 121.5 credits. The CPM designation may have a credit equivalency of up to 77 credits. This will be determined by a transcript review of courses completed from an accredited college or university and/or a review of MCU's Life Experience Portfolio Evaluation, and/or equivalency evaluation of the CPM designation. The portfolio application gives the CPM the opportunity to document workshops and life experience that have contributed to their CPM education. In addition, the student must complete the 45 credits indicated.</p>		

*A Certified Professional Midwife (CPM) is a knowledgeable, skilled and professional independent midwifery practitioner who has met the standards for certification set by the North American Registry of Midwives (NARM) and is qualified to provide the Midwives Model of Care.

The student will work with the Registrar to determine the chosen electives credits. **Note: For licensure in some states, specific electives maybe required, please review with the Registrar.** Undergraduate students may elect to take select graduate-level courses as part of their degree. See the "Graduate Course Eligibility" Policy for more details.

Footnote	
△	Offered every term
**	Pre-requisites Required (subject to changed based on course updates. Refer to the current catalog/student handbook for verification)
*	Clinical Competency classes are required during the final trimester of a Phase and may not be extended.
□	Must be in a clinical placement or currently a CPM/RM
□□	Clinical placement or limited preceptor (EMT, RN, etc.) required. (see course description for more detail)
>	If ASM was completed in the past year with MCU, this course can be replaced with a one-credit elective.

Bachelor of Science in Midwifery Electives

BSM Elective Courses

(For students who are not already a CPM, choose 6 credits of electives throughout the program)

	credits			credits			credits	
BIOL 2030 Microbiology	1	**	HLTH 3010 Adv. Homeopathy	2	**	SOSC 2060 Providing Safe & Respectful Care to LGBTQIA+ Families	2	
BOTNY 2010 Adv. Herbology	2	**	MDWF 3060 Fund of Waterbirth	2	**	SOSC 2090 Prenatal/Postpartum Mental Health	1	
BUS 3050 Midwifery Billing	1		PHYT 1010 Aromatherapy	1		SOSC 3010 Independent Midwifery Studies I	1	**
COMM 3010 Transfers & Transports: mm, Protocols, & Best Practices	1	**	PHYT 2030 Complementary and Alternative Health Disciplines	1		SOSC 3030 Independent MDWF Studies II	1	**
HLTH 1050 Holistic Health	2		PHYT 2050 Adv Comfort Measures	2		SOSC 3050 Self Care in Midwifery	1	**
HLTH 2010 Homeopathy	2		SOSC 2020 Birth Justice	2		HLTH 3010 Advanced Homeopathy	2	
HLTH 2030 Fertility Awareness	1		SOSC 2030 Childbirth Education	2				

CPM/BSM Elective Courses

(For students who ARE already a CPM, choose 6 credits of electives throughout the program)

	credits			credits			credits	
BIOL 2030 Microbiology	1	**	HLTH 3010 Adv. Homeopathy	2	**	SOSC 2020 Birth Justice	2	
BOTNY 1010 Herbology	2	△	MDWF 2035 Complications of Lactation	1	**	SOSC 2030 Childbirth Education	2	
BOTNY 2010 Adv. Herbology	2	**	MDWF 2090 Suturing	3	** □	SOSC 2060 Providing Safe & Respectful Care to LGBTQIA+ Families	2	
BUS 3050 Midwifery Billing	1		MDWF 3060 Fund of Waterbirth	2	**	SOSC 2090 Prenatal/Postpartum Mental Health	1	
COMM 3010 Transfers & Transports: mm, Protocols, & Best Practices	1	**	PHYT 1010 Aromatherapy	1		SOSC 3010 Independent Midwifery Studies I	1	**
HLTH 1050 Holistic Health	2		PHYT 2030 Complementary and Alternative Health Disciplines	1		SOSC 3030 Independent MDWF Studies II	1	**
HLTH 2010 Homeopathy	2		PHYT 2050 Adv Comfort Measures	2		SOSC 3050 Self Care in Midwifery	1	**
HLTH 2030 Fertility Awareness	1		HLTH 3010 Adv. Homeopathy	3	**			

CPM/BSM Elective Courses (with an Associate of Science in Midwifery from MCU)

(For a CPM who has graduated with an ASM from MCU, choose 14 credits of electives throughout the program)

	credits			credits			credits	
BIOL 2030 Microbiology	1	**	HLTH 3010 Adv. Homeopathy	2	**	SOSC 2030 Childbirth Education	2	
BOTNY 2010 Adv. Herbology	2	**	MDWF 2035 Complications of Lactation	1	**	SOSC 2060 Providing Safe & Respectful Care to LGBTQIA+ Families	2	
BUS 3050 Midwifery Billing	1		MDWF 3060 Fund of Waterbirth	2	**	SOSC 2090 Prenatal/Postpartum Mental Health	1	
COMM 3010 Transfers & Transports: mm, Protocols, & Best Practices	1	**	PHYT 1010 Aromatherapy	1		SOSC 3010 Independent Midwifery Studies I	1	**
HLTH 1050 Holistic Health	2		PHYT 2030 Complementary and Alternative Health Disciplines	1		SOSC 3030 Independent MDWF Studies II	1	**
HLTH 2010 Homeopathy	2		PHYT 2050 Adv Comfort Measures	2		SOSC 3050 Self Care in Midwifery	1	**
HLTH 2030 Fertility Awareness	1		SOSC 2020 Birth Justice	2				

The student will work with the Registrar to determine the chosen electives credits.

Note: For licensure in some states, specific electives maybe required, please review with the Registrar. Undergraduate students may elect to take select graduate-level courses as part of their degree. See the "Graduate Course Eligibility" Policy for more details.

Asterisk/Footnote	
△	Offered every term
**	Pre-requisites Required (subject to changed based on course updates. Refer to the current catalog/student handbook for verification)
*	Clinical Competency classes are required during the final trimester of a Phase and may not be extended.
□	Must be in a clinical placement or currently a CPM/RM
□□	Clinical placement or limited preceptor (EMT, RN, etc.) required. (see course description for more detail)

Suggested Master of Science in Midwifery Major Map

(2-year program)

The MSM program is designed to be a two-year program. Students have up to four years to complete the program. This Major Map reflects progression through the program if it is to be completed in two years. Some courses, including fieldwork courses, are flexible in what trimester they are taken based on emerging possibilities and individual needs.

1 st Trimester Year 1		2 nd Trimester		3 rd Trimester	
PROD 510/5010 Professional Growth & Leadership	1	PROD 511/5011 Prospectus (Section I)	1	MDWF 553/5053 to MDWF 556/5056	4
ENG 513/5013 Scholarly Research & Writing	3	STAT 550/5050 Qualitative Methodology	3	PROD 511/5011 Prospectus (Section II)	2
PROD 526/5026 to 532/5032	2	PROD 526/5026 to 532/5032	2	FLDW 574/5074 (continued)	1
FLDW 574/5074	NA	FLDW 574/5074 (continued)	NA		
Total	6	Total	6	Total	7
Year 2					
MDWF 553/5053 to 556/5056	4	PROD 526/5026 to 532/5032	2	MDWF 584/5084 to 560/5060 Project/Thesis (Section III)	3
FLDW 571/5071 to 573/5073	1	MDWF 584/5084 or 560/5060 Project/Thesis (Section II)	1		
MDWF 584/5084 or 560/5060 Project/Thesis (Section I)	1	FLDW 571/5071 to 573/5073	1		
Total	6	Total	4	Total	3
TOTAL PROGRAM CREDITS					32

Midwifery Issues Choices

MDWF 553/5053 Midwifery Issues in Prenatal Care
 MDWF 554/5054 Midwifery Issues in Labor & Birth
 MDWF 555/5055 Midwifery Issues in Postpartum Care
 MDWF 556/5056 Midwifery Issues in Newborn Care

Eight (8) credits of Midwifery Issues coursework are required. Each course is 4 (four) credits. Students select two of the courses.

Professional Development Choices

PROD 526/5026 Midwives and Publishing
 PROD 527/5027 Community Maternal and Child Health
 PROD 528/5028 Policy & Advocacy in Midwifery
 PROD 529/5029 Field Instructor (Preceptor) Preparation
 PROD 530/5030 Global Maternal and Child Health
 PROD 531/5031 Holistic Midwifery
 PROD 532/5032 Midwifery Education

Six (6) credits of Professional Development coursework are required. Each course is two (2) credits.

Fieldwork Courses

FLDW 571/5071-573-5073: Fieldwork involves advanced residencies or internships with qualified mentors. The nature of the fieldwork experiences will depend on the student's individual program goals.

FLDW 574/5074: Graduate House Program. FLDW 574/5074 is required during the first year of a student's MSM program. This 1-credit course is delivered across a three-trimester timeframe and involves professional development, graduate school community building, and scholarly activities.

Three (3) credits of Fieldwork are required. Credits are earned in 1 (one) credit increments. 1 credit = 50 hours of internship work under an approved mentor. One of the three required credits must be enrollment in the Graduate House Program during your first year of studies. One (1) additional FLDW credit can be a secondary enrollment in the Graduate House Program.

Cost of Program Policies

The Cost of Program (COP) is the tuition paid to complete all credits required for graduation. The COP (tuition) is \$2,420 for the graduate and undergraduate program for every trimester a student is matriculated as a degree-seeking student regardless of the number of credits enrolled in with a COP cap of \$43,560. The Cost of Program covers all credits enrolled in at the beginning of each trimester. You can take as few or as many credits as you wish each trimester you are enrolled; the faster you progress through the program, the more affordable your degree. You will be invoiced for the Cost of Program each trimester. The Cost of Program includes academic and clinical tuition only; all other fees must be paid within 30 days of accrual.

*If you have not graduated within your program's maximum time allowed, you must request a program extension. Program extension fees will automatically be applied to your account for each trimester beyond the program deadline. The program extension fees are \$100 per month for the first trimester extended, and \$150 per month thereafter. Outstanding tuition balance and school fees will still apply. Please refer to the Program Deadline Extension procedure in the Student Policy section of this handbook to determine consequences of going beyond the maximum program length.

Cost of Program and other fees may be raised periodically without notice. Fees will be posted on the MCU website and in the MCU catalog. Tuition, fees, and additional costs are estimated as closely as possible in the MCU website and catalog. Students must meet all agreed upon financial obligations to the school as per the policy in the MCU catalog before being allowed to graduate or receive official transcripts.

MCU is designated as a non-term school for Title IV purposes and has only one enrollment status for undergraduates of full-time. Undergraduate students are expected to complete the minimum number of credits per trimester (6 credits) to make on-time progress toward graduation. Graduate students have the option of full-time designation (4 credits minimum per trimester) or part-time designation (2 credits minimum per trimester). Graduate students must maintain 2 to 4 credits per trimester at a minimum for timely graduation. Please see the Title IV Handbook for further details.

Sample Tuition Cost Comparison

Bachelor's Degree	4.33 years
Initial Application Fee	\$ 65.00
Acceptance Fee	\$ 225.00
Graduation Application Fee*	\$ 75.00
Annual Student Fees* (\$375/year)	\$ 1,875.00
Tuition/Cost of Program	\$31,460.00
Total Cost	\$33,700.00
*Subject to change based on year assessed. MCU reserves the right to increase any costs associated with the program.	

Master's Degree	2 years
Initial Application Fee	\$ 75.00
Acceptance Fee	\$ 225.00
Graduation Application Fee*	\$ 75.00
Annual Student Fees* (\$375/year)	\$ 750.00
Tuition/Cost of Program	\$14,520.00
Total Cost	\$15,645.00
*Subject to change based on year assessed. MCU reserves the right to increase any costs associated with the program.	

Remember the total cost noted on these tables is based on a specific time frame. Because of MCU's flat tuition rate, the cost can be reduced if you progress through the program more quickly.

Cost of Program (COP) Payments

The COP for each trimester is due the 1st day of the 1st month of the trimester. Students who do not wish to pay the entire trimester's COP up front may opt for monthly payments. The Trimester COP is divided into four equal payments (\$605.00), and each payment is due on the 1st of each month of the current trimester. Students may select between manually submitted monthly payments or setting up automatic credit card payments. Students may make future changes to their method of monthly payment by contacting Student Finances at studentfinances@midwifery.edu.

Payment Information Form

All students must fill out a form to indicate how they plan to pay their Cost of Program. To access the form log into the MCU website at www.midwifery.edu with your username and password. Go to the "General" tab and click on "Forms." Go to the "New Students" section and click on "Student Payment Information Form."

Automatic Payments and Mailed in Payments

Students may select between monthly/trimester payments being mailed in, paid by credit card or automatically deducted from their bank accounts.

Cost of Program for Leave of Absence

The student will be exempt from the Cost of Program during a Leave of Absence, but the current trimester's Cost of Program is due in full according to the existing payment schedule before the Leave of Absence can take effect. Students must begin making Cost of Program payments after the Leave of Absence or the student will be automatically withdrawn and must reapply.

Cost of Program Discount Policy

A 6% credit is available to all students who have completed all courses, within the trimester, that are scheduled on the student's Major Map. The student must be enrolled in and complete at least six credits per trimester. A student may apply for the credit after the first year of enrollment and any full year of consecutive enrollment thereafter.

A student seeking this discount should **request a review from the President within two weeks of the end of the semester and after all grades have been received for the last**

semester of the year being reviewed. Requests for review cannot be submitted after the next semester begins. A credit of 6% of the Cost of Program paid, during the year under review, will be applied to the student's MCU account each year that the student qualifies. The credit may be used toward any MCU expenses accrued during the student's tenure at MCU

The only time a check rather than a credit will be sent to the student is when all the following conditions have been met:

- Tuition and all accrued fees are paid in full [Graduation Fee and Annual Student Fee (if due before graduation) will be deducted from the 6% credit];
- The student has completed all courses enrolled in for the previous full year and since the last 6% credit was issued;
- And the student is scheduled to graduate before their program's maximum time allowed.

Balance Due Policy

All student accounts must be paid in full on the date due.

- The Cost of Program is due **January 1st** for Winter Trimester, **May 1st** for Summer Trimester and **September 1st** for Fall Trimester.
- The Annual Student Fee is due the **first day** of a newly enrolled student's **first trimester**.
- The Annual Student Fee is due **January 1st** for all established students after the first year of enrollment.
- All other fees are due as dated on the student account. Please see your personal student finance page.

If a student has a balance for Cost of Program (tuition), Program Extension Fee(s), the Annual Student Fee, or Course Repurchase Fee(s), the following will apply:

- 1) Student Account balance 15 days past due
 - a) The student will receive a balance due reminder email.
 - i) The student will be switched to the default MCU Monthly Payment Plan and is expected to pay the balance due in full immediately.
 - (1) The default MCU Monthly Payment Plan is your Cost of Program divided by four (4) and is due on the first day of the month.
 - (2) If a student requires an MCU Customized Payment Plan, it must be requested using the MCU Customized Payment Plan Request Form located in the Miscellaneous Forms section of the MCU SIS. See MCU Customized Payment Plan Policy
 - (3) An Exception to Policy Request may also be required
 - ii) The balance due must be paid in full or the student's account will be placed on hold at 30 days past due; if not paid in full at 60 days past due, the student will be withdrawn.
- 2) Transcript requests will not be honored until the balance is paid in full. This means that a state agency, potential preceptor, etc. will not have access to the student's

requested academic record until the past due balance is paid.

- 3) Student Account balance 30 days past due
 - a) If a student fails to pay the balance due, a notification email will be sent alerting the student that their Student Account has been placed on hold, which means the student cannot access coursework, turn in assignments, or receive grades.
 - i) The student is expected to pay the past due balance immediately. The student's account will remain on hold until payment is made, or the account reaches 60 days past due at which time the student will be withdrawn.
 - b) Transcript requests will not be honored until the balance is paid in full. This means that a state agency, potential preceptor, etc. will not have access to the student's requested academic record until the past due balance is paid.
- 4) Student Account balance 60 days past due
 - a) If no payment has been made at 60 days, the Collections Department will notify the Registrar to withdraw the student from MCU as a degree-seeking student and the student's financial account is turned over to an outside Collections Agency.
 - b) A student may appeal the withdrawal within 7 days and full payment of the past due balance.
 - c) After the seven-day appeal window, if the student wishes to return to MCU as a matriculated student, the student must pay any and all past due balance(s) and wait the designated three-month interval before the student can reapply to MCU.

MCU Customized Payment Plan

MCU Customized Payment Plan eligibility: The student must have a minimum of \$200 in eligible trimester charges. Eligible charges include Cost of Program, Annual Student Fee, Program Extension Fees, and Class Repurchase Fees. There is a \$25 non-refundable processing fee due with each MCU Customized Payment Plan Agreement.

- All MCU Customized Payment Plans are calculated by Student Finances and are non-negotiable.
- All MCU Customized Payment Plan Agreements must be completed and returned within five (5) business days after receiving the MCU Customized Payment Plan Agreement from Student Finances. If the MCU Customized Payment Plan Agreement has not been returned on time, the current MCU Balance Due Policy will apply.

Students may choose not to sign the MCU Customized Payment Plan Agreement. If so, the current MCU Balance Due Policy will apply.

Refund Policy

The Application and Acceptance Processing fees are non-refundable. Once a matriculated student has enrolled in their first course, the Annual Student fee is non-refundable. The COP payment for the trimester is non-refundable once the trimester has begun unless a student withdraws from all courses before the end of the add/drop period for that trimester. After the add/drop period, any fees associated with a course are non-refundable. If any refunds are due to a student, they will be paid immediately.

Financial Aid Recipients are required to follow additional procedures for withdrawal. To understand how a withdrawal will affect your financial aid, please refer to the withdrawal section in the [Title IV Policy & Procedure Manual](#).

Students matriculated and enrolled before January 2016

- To officially withdraw from MCU, please contact the Registrar.
- If a matriculated student has enrolled in classes and wishes to withdraw as a degree-seeking student, but wishes to complete the courses already enrolled in, the student must contact the Registrar.
- Upon notification of official withdrawal Student Finances will complete a financial review to determine the student's account balance. The student will be responsible for any unpaid Cost of Program or unpaid student fees. Students will not be required to pay Cost of Program for any courses dropped before the add/drop deadline.

If the financial review results in a credit on the student's account, the credit will be applied to any encumbrances owed to MCU before it is awarded to the student. Any remaining credit will be returned to the student within 14 business days.

Financial Aid recipients are required to follow additional procedures for withdrawal. To understand how a withdrawal will affect your financial aid, please refer to the withdrawal section in the [Title IV Policy & Procedure Manual](#).



Student Services

As a distance education institution, MCU does not provide facilities, personal equipment or personal supplies to students, but does offer exceptional services in a state-of-the-art learning management system and associated distance learning educational support services.

To assure success, students must have the following technology system requirements for online course delivery and testing:

- Desktop computer, tablet or laptop
 - Tablets cannot be used for online testing
- Webcam and microphone (built-in or external)
- Connection to network with sufficient internet speed: at least 3 Mbps download speed and 3 Mbps upload. Test internet speed at <http://www.speedtest.net>
- Browser with pop-up blocker disabled
- Microsoft Office suite or equivalent

Students are expected to purchase their own midwifery equipment as required by their specific clinical placement. This allows students the opportunity to gather and become familiar with the equipment needed for their midwifery practice and locale.

Adjustments for Students with Disabilities

MCU makes every reasonable effort to accommodate students with physical and learning disabilities. Students with disabilities must be able to perform the cognitive and physical skills for direct-entry midwifery care as outlined by the MEAC Curriculum Checklist of Essential Competencies which includes MANA Core Competencies and the NARM Skills. Please contact the Director of Student Life, Equity, and Access if you have a challenge that requires learning adjustments.

Clinical Placement

MCU does not independently arrange your clinical placement, but will assist you by making recommendations for a good fit if you do not have an approved clinical site in your community. The Student Bulletin Board and the Clinical Director will keep you updated on clinical placement opportunities and a listing of job openings is available for new graduates. You may contact the Clinical Director to discuss credentials and state licensing requirements.

The clinical requirements of the BSM program prepare students to sit for the NARM exam and typically take 2-3 years to complete. Students will spend approximately 1000-2000 hours completing clinical experiences, skills practice, and other clinical learning activities.

Digital Library

The digital library contains a collection of items specific to MCU. Students will find graduate theses, student projects, presentations, case studies, and documents specific to the student's individual coursework for a given trimester.

Drug and Alcohol

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety.

Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers but can also have a negative impact on the affected students' academic work, emotional well-being, and adjustment to School life. Individuals concerned about their health should consult a physician or mental health professional. More information and assistance can be obtained by contacting MCU's President, your house mentor, Director of Student Services, or Director of Student Life, Equity and Access.

The College offers students individual personal counseling sessions with a trained therapist via the office of the Director of Student Life, Equity & Access. These sessions are confidential and can help students create a personalized plan to meet their goals related to reducing substance use and to identify resources including local Certified Alcohol and Drug Addiction Counselors and Programs. **This service is free.** To make an appointment, contact the office at studentlife@midwifery.edu.

MCU Drug & Alcohol Abuse Re-entry Program

The aim of the Drug & Alcohol Abuse Re-entry Program (DAARP) at MCU is to provide students and employees the opportunity to rethink and address their relationship with drugs and alcohol, and to devise harm reduction and prevention strategies that will help to create a safe, healthy, and legal relationship with drugs and alcohol. The program is

evidence-based, and requirements are individualized to each participant based on their unique use pattern, challenges, and opportunities. At a minimum, all participants in the program are required to meet with the Student and Employee Support Services Coordinator for a minimum of three one-on-one counseling sessions. Participants will also be assigned self-study work through the Higher Education Center for Alcohol & Drug Misuse Prevention & Recovery. The Student and Employee Support Services Coordinator may also require the participant to meet with a certified alcohol or substance abuse counselor in their local area; the participant is responsible for fees associated with the use of these professionals.

Any MCU student or employee may participate in the MCU Drug & Alcohol Abuse Re-entry Program. Students found in first violation of MCU's Drug & Alcohol Use policy will be required to participate. There is a \$200.00 fee for this program to help offset costs of program administration.

Ethical Review Board

All MCU students and faculty conducting research with human subjects must receive approval by the MCU Independent Ethical Review Board *prior* to commencing any research activities.

Library

MCU has a library of texts and videos available for check out. Books borrowed from the Midwives College of Utah must be returned within one month from the date of loan. The student can extend the library loan by calling or emailing the MCU office. Late fees will be debited from the student's account and must be paid before other books can be loaned to the student or before graduation, whichever comes first.

Mentoring

Students have instructors for each course who provide you with diverse teaching and learning methods to support your progress and to ensure mastery of the learning objectives stated in each course. Courses include weekly synchronous and asynchronous opportunities to deepen your learning and to connect and share with peers and your instructor. Instructors are available for one on one support via appointment.

Peer Circles

MCU coordinates student-midwife peer groups or Peer Circles. Peer Circles provide connection, support and accountability for distance education students. If you are interested in joining or leading a Peer Circle, contact your house mentor.



House Mentors

Each student will be assigned to a specific house and house mentor. Your house mentor will help you design an individualized program, create accountability for your program completion goals, support you as you overcome frustrations and roadblocks, and provide ideas to stay focused and energized.

Student Life, Equity & Access

The Director of Student Life, Equity & Access meets on a regular basis with students in need of specialized support. A personalized Student Care Team created by the Office of Student Life, Equity and Access can also provide assistance and guidance to aid students in achieving personal and academic success. The Director of Student, Life, Equity & Access is a trained therapist and can also connect students with additional counseling resources beyond what the College alone can provide.

Social Media

To connect with MCU on social media, please [join MCU's Facebook page](#). Though there are other social media groups made up of past, present and aspiring MCU students, this is the only Facebook group moderated, for accuracy, by MCU staff. We expect social media posts by MCU faculty, students and staff to be in alignment with the [Student Code of Conduct](#) which provides an agreed-upon set of expectations designed to encourage and enforce responsible and respectful behavior in the larger community setting, thus serving as a mechanism by which to positively impact the entire profession of midwifery.

Student Representation

Students are given an opportunity to provide feedback after the completion of every course through the Student Evaluation of Teaching (course evaluations) and of the overall program during frequent student surveys. The Student Council also serves as a liaison for students. Members of the Student Council are involved in policy making discussions and student-led activities.

Websites

The MCU Student Information System and the Learning Management System provides the following services:

1. Update personal contact information
2. Upcoming events and calendaring personal schedules
3. Enroll in courses online
4. Receive syllabi online
5. Submit assignments online
6. See grades and status of assignments

7. Request tests online
8. Listen to training podcasts, student, faculty and guest lecture presentations online
9. Access to Major Map
10. Use of the MCU email system
11. Access OVID database and request journal articles from MCU subscriptions

Writing Lab

The MCU Writing Lab offers you the opportunity to get feedback and increase the quality of your papers before turning them in for a grade. The Writing lab can aid with all aspects of paper writing including proper APA citation, supporting a thesis statement and a beneficial proofread.



Student Policies



Academic Integrity

Academic, personal, and professional integrity are fundamental to becoming a midwife of technical expertise, professional excellence, and personal greatness, namely—a Midwife of Excellence. Integrity includes a high valuation for open, honest, and respectful intellectual exchange as well as respect for MCU records. The

[Student Code of Conduct](#) clearly outlines actions that violate the standards of academic integrity and the consequences thereof.

Academic Progress Policy

Instead of attending classes on site, MCU students engage courses through an e-campus platform where they access course materials, assignments, and their classroom learning online. Students have regular synchronous instruction and are expected to engage with their peers and professor weekly or at least twelve times throughout the trimester in interactive sessions and online discussions. Engagement participation is tracked through the assignment portal and is part of the student's grade. Graduate students please refer to the SAP for Graduate Students policy for information on progress expectations.

Students are expected to make satisfactory academic progress toward completing their degree within the maximum stated time frames for graduation. The house mentor program is designed to midwife the student midwife through their journey at MCU. House mentors are regularly tracking student progress and can act when students are not meeting their obligations. If the student does not progress, various levels of academic intervention will occur for the following reasons:

Engagement Alert for Undergraduate Students

- Minimal to no academic progress
 - Student is not actively working on coursework or is not in communication with House mentor regarding lack of academic progress. Actively is defined as submitting assignments in the student's Canvas course, writing lab, or otherwise sharing progress with house mentor.
- House mentor has reason to be concerned about the student's ability to progress or achieve a passing grade in courses
- PROD 1000 has not been completed by the beginning of week two (2) of the trimester.

Academic Warning for Undergraduate Students

Students on Academic Warning will remain for a minimum of four (4) weeks and may be moved to Academic Probation during the trimester if continued lack of engagement

- Unresponsive to Engagement Alert

- Student does not complete PROD 1000 by week 6 of the trimester it was started.
- Student has a cumulative GPA under 2.5 on their transcript (per graduation requirements)
- Student did not pass two (2) or more courses opened that term.
- Student did not respond, within the next Add/Drop or Major Map Adjustment period, to the Registrar to add non-passing courses back onto their Major Map.

Academic Probation for Undergraduate Students

Academic Probation is the school's final effort to engage the student before withdrawal from the program is required due to lack of engagement and lack of academic progress.

- Student has not met the remediation expectations from an Academic Warning
- Second incident of academic integrity violation
- Student fails to follow action plan when an honor policy violation has occurred and is placed in the student's file

Failure to remediate academic probation requirements will be cause for dismissal. Students who fail to make Satisfactory Academic Progress may be ineligible for assistance under Title IV, HEA Programs. Please refer to the Title IV Manual for further details.

Withdrawal Appeal Process

If a student has been withdrawn for academic reasons, they have four (4) weeks to send a letter of appeal to the President. The appeal process will be individualized and based upon reasons for withdrawal and what the student commits to doing to remedy the issues that led up to the Academic Probation and Academic Withdrawal. If the appeal is successful, the student will be made aware of the conditions of re-enrollment which will include the student being placed on Academic Warning during the first trimester of re-enrollment. If the student meets the conditions of re-enrollment during the first trimester of re-enrollment, the Academic Warning will be removed the following trimester. If the student does not meet the conditions of re-enrollment, they will be withdrawn, enrolled in the continuing education program if enrolled in active courses, and will not be given the option to appeal a second time.

If a student does not submit an appeal within four weeks after an academic withdrawal, the student must reapply and will be placed in the general applicant pool for admissions consideration.

Acceptance Fee

Once a student has been accepted as a degree-seeking student, the Acceptance Fee must be paid to finalize enrollment and begin coursework.

Adding and Dropping Courses

Students will be able to add or drop courses, through the first ten business days of the trimester, without penalty.

Annual Student Fee

The Annual Student Fee will be billed annually and may increase from year to year. After the first year of enrollment, the Annual Student Fee will be billed on the 1st of January and will be due no later than the 31st of that month.

Auditing Courses

If you wish to audit courses, you must register for the course and pay the regular tuition and fees; you will not receive credit for the course. Your transcripts will show an AU for the audited course. You may not petition for credit after having audited a course.

Challenge Exams

- Students who wish to challenge a course must be currently enrolled at MCU as a degree-seeking student and have started their first time. Students may take a challenge exam or challenge a course only once.
- Students may not challenge core midwifery courses, courses previously failed, courses from which they have previously withdrawn, courses for which they have received credit less than 10 years prior, or courses for which they have previously received a full MCU syllabus.
- Students wishing to challenge a course **SHOULD NOT ENROLL IN THE COURSE FIRST**. To challenge a course, students must first complete a Challenge Exam Form found in the SIS forms area. This form must be submitted to the Academic Dean for approval. A student will be given the opportunity to challenge a class after the Challenge Exam Form has been reviewed by the Academic Dean, and if the Academic Dean considers necessary, by the class instructor. If approved, the student will receive a list of the learning objectives, Midwifery Education Accreditation Council (MEAC) Checklist of Essential Competencies and required texts applicable to the course. Students need to apply to take a Challenge exam at least one term before the final term of a phase.
- If approved to challenge a course, the student will have five (5) weeks to notify the Academic Dean they wish to take the exam. Students are encouraged to take their challenge exams as early as possible so that in the case of not passing the exam, they have time to complete the full course no later than the final term of the phase.
- When the student is ready to take the challenge exam, they should request the test from the Academic Dean. The Dean will then ensure the student has access to the challenge assessment class within MCU's learning management system and, if necessary, the online proctoring service. If the student has a Live Proctor Adjustment Agreement in place, arrangements will be made through the usual MCU procedures.
- Non-refundable Fees
 - Review Fee: \$40 Review Fee. The review fee must be paid when the Challenge Exam Form is submitted.
 - Challenge Exam Fee: \$125 per course credit. The Challenge Exam Fee must be paid at the time the

test is requested.7. The student has one week after the exam has been provided to the student to arrange and sit for the challenge exam.

- The test must be passed with 80% or above to receive credit for the course. Courses passed by Challenge Examination will only receive a P (Pass) grade which will not be calculated in the student's overall GPA. Students who do not pass the Challenge Exam do not receive a grade or credit and must complete the full course.

Clinical Policies and NARM Requirements

Requirements for NARM certification are determined by NARM and may change during your tenure. MCU stays up-to-date with changes, but to assure currency of requirements for the year you plan to graduate, please refer to www.narm.org/testing/graduate-of-a-meac-accredited-program/. In addition, the MCU Clinical Handbook will guide you through the specifics of MCU's clinical program.

Complaint Policy

Informal Complaints

MCU uses the *Crucial Conversations*, *Crucial Accountability*, and the *Outward Mindset* models in first seeking collaborative solutions between individuals and in guiding open dialogue around policies, processes, and structures. If these models do not work or there is a larger concern that cannot be resolved directly, the formal grievance process is a mechanism through which students, faculty members, preceptors, alumni, or staff members of the Midwives College of Utah (MCU) may be protected if there is misconduct on the part of a student, faculty member, preceptor, or staff member of MCU.

Formal Grievance

Person(s) wishing to initiate a formal grievance will submit the grievance in writing to the MCU President. If the grievance involves the President, the grievance will be submitted to the MCU Board President. The written grievance must describe the person(s) involved, the current status of the concern, and include documentation to support the claims of the grievance. If the grievance is determined to fall within the scope of the Midwives College of Utah, the President will convene a Grievance Committee who will follow the procedures outlined in the MCU's Grievance Policy. The Policy allows for a fair, complete, and unbiased investigation and assures appropriate action is taken. No discrimination or harassment of any of the involved parties will be tolerated. Confidentiality of the proceedings and all involved parties will be maintained throughout the entire process.

MCU is committed to resolving all complaints by due process in a timely manner; as such, the grievance will be addressed within four weeks, and the Grievance Committee will make a final recommendation within six weeks of submission. Complaints and resolutions will be logged in MCU's Formal Complaint File and will be maintained for seven years.

Consumer Complaints

If an issue with the school cannot be resolved through the processes noted above, the person has the right to contact MCU's accrediting agency—The Midwifery Education and Accreditation Council (MEAC)—and/or various state agencies.

MEAC will review in a timely, fair and equitable manner any complaint it receives against an accredited institution or program that is related to MEAC standards or procedures. A person who wishes to submit a complaint to MEAC may do so by contacting:

www.meacschools.org

Phone: 360-466-2080

Email: info@meacschools.org

A person who wishes to submit a complaint to the Utah Division of Consumer Protection may do so by contacting:

Department of Commerce, Division of Consumer Protection

Phone: 801-530-6001

Email: consumerprotection@utah.gov

When making a complaint, remember:

- Complaints should be fact-based and supported by dates, times, locations, witnesses, occurrences, etc. etc.
- Confidentiality should be maintained throughout the complaint process.
- Discussing the complaint with uninvolved individuals may generate harmful gossip.

Course Length

Courses should be completed within one trimester (15 weeks) for matriculated and continuing education students. All coursework and tests must be received by the office on or before the deadline day in order to fall within the time limit. You are responsible for monitoring your own deadlines. Please see Extensions for Coursework in the Student Policies section of this catalog.

CPM Credential

If you wish to receive the CPM credential, you must successfully pass the NARM exam. Students enrolled in a MEAC accredited school are required to complete all NARM clinical experiences, all required coursework and pass the NARM Written Exam. MCU students are exempt from taking the NARM Skills Exam.

Please see the MCU Clinical Handbook for specific policies and procedures regarding the NARM Exam. For additional information on the CPM certification examination process, to obtain the Candidate Information Bulletin, or to determine current testing dates, please visit <http://www.narm.org>

Confidentiality of Records and FERPA

The Family Educational Rights and Privacy Act of 1974, states that an educational institution will maintain the confidentiality of student education records. Educational

records are any records with students' names on them: files, documents, and materials, in whatever medium, which contain information directly related to students and from which students can be individually identified.

The Midwives College of Utah accords all the rights under the law to students who are declared independent (defined as 18 years of age or older or enrolled in a post-secondary institution). No one outside MCU shall have access to or receive information from students' education records without the written consent of students. However, information may be released to personnel within the institution, officials or other institutions in which students seek to enroll, persons or organizations providing financial aid to students, accrediting agencies carrying out their review functions, and persons managing an emergency in order to protect the health and safety of students or others.

Students have the right to review information contained in their educational records, challenge the contents of their educational records, have a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files. Such statements may be submitted to the Office of the Registrar.

Within MCU, only those employees, individually or collectively, acting in the students' educational interests are allowed access to student educational records. These include personnel in the Office of Admissions, Office of the Registrar, Financial Aid, Business Operations, Student Services, Deans and President, and other academic personnel within the limitations of their *need to know*.

Course Evaluations

When you complete a course, you are required to complete a Student Evaluation of Teaching (SET). This is an opportunity for you to have a direct impact on the improvement of your instructors, courses and MCU services.

Course Time Limits

Courses should be completed **within one trimester (15 weeks)**. All course work and tests must be received by the office on or before the deadline day in order to fall within the time limit. **Students are responsible for monitoring deadlines.** An extension may be requested as per the *Extensions for Coursework Policy* noted in the Student Handbook. Please note that course extensions may have an impact on future class enrollment due to prerequisite concerns.

CPR & NRP Certification

You are required to have current CPR and neonatal resuscitation certifications (NRP or BRN) prior to working with a preceptor and to meet graduation requirements. MCU recommends that students take CPR for the Professional Rescuer through the American Red Cross to meet their CPR requirement. All CPR and NRP trainings must include a live component (not online-only). For possible NRP trainings, please contact the MCU office.

Credit Hours

According to generally accepted standards, one (1) distance education credit requires 45 hours of student effort on coursework including study, presentations, projects, reading and writing assignments and other assignments as required for meeting the course objectives. Graduate courses require 50 hours of coursework.

Disability Support Services

If you have a disability for which you need an adjustment for MCU coursework, please submit documentation from an approved care provider to Student Life and Leadership. You may choose to self-disclose to your instructors or have the school notify instructors. The student and Student Life and Leadership will develop an individualized Adjustment Agreement that outlines the responsibilities of the student and MCU.

Disclaimer

MCU does not take responsibility for the outcome of any activities suggested within MCU courses or any other MCU activity. You remain completely responsible for the consequences of your own behavior regarding how you choose to implement the information contained therein.

Drug and Alcohol Use

Per the [Student Code of Conduct](#), MCU prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its formal educational activities. Any MCU student that violates this policy will be first referred to the College's Drug & Alcohol Abuse re-entry program for evidence-based and individualized counseling regarding their use and harm reduction strategies. Repeated violations of MCU's Policy on Drugs & Alcohol Use or failure to comply with stipulations set forth by the College's Drug & Alcohol Abuse re-entry program are grounds for immediate suspension or expulsion from the College. All MCU students who are convicted of a drug or alcohol-related violation by local, state, or federal authorities must report, in writing, the conviction within 30 days to the President of the College. MCU is obligated by law to report to the US Department of Education any student with a drug or alcohol conviction who also receives federal financial assistance (e.g., Pell grants). Please see [MCU's Health and Safety web page](#) for more information.

Electronic Signature Policy

MCU accepts electronic signatures, approvals, or authorizations required for the purpose of conducting business as legally binding and equivalent to a handwritten signature through the following electronic means:

- Student email communication via midwifery.edu email address (G Suite email)
- G Suite applications via midwifery.edu email address (Google Forms, Google Documents, Google Sheets, etc.)

Definitions

Document or Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

Electronic Record means a record created, generated, sent, communicated, received, and/or stored by electronic means.

Electronic Signature means an electronic symbol or process attached to, or logically associated with, a record and used by a person with the intent to sign the record.

(US Department of Education definitions)

Email Use Policy

A Midwives College of Utah (MCU) email address provides a primary means of communication, allows for collaborative communication, and should be used in a professional manner. All communication using the MCU email account is subject to the privacy and confidentiality rules and regulations governing the subject of the communication and the recipients. Official email communication from and between MCU employees and students should be made only through the [@midwifery.edu](mailto:midwifery.edu) Gmail system; the use of non-MCU email for sending MCU information is prohibited.

MCU email systems are not to be used for the following:

- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals.)
- Solicitations for contributions for non-MCU sponsored entities.
- "Get rich quick" or "pyramid schemes."
- Deliberate acts associated with denying, interfering, with or disrupting service of MCU's email system or that of any other agency.
- Attempts to perform mass mailings to the entire college (or a large subset of the college) of a non-official nature and/or which has a negative impact on the daily operation of the College.
- Any unlawful activity.

Issuance and Expiration of Gmail Accounts

- Gmail accounts will be generated for all students, faculty, and staff employees upon official status with MCU. Additional alias for users will be generated, as necessary, and when requested by the President.
- Only the President of the College may approve the creation of accounts for people other than employees or students. A formal request should be sent to the President detailing rationale and, if applicable, desired alias.
- Google accounts will be closed for students the trimester following completion of MCU involvement. Reminders to remove or archive any personal information will be sent one month prior to the close of the account.

Professional Email Etiquette

- It is important that care is taken to send messages only to the intended recipient(s).
- Particular care should be taken when using the "reply;" "reply all;" forwarding; and/or blind carbon copy (BCC) commands during email correspondence. All MCU correspondence is subject to the [Student Code of Conduct](#) and/or employee agreements.
- Write complete words and sentences with correct spelling, grammar, and punctuation.
- Proofread email before sending it.
- When in doubt about the nature or tone of speech, writing, or acting, always err on the side of formality.
- Be alert to the tone of messages. Email, even among colleagues, should sound like a formal letter rather than a text message.
- Be clear, concise, and professional.
- Always use an informative subject line; do not leave the subject line blank. Subject lines help recipients determine what the email is regarding before opening the message. The subject line also aids in organizing and locating email in the future.

[Please click on this link to review MCU's Email Use Policy.](#)

Enrollment Agreement

The MCU Enrollment Agreement specifies details of your program, refund policies, services and obligations to which MCU is committed to provide. You must sign an Enrollment Agreement at the time of your acceptance into a degree or certificate program prior to beginning any coursework.

Enrolling in Courses

Students will automatically be enrolled in courses on the first day of the trimester according to the outline of their Major Map. Students are responsible for monitoring enrollment, credit hours, and completion of courses per graduation requirements. Students have the option to drop classes from the beginning of the trimester up to the end of the second week of the trimester with no penalty. A student may withdraw from a course between weeks three through eight of the trimester. The student is responsible for any tuition and fees associated with any course they are enrolled in beyond the add/drop period.

Exams

Some courses have proctored course exams and others require a proctored mid-term exam and/or final exam. Regular course exams are defined as assessments of learning for a specific segment of course material. A mid-term is defined as an assessment of student learning at the mid-point of the course and a final as an exam assessing cumulative learning at the end of the course. Final exams require a passing score of 80%. Course Exams also require a passing score of 80%.

Midterm exams do not require a passing score of 80%; however, a student may choose to retake a midterm for a higher score. Students must re-take course exams and final

exams if the student scores below 80%. The retake fee is \$25. Please contact the Testing Coordinator to schedule a retake.

MCU exams are administered through an online proctoring service. Accommodations are available for those who need on-site proctoring. Please contact the Registrar to request an online proctoring exception form.

Students may schedule online proctoring for MCU testing at their convenience, anywhere, anytime. When taking exams, students will not be permitted to use *any* materials other than a calculator for math tests. System requirements for online testing are:

- Desktop computer or laptop (not tablet)
- Webcam and microphone (built-in or external)
- Connection to network with sufficient internet speed: at least 3 Mbps download speed and 3 Mbps upload – test internet speed at <http://www.speedtest.net>
- Browser with pop-up blocker disabled

For more information about the online proctoring service, please visit <http://examity.com/faqs-students>.

Extensions for Coursework

Clear course deadlines allow students and faculty to effectively work together to assure students complete the program in a timely manner. The option of one six (6) week extension maintains the flexibility of a distance education program while providing the structure and expectations necessary to support student success. Students that complete their degree program in a timely manner advance MCUs goals of educating more midwives, maintaining MEAC accreditation and Title IV eligibility, and creating sustainability in the midwifery profession.

One extension per course is available at no cost. The extension provides six (6) additional business weeks into the next consecutive trimester to complete remaining assignments and resubmissions. No additional extensions* are allowed.

*Except for CLNC 100 and the lab classes MDWF 343, MDWF 243, MDWF 247, MDWF 335, MDWF 448, MDWF 331)

Requesting Extensions & Course Expiration Dates

- Students may request a course extension from the beginning of week 9 through the end of week 14 of the trimester.
- If the student does not request the extension by the deadline, the student will be assigned the final grade they earned at the time the course expired (i.e., end of trimester).
 - *Rationale:* Requires the student to realistically consider what they need to complete the course in a planned and thoughtful manner.
- The extension gives the student six (6) additional business weeks into the subsequent trimester to complete remaining course work. The break between trimesters can be used to complete course work, but the student is encouraged to take the break off as well and the break is

not counted as part of the six (6) business weeks extension.

- The extension expires at the end of week 6 of the subsequent trimester, Friday at 11:59 MT

Final Grades

- For students who complete the course by the end of the trimester: the final grade will be assigned no later than Sunday at midnight MST nine (9) days after the last day of the trimester.
- For students who take the allotted six (6) week extension: the final grade will be assigned no later than Sunday at midnight MST nine (9) days following Week 6 of the subsequent trimester.
- If the instructor fails to issue a final grade on time, a “grade pending” will automatically be issued. The Academic Dean will follow up with instructors who have grade pending statuses to assure grades are issued in a timely manner.
- Once all final grades have been assigned, Student Life and Leadership will determine if the student meets the MCU minimum grade requirements for all classes. If a course does not meet the minimum grade requirement, Student Life and Leadership will notify the students and the Registrar that the course must be placed back onto their Major Map during the next add/drop period or Major Map adjustment period. The student is required to contact and work with the Registrar during the next Major Map adjustment period to add the course to a future trimester (aka, retake the course*).

*If the student enrolled before Winter 2016, the course will need to be repurchased to retake the course.

Fees

The Acceptance Fee is to be paid upon acceptance and the Annual Student Fee will be billed the first day of the student’s first trimester and will be due no later than the last day of the first month of the first trimester of enrollment. The Annual Student Fee will be billed annually and may increase from year to year. After the first year of enrollment, the Annual Student Fee will be billed on the 1st of January and will be due no later than the 31st of that month. Please see the current fee schedule for all applicable fees and fee increases that may occur during a student’s tenure. Textbook fees for copyright clearance documents are noted on the MCU Textbook List.

If an accepted student does not matriculate, the Annual Student Fee is refundable; the Application Fee and Acceptance Fee is non-refundable. Two Acceptance Fee waivers are available for students per each trimester cohort. Student can request an Acceptance Fee Waiver Application by sending an email to: admissions@midwifery.edu.

Frequently Asked Questions

Please refer to [Frequently Asked Questions](#) for answers to shared questions from MCU applicants and students.

Grade Point Average (GPA)

Your GPA is determined by dividing your total grade point earned by the number of trimester hours taken. The designated P, W, UW, I, AU are not included in the GPA calculation. If there is any question about a grade received, you should contact your instructor or the Academic Dean.

Grade Replacement

The grade replacement policy allows a degree-seeking student with a non-passing grade to retake a course and have the non-passing grade excluded from the GPA calculation and replaced in the calculation with the grade earned on the second attempt. This policy applies to courses taken Winter Trimester 2018 and beyond.

When a student requests a reattempt, the Registrar will add the course to the student’s Major Map. The student’s grade for the second attempt will be used as the replacement grade *even if that grade is lower than the grade originally received* unless the student chooses to opt out of the grade replacement option. If the student chooses to opt-out, the student must notify the Registrar when the course is added back onto their Major Map for re-enrollment. The Registrar will send the student the Grade Replacement Policy Opt-Out Form. The student will have two weeks to return the completed form to the Registrar.

Specifics of this policy are as follows:

1. This policy only applies to courses taken as a degree-seeking student.
2. Students may repeat a course a second time for grade replacement. The grade received from the second attempt will be used as the replacement grade, *even if that grade is lower than the grade originally received*.
3. The course re-attempt must be the equivalent of the original course (i.e., equivalent prefix, course name, and credit hours, and/or as designated by the institution) and must be taken at MCU.
 - a. If the course is originally taken for a letter grade, the course cannot be re-attempted under a Pass/Fail designation.
4. Only non-passing grades are eligible under this course replacement policy. A non-passing grade is defined as a grade that does not satisfy degree-level graduation requirements.
5. A permanent “F” received by the student because of academic dishonesty will not be removed from GPA calculations and is ineligible for this grade replacement policy.
6. Once a replacement grade has been achieved, the most recent grade will be used to calculate current and cumulative GPA. Until a replacement grade has been achieved, the original grade will be used to calculate GPA.

7. All attempts of a given course will appear on the transcript, but only the second attempt replacement grade will be used in calculating cumulative GPA.
8. All attempts and issued grades will count toward a student's Satisfactory Academic Progress for Title IV purposes. For more information on Satisfactory Academic Progress, please consult MCU's Title IV handbook located on the MCU website.
9. If a student is required to take a given course more than two times in order to graduate, the additional grade(s) earned will not replace the second attempt replacement grade and both the replacement grade as well as any additional grade(s) earned thereafter will be included in cumulative GPA calculations.
10. The student transcript will have a notation that indicates a course has been reattempted and that the original first attempt is not included in the cumulative GPA calculations.
11. If a student receives a mark of "W" in the second attempt, the attempt does not count as the grade replacement opportunity and the original grade will stand.
 - a. If the second attempt is a "W", then a third attempt will be allowed that will count as the grade replacement.
12. Courses are counted only one time in the total credits towards graduation requirements.
13. If the student chooses to opt-out of applying this policy to a non-passing course, the student must notify the Registrar when the course is added back onto their Major Map. The Registrar will send the student the Grade Replacement Policy Opt-Out Form. The student will have two weeks to return the completed form to the Registrar.

C	74 to 76.9%	C-	70 to 73.9%
D+	67 to 69.9%	D	64 to 66.9%
D-	60 to 63.9%	F	below 60%

Letter grades are given a numerical value on a 4.0 system.

A	Excellent	4.0
A-	Excellent	3.7
B+	Above Average	3.2
B	Above Average	2.9
B-	Above Average	2.5
C+	Average	2.1
C	Average	1.7
C-	Average	1.4
D+	Below Average	0.9
D	Below Average	0.6
D-	Below Average	0.3
F	Failure	0.0

The following designations are not calculated in the GPA.

P	Pass
UW	Unofficial Withdrawal
W	Official Withdrawal
I	Incomplete

Graduate Course Eligibility

Degree-seeking graduate students are eligible for all graduate courses without restriction. Undergraduates and continuing education students can take specified graduate-level courses if they meet eligibility requirements, as follows:

- Undergraduate Students must maintain a cumulative 3.0 GPA or higher; and must have completed at least three terms if in the BSM program *or* be enrolled in the CPM-to-BSM program.
- Continuing Education Students must be a midwife or have taken at least one year of college-level coursework.

Undergraduate and continuing education students are held to graduate-level learning objectives, course expectations, and rigor. Requests for graduate-level courses must be made through the Registrar during Major Map adjustment periods.

Graduation

You must submit a Graduation Application to the President prior to graduation. All requirements must be completed at the time of application. Certificates or Degrees are mailed to you when your Graduation Application is accepted.

A Graduation Gala is held in conjunction with spring conference. If you wish to be included in the Gala, your Graduation Application must be received one month prior to the ceremony.

Leave of Absence

Students may request one (1) leave of absence of up to 180 days for:

- Medical (including a complicated pregnancy or acute

Grading



The course syllabus will detail the grading criteria for your course. Some courses will be Pass or Fail, and some will be awarded a letter grade. Cumulative final exams require an 80% to pass. Finals with a 79% or below score will need to be retaken. Test retake

fees will apply.

A final grade will be assigned at the end of every trimester unless the 6-week extension has been granted; the final grade is the grade earned in the class at the time of expiration.

Course letter grades are given according to the following percentages:

A	95 to 100%	A-	90 to 94.9%
B+	87 to 89.9%	B	84 to 86.9%
B-	80 to 83.9%	C+	77 to 79.9%

- mental health care)
- Death of immediate family member
- Divorce
- Loss of employment of primary provider(s)
- Long-term, documented, debilitating illness
- Military
- Jury duty
- Family emergency
- Other reasons which demonstrate undue hardship

The student will be required to provide documentation to verify circumstances that require the Leave of Absence. The student will be responsible for any unpaid tuition. Assignments cannot be submitted during a LOA; classes will be placed on hold during the LOA with a new class due date applied (as per number of days of LOA) once the student returns.

The current trimester's Cost of Program is due in full according to the existing payment schedule before a leave of absence can take effect. Once this balance is paid, a student is exempt from Cost of Program during the leave of absence. Students must begin making Cost of Program payments after the Leave of Absence ends or the student will be withdrawn as per the MCU Overdue Payment Policy.

Major Map Revision

For undergraduates: Major Map adjustments will be available for the upcoming trimester during week 4-8 of the trimester. The Registrar will have an additional week after the deadline to finalize all MM changes. If a Major Map revision extends the program's final deadline, a letter of rationale must be written by the student and approved by the MCU President.

For graduate students: Major Map adjustments will be done in conjunction with the Academic Dean during periods specified by the Dean.

Non-discrimination Policy

MCU is committed to providing equal opportunity and equal access and to complying with all applicable federal and state of Utah laws and regulations and MCU non-discrimination policies and procedures.

Discrimination and harassment are inconsistent with MCU's efforts to foster an environment of respect for all members of our community and are in direct violation of our commitment to maternal-child health equity and inclusivity in the midwifery profession. Incidents of discriminatory conduct are detrimental to all individuals directly involved and diminish the College community. It is, therefore, the policy of the Midwives College of Utah that such behavior will not be tolerated and will be dealt with according to the procedures outlined below. Retaliation for filing a complaint of discrimination or harassment is also a form of harassment and is therefore prohibited and will not be tolerated. The MCU Non-Discrimination Policy and Procedure can be accessed at <https://www.midwifery.edu/nondiscrimination-policy/>

Non-passing Grades

Graduation requirements for the BSM program state that you must have completed all core midwifery courses within the last ten years and with at least a B- grade. All other courses must be completed with at least a C grade. If you do not pass the course with the minimum required grade or within the required time frame, you will be required to retake the course. Core midwifery courses are indicated in **dark red font** in the Course Descriptions section of this handbook.

Graduate students:

- Must pass all courses with at least a C grade
- Must pass prospectus (PROD 511/5011) and final thesis (MDWF 560/5060) or project (MDWF 584/5084) courses as per defense policies and committee scoring

Preferred Name Policy

Midwives College of Utah (MCU) seeks to provide an inclusive and non-discriminatory environment by making it possible for students to use a preferred name and gender on college records that are other than their legal documents state. A preferred name is a chosen name that is different than a legal name. Examples of communities that often use preferred names include international students who wish to use an Anglican or American name; Communities that are re-claiming traditional names rather than those given by oppressors during colonization; and Transgender and Genderqueer students who wish to use a name that represents their gender identity.

To request a preferred name change, students should contact the Admissions Director at admissions@midwifery.edu (undergraduate) or graduatedean@midwifery.edu (undergraduate) during the admissions process (if the request is being made **before** enrollment at MCU) or the Registrar at mcuregistrar@midwifery.edu following enrollment (if the request is being made **after** enrollment) to request the MCU Preferred Name Request Form.

Once request is approved, Registrar, Financial Aid, and Student Finances and any other individuals on a need to know basis will be notified by staff member who approved the request.

Places where preferred name is used:	Places where legal name must be used:
Admissions decision letters	Internal student files
Academic reports to House Mentors	Financial aid award letters, billing records and federally mandated communication
Class rosters	External enrollment verifications
Canvas student account	Official transcripts
MCU student information system (SIS)	NARM requests
Phone calls and emails for collection purposes	Licensing Agencies
[student name]@midwifery.edu email account	
Faculty, staff, administration informal communication	
Examity student account	

Commencement programs	
Diploma	
Student ID	
Transfer credit evaluation	
Unofficial transcript	

Professional Licensure Disclosure

Midwives College of Utah (MCU) will accurately and regularly communicate with prospective and current students regarding whether the completion of the Bachelor of Science in Midwifery degree meets the educational requirements for licensure in the state where the student is located. Prospective students seeking application information are directed to MCU's Licensure Requirements by State. Upon acceptance, applicants must indicate in their acceptance letter that they have been informed that while MCU is committed to providing accurate information, states, districts, and territories may change policies, legislation, and laws at any time. MCU encourages students to do their own due diligence to determine and stay abreast of licensing information in the state, district, or territory they plan to practice in upon graduation.

Direct disclosure will be provided via email notification to students who reside in or move to a state or territory that we have determined graduation from the BSM program does not meet the requirements for licensure, licensure does not exist, or where we cannot make a determination. Direct disclosure will be provided to

- students seeking information to apply;
- at the time of the student's initial enrollment;
- and within 14 days after an enrolled student notifies the College their location has changed.

Students are encouraged to utilize the following links for:

Professional Licensure Disclosure on MCU's website:

<https://www.midwifery.edu/about-mcu-2/professional-licensure-disclosure/>

MCU's Licensure Requirements by State:

<http://midwiferystatebystate.blogspot.com/>

Program Deadline Extension

If a student's enrollment extends beyond the program deadline, the student must request a program extension. There will be a \$25.00 fee for the program extension review and any corresponding Major Map and/or COP changes.

Students can request a program extension by contacting the Registrar and completing the required documentation. The submission will be reviewed, and students will be notified accordingly. If a program extension request is not submitted by the student on or before their current program deadline, a review will be carried out and a determination will be made without the advantage of student input.

Anyone who enrolled prior to January 2016, will be required to pay Program Extension Fees for each trimester beyond the original program deadline. The program extension fees are \$100 per month for the first trimester extended, and \$150 per

month thereafter. Outstanding tuition balance and school fees will still apply.

Record Keeping

MCU suggests that you keep a file of all acceptance materials, the Enrollment Agreement, the Financial Agreement, final grade notices, transcripts and communications to and from the college.

Resubmitting Assignments

Instructors will require high quality submissions. Resubmits of assignments may be required by the instructor and are at the instructor's discretion.

Student Code of Conduct

Students enrolled in MCU must maintain high personal and professional standards. All students are ambassadors of MCU. A high sense of personal honor and integrity is imperative in the completion of clinical requirements and courses from the Midwives College of Utah. Since the assignments are intended to prepare you for examinations they should be completed without cheating, plagiarizing, or knowingly giving false information. Although you may work in a study group, you must complete your own work. The syllabus should not be copied or given to others without permission from the Midwives College of Utah.

Examinations will be taken through an online proctoring service that will certify the exam was completed without the assistance of books, notes or any other outside help unless otherwise stated on the exam. The exam or the answer sheet must not be copied in any way.

For communities to create relationships, solutions, systems, policies, and legislation that respect the humanity of all, they must commit to managing conflict without losing connection with each other. The primary mission of the Midwives College of Utah's Student Code of Conduct is to support our community commitment to manage conflict and Student Code of Conduct violations without losing connection. The Student Code of Conduct outlines actions that violate professional conduct expectations and the consequences thereof.

Sex-Based Discrimination

MCU does not tolerate sexual misconduct, discrimination or harassment of any kind and endeavors to maintain an environment where individuals feel safe and secure in their surroundings so that they are able to pursue the opportunities afforded to them. The Title IX Policy applies to all MCU community members, including students, faculty, preceptors, administrators, staff, volunteers, vendors, conference instructors and attendees, independent contractors, and any individual(s) temporarily employed, participating, visiting, conducting business or having any official capacity with MCU.

The [Title IX Policy](#) applies to conduct occurring on MCU property, or at MCU sponsored events or programs off campus. Additionally, this policy applies to any online conduct, using MCU technology, that MCU determines may interfere with an individual's right to a non-discriminatory educational or work environment. This policy applies regardless of the sexual orientation or gender identity of any of the parties. This policy applies regardless of the sexual orientation or gender identity of any of the parties. For complete information regarding MCU's policies regarding sex discrimination and sexual misconduct, filing a complaint, and available resources for those who feel they have experienced sex discrimination, harassment or sexual misconduct, please [read the entire policy](#) and/or contact MCU's [Title IX Coordinator](#).

Submitting Assignments

With a few exceptions, all assignments are to be submitted online through MCU's learning management system (LMS). All syllabi are available on-line in a PDF format. Some students like to print the syllabus off for reference; others like to access the syllabus from their computer.

Syllabi & Test Correction Timeline

The student can expect coursework to be corrected within seven business days from the date it is received by the instructor unless work is submitted during the trimester break.

Textbooks and Course Packets

Textbooks are not included in tuition costs. You are responsible for ordering your own textbooks. See our website at www.midwifery.edu for the current textbook list.

All materials used in our courses must have prior permission from copyright owners. Copying all or part of a work or using electronic reserves without obtaining permission constitutes unauthorized use and violates the rights of the author or publisher of the copyrighted work.

To this end, we have created digital course packets. A course packet is a collection of copyrighted materials which an instructor compiles to provide or supplement reading materials for the course he/she teaches.

A reader typically includes articles, sections of books, images, graphs, maps, open source documents as part of the required reading for a course. These readers may be in addition to textbooks or may be the sole materials used in your course.

Course packets allow instructors to customize their teaching materials, using exactly the material students will need for a specific class. This customization ensures that our students are only paying for materials that will be used rather than purchasing entire textbooks for a small selection of pages.

Course packets are noted on the MCU Textbook List along with the course packet fee. The fee will be added to your student account after the add/drop period and must be paid

within thirty-five days as per MCU's Overdue Payment Policy.

Timeouts

A student is allowed no more than one (1) trimester Timeout (financial or otherwise) every twelve months. A Timeout is not a Leave of Absence and requires the following:

- Students will finish courses currently enrolled in during the duration of the Timeout and will not be allowed to enroll in any new courses except SOSC 100 during the Timeout. During a Timeout, students may also prepare for clinical experience, and/or work in a clinical placement, and/or engage in substantive school-related activities.
- The exception to finishing courses currently enrolled is MDWF 584/5086 and MDWF 560/5060. These courses will be put on an Incomplete status until the student returns from Timeout. No work may be completed in these classes during the timeout.
- Students are required to show substantive engagement during a Timeout and will be enrolled in and must successfully complete within the trimester SOSC 100 Midwifery Student Success (.5 credit). No extensions will be allowed for this course.
- SOSC 100 is a pass/fail course. The student must earn a pass in order to be given another Timeout opportunity during their tenure at MCU.
- Timeouts must be requested on or before the end of the first two weeks of the trimester.
- The student will be exempt from the Cost of Program for the trimester they are taking the Timeout. Any Annual Student fee, previous Cost of Program, and or any unpaid balance is due in full according to the student's Payment Plan Agreement before the Timeout will be approved.
- Financial Aid recipients taking a Timeout must review Financial Aid Policies and Procedures. Please pay special attention to the Satisfactory Academic Progress (SAP) section; SAP will be evaluated during the Timeout.
- VA students please contact MCU's VA/Private Loans office once your Timeout has been requested. If a Timeout is approved funds will not be requested for the trimester.

Transfer Credits



The evaluation of credit for transfer is based on an assessment of course equivalency, evaluation of transcripts and the accreditation status of the awarding institution. Additionally, and as appropriate, MCU accepts credits for other types of learning gained outside the traditional academic environment. Students who wish to receive credit for prior learning must fill out MCU's Portfolio Evaluation Application which can

be found on the "forms" tab after logging into www.midwifery.edu.

MCU awards a credit hour as defined by US Department of Education as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class work for each week for approximately fifteen weeks for one trimester or the equivalent amount of work over a different amount of time."

MCU will accept credits from other institutions accredited by a US Department of Education recognized accrediting agency. Transfer credits must have a C grade or above. MCU follows a trimester format and credits transferred from quarter systems will be reduced in value accordingly. To be granted an MCU degree, students must complete at least 50% of total credits required for the program through MCU.

Transcripts

Students may view their grades by accessing the MCU Student Information System (SIS) using their username and password. Official transcripts may be obtained by submitting a signed request to the Registrar by mail to Midwives College of Utah, 1174 East Grays=tone Way, Salt Lake City, UT 84106 or via the internet. To request an official transcript online, login to the MCU SIS portal at <https://www.midwifery.edu>. After logging in, click on **Finances** and follow prompts from the **Request Transcript** link.

A "Records Hold" will be placed on a student's account when an outstanding financial obligation has not been met.

When a "hold" is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) registration privileges may be suspended; (3) other student services may be revoked. The "hold" will remain effective until removed by the Student Finances. It is the student's responsibility to clear the conditions causing the hold.

Utah Postsecondary Proprietary School Act (Utah Code 13-34A 204)

The Midwives College of Utah is a registered postsecondary school under 34 C.F.R. 600.9. The State of Utah does not supervise, recommend, nor accredit MCU. It is your responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions, meet state or provincial licensing requirements or meet an employer's training requirements.

Withdrawals

From a course

A student may withdraw from a course between weeks three through eight of the trimester. The student is responsible for tuition and fees associated with the course. A "W" will be recorded on the student's transcript for the course; however, the "W" does not impact the student GPA because no credits were earned. A "W" indicates the student withdrew from the course after the add/drop deadline. After Week 8, the student remains enrolled in the class and is expected to complete course work.

From Midwives College of Utah

To officially withdraw from MCU, please contact the Registrar. Title IV students must follow additional procedures outlined at <https://www.midwifery.edu/federal-financial-aid/>

All student services relative to current course work will also be terminated on that date, unless otherwise arranged. Incomplete courses will be designated as "I" or Incomplete. The student is responsible for any outstanding balance on their account as of the date of the withdrawal. No refunds will be given for tuition and fees already paid except as noted in the refund policy.

MCU may administer an unofficial withdrawal, if a student has not submitted any assignments nor been in communication with instructors, house mentor or other administrators for three consecutive academic weeks. A "lack of engagement" notice will be sent to the student by his/her house mentor with a deadline of one week for a response. If the student does not respond to the house mentor or contact any faculty or staff member during that week, a notice of the Registrar's intent to withdraw the student will be sent to the student. If the student does not respond to the Registrar's notice within one week, the Registrar will administer an unofficial withdrawal. The withdrawal date will be recorded as the date the student last engaged.

Students returning from a Leave of Absence (LOA) will be required to communicate, with the Registrar, their intent to come back and continue their degree no later than the first two weeks of the trimester. The student will have up to the first two weeks of the trimester to demonstrate engagement in coursework, clinical work and/or substantive school related activities. If the student does not communicate with the Registrar and/or demonstrate engagement, they will be withdrawn by the end of the first two weeks of the trimester.

Course Descriptions



MCU Founder Dianne Bjarnson

Note: Core midwifery course names are indicated in **dark red font**.

BIOLOGY

BIOL 1010 Anatomy for Health Professionals, 2 cr.
This course covers the identification and basic functions of various body systems: skin, skeletal-muscular, nervous, endocrine, circulatory, respiratory, digestive, urinary and reproductive. There is also discussion on how pregnancy affects body systems.

BIOL 1050 Anatomy and Physiology of Obstetrics, 3 cr.
PREREQUISITE: BIOL 1010 or equivalent
This course covers pelvic bones, joints, ligaments and classifications, musculature of pelvic floor and perineum, fetal skull, fetopelvic relationships, reproductive organs, the reproductive cycle, natural child spacing, fertilization and early development, fetal circulation and the female urinary tract.

BIOL 2010 Genetics, 2 cr.
PREREQUISITE: Completion of Phase One classes
This course covers basic genetic principles including the structure of DNA and genes, principles of inheritance and the origins of genetic malfunction. It provides the foundation by which the student can research genetic problems, explain them to a client and counsel the client or refer the client for more in-depth counseling.

BIOL 2030 Microbiology, 1 cr.
Elective (unless required by state) offered limited terms
PREREQUISITE: Completion of Phase One classes
Students study various pathogens and the role they play in well-woman, maternal and newborn health. Students also receive a basic overview of the fundamentals of microbiology including an understanding of the physiologic and biological basis of obstetric and gynecological infection.

BIOL 2050 Chemistry & Nutrition, 2 cr.
PREREQUISITES: Completion of Phase One classes or currently a CPM/RM

This course will educate students to recognize the relation between health and nutrition and promote measures to reduce morbidity and mortality derived from chronic illness linked to nutritional inadequacy. They will be able to identify nutritional deficiencies and teach ways to overcome those deficiencies through a proper diet in accordance to the needs, means, and personal and cultural preferences of the client. Students will learn the importance of birth weight and brain growth as an evaluative measurement in a newborn. They will understand the benefits and risks of supplements during pregnancy and will learn to recommend the appropriate use of vitamin and mineral supplements. Finally, they will be prepared to teach parents how to feed their children during the first year of life.

BOTANY

BOTNY 1010 Herbology for Midwives, 2 cr.
This course covers the identification and properties of herbs. Students learn to forage herbs and make their own herbal combinations. Students also start their own midwife's herb garden

BOTNY 2010 Advanced Herbology, 2 cr.
PREREQUISITE: BOTNY 1010
Elective offered Summer/Fall terms – subject to change
This course covers the use of herbs for the various body systems – circulatory, respiratory, digestive, nervous, skin, muscular, skeletal, glandular, reproductive and urinary system. Herbal preparations are discussed and formulated.

BUSINESS

BUS 3010 Small Business Fundamentals, 2 cr.
PREREQUISITE: Completion of Phase Two classes or currently a CPM/RM
Issues concerning a professional midwifery practice including business strategies, ethics, counseling, taking apprentices, teaching classes, statistics, birth certificates, informed consent, charges, billing, insurance collection, types of services, medical back-up, transport and laws affecting midwifery.

BUS 3050 Midwifery Billing, 1 cr.
Offered Summer term only--subject to change
This course provides students a general understanding of midwifery billing practices to better assist them in becoming successful in business as professional midwives. Students will enhance their knowledge of the various types of billing options available, health insurance industry practices and requirements, basic terms of the billing industry and the billing process, including basic insurance coding and filing of claims. This course is a must for those wanting to bill in their practices themselves but also important understanding for midwives who will be using a professional biller.

CLINICAL

CLNC Practicum Course Policy

If students complete all Phase 2 experience requirements and hours by the end of CLNC 2030, they may replace CLNC 2040 with an elective of equal credits. CLNC 2010-2030 must be taken by all students.

If students complete all clinical experience requirements and hours by the end of CLNC 3040, they may replace CLNC 3060 with an elective of equal credits. Students who plan to drop CLNC 3060 must submit all final clinical paperwork (including NARM application documents, form 200, 204, and the 5 MEAC COC forms) at the end of CLNC 3040. CLNC 3010-3040 must be taken by all students.

Due to the clinical hours requirements, students cannot concurrently enroll in more than 3 clinical practicum classes in one trimester. If this policy creates a substantial hardship for a student, the student can submit an exemption to this for review and approval by the Registrar and the Clinical Administrator.

CLNC 1010 Phase One Practicum 3 cr.

Students observe at least ten births and describe in writing one case linking knowledge or skills acquired in observed birth experiences with knowledge acquired in first year of study, specifically the Midwives Model of Care. Students evaluate the learning gained from observed birth experiences.

CLNC 1050 Phase One Competencies, 1 cr.

PREREQUISITE/COREQUISITE: All phase one classes must be passed or concurrently enrolled

Students demonstrate practical skills and competencies necessary to begin assisting a midwife and prepare for Phase One Assessment.

Clinical Competency classes are required during the final trimester of a Phase and may not be extended.

CLNC 2010 Phase Two Practicum, 2 cr.

PREREQUISITE: in clinical placement with approved preceptor. Students assist with appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing or oral presentation one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in assistant experiences with knowledge acquired in phase two of study, including current research in the field. Students evaluate learning gained from assistant clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

***CLNC 2020 Phase Two Practicum 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students assist with appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing or oral presentation one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in assistant experiences with knowledge acquired in phase two

of study, including current research in the field. Students evaluate learning gained from assistant clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

***CLNC 2030 Phase Two Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students assist with appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing or oral presentation one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in assistant experiences with knowledge acquired in phase two of study, including current research in the field. Students evaluate learning gained from assistant clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

***CLNC 2040 Phase Two Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students assist with appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing or oral presentation one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in assistant experiences with knowledge acquired in phase two of study, including current research in the field. Students evaluate learning gained from assistant clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week), and since this practicum marks the end of Phase Two, all Phase Two required experiences should be completed by the end of the course.

CLNC 2050 Phase Two Competencies, 3 cr.

PREREQUISITE/COREQUISITE: All phase two classes must be passed or concurrently enrolled

Students demonstrate practical skills and competencies necessary to begin acting as a primary midwife under supervision and prepare for Phase Two Assessment. Clinical Competency classes are required during the final trimester of a Phase and may not be extended.

***CLNC 3010 Phase Three Practicum 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. Students should plan to spend a minimum of 100 hours in clinical

placement during the trimester (an average of about 7 hours/week).

***CLNC 3020 Phase Three Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

***CLNC 3030 Phase Three Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

***CLNC 3040 Phase Three Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

CLNC 3050 Phase Three Competencies, 3 cr.

PREREQUISITE/COREQUISITE: All phase three classes must be passed or concurrently enrolled

Students demonstrate practical skills and competencies necessary to begin acting as an entry-level midwife and prepare for Phase Three Assessment.

Clinical Competency classes are required during the final trimester of a Phase and may not be extended.

***CLNC 3060 Phase Three Practicum, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor.

Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week), and since this practicum marks the end of Phase Three, all required clinical experiences should be complete by the end of the course.

***CLNC 3090 Elective Primary Clinical Experience, 2 cr.**

PREREQUISITE: in clinical placement with approved preceptor. Students act as primary midwife under supervision for appropriate prenatal, labor and birth, postpartum and newborn care duties with an approved preceptor and describe in writing, oral presentation or other appropriate demonstration, one case from each area (prenatal, labor and birth, postpartum and newborn care), linking knowledge or skills acquired in primary experiences with knowledge acquired in phase three of study, including current research in the field and composing at least one tool per case (such as a diagnosis flowchart, practice guideline or client education outline) that can be shared with peers. Students evaluate learning gained from total clinical experiences. This course is an elective, for students who have the opportunity to spend extra time in clinical placement. Students should plan to spend a minimum of 100 hours in clinical placement during the trimester (an average of about 7 hours/week).

CLNC 4780 & 4788 Advanced Clinical Practicum, 2 cr./2 cr.

PRE-REQUISITE: Student must be a CPM

This course allows the CPM to acquire clinical credit for clinical experiences beyond those acquired to be eligible to take the NARM exam. Clinical experiences can include work with midwifery clients or other work that supports or advances the midwifery profession.

COMMUNICATIONS

COMM 1010 Mindset & Dialogue in Relationship, Organization, and Community Transformation, 1 cr.

COMM 1010 explores the way in which we think about and see others (mindset), and our ability to develop and maintain the free-flow of information (dialogue) is fundamental to effectiveness, productivity, and satisfaction in our work environments, the communities we live and serve in, and our intimate relationships.

Students will learn the models, tools, and skills to engage in an “Outward Mindset,” and successfully navigate “Crucial Conversations” in work and private life.

COMM 2010 Providing Trauma Informed Care, 2 cr.

PREREQUISITE: Completion of Phase One classes and MDWF 2010 or currently a CPM/RM

This course will train the learner to confidently understand and facilitate healing for women who are survivors of abuse and have or are experiencing the loss of a child through death or miscarriage. Challenges in the client-caregiver relationship are thoroughly examined, with much practical advice for improving trust and communication as well as self-help techniques to handle abuse and grief-related distress.

COMM 3010 Transfers & Transports: Communication, Protocols, & Best Practices 1 cr.

PREREQUISITE: Completion of Phase One classes or currently a CPM/RM

Elective – offered in Winter term only– subject to change

This course will introduce midwives to the fundamentals of navigating transports and transfers in community birth settings. We will emphasize three main areas that lead to successful collaboration during transfer: 1) Effective Communication; 2) Protocol Development; and 3) Best Practices for smooth transitions. Our focus will be on intrapartum and postpartum transfers and transports—critical moments where time is often of the essence, emotions run high, and client-centered care must be optimized. We will couch transfers and transports within the frameworks of interprofessional collaboration and interprofessional education for integrative health care. Upon completion of this course, students will be equipped with the knowledge, skills, and practical experience necessary to engage with other providers and to create integrated care teams as Midwives of Excellence.SM.

ENGLISH

ENGL 1010 Introduction to Writing, 2 cr.

This course covers basic grammar, usage, spelling, and punctuation, writing skills, and research tools, preparing students to communicate effectively: researching, organizing, writing, and editing various written materials. Student is oriented toward writing for both general and professional publication, with a strong emphasis on APA format and style, and will hone skills of summarizing and comparing in preparation for next level course (ENGL 1050). Student will also begin creating midwifery-specific documents such as CV/resume and professional presentations

ENGL 1050 Technical Writing for Midwives, 1 cr.

PREREQUISITE: ENGL 1010 or equivalent

The student will review the writing skills necessary for midwives including creating research papers, practice guidelines, client educational materials, business letters, as well as writing for both general and professional publication. There is a strong emphasis on APA format and style. Students will begin ongoing creation of their ePortfolio.

ENGL 513/5013 Scholarly Research & Writing, 3 cr.

This course focuses on scholarly research and writing. You will learn how to prepare a plan for a scholarly journal article or a master’s-level research-based thesis or applied project. You will gain expertise in analyzing evidence-based, peer-reviewed literature. You will practice writing different sections of a scholarly paper including a literature review, research problem, purpose statement, and research questions. You will also complete a CITI Program training course on the basic ethical principles of human subject research and explore ethical dilemmas in midwifery research.

FIELDWORK

FLDW 571/5071 to 573/5073 Fieldwork, 3 cr.

Graduate fieldwork gives students an opportunity to gain real-life experience in an area of interest to them and pertinent to midwifery while working with an experienced mentor. Fieldwork is done through an advanced residency or internship. Graduate students are required to earn 3 fieldwork credits. One credit requires 50 hours of logged fieldwork. One of the three credits must be enrolled in the Graduate House Program (FLDW 574/5074).

FLDW 574/5074

The purpose of this course is to provide graduate students the opportunity for professional development and community-engaged support via the Graduate House Program. The Graduate House (GH) program is the “go to” place for support services and professional development for graduate students and graduate faculty. In this course, you will engage in three focused activities per trimester: 1) Mentoring sessions with the Graduate House Mentor; 2) Graduate Journal Club; 3) Professional development workshops.

HEALTH

HLTH 1010 Medical Terminology & Charting, 3 cr.

This course covers basic word structure; suffixes, prefixes and terminology associated with the prenatal period, labor and birth, postpartum and the newborn.

HLTH 1030 Foundations in Public Health and Health Education for Midwives, 2 cr.

PREREQUISITE: ENGL 1010 or equivalent

This course will introduce students to foundational concepts in Public Health and taught to apply Public Health theory to midwifery practice. Maternal and newborn morbidity and mortality will be discussed from a Public Health perspective and students will identify interventions in the intersection of the fields of Midwifery and Public Health. Students will learn about health inequities and will have the opportunity to perform in-depth analysis of a selected health inequities. The

health care and public health system, resources for mothers and babies, and the role of midwives in the broader system will be analyzed. Students will learn techniques in shared decision making and health education and will gain competency in these areas through case studies and an oral presentation.

HLTH 1050 Holistic Health, 2 cr.

Elective –offered limited terms

This course covers the fundamentals of health, how diet affects health and different types of diets; the role of carbohydrates, proteins and fats in the diet and their impact on health and disease; vitamins and minerals and their impact on health; nutritional and cleansing herbs, environmental toxins, exercise and hydrotherapy.

HLTH 2010 Homeopathy, 2 cr.

Elective offered limited terms

This course gives students an understanding of the origins of homeopathy, how disease is manifested, how to take a case, how to prioritize the signs and symptoms, and how to prepare and administer homeopathic remedies. It will also introduce many remedies useful in the practice of midwifery.

HLTH 2030 Fertility Awareness, 1 cr.

Elective offered limited terms

Students learn how to instruct women regarding their fertility as it applies to their menstrual cycles, basal body temperature and cervical changes.

HLTH 3010 Advanced Homeopathy, 2 cr.

PREREQUISITE: HLTH 2010

Elective offered limited terms

This course is a deeper look into the philosophy and use of homeopathy. Students will be reading and learning from the Organon of the Medical Art by Samuel Hahnemann. This text covers every aspect of homeopathy from understanding disease to how to research homeopathic medicines. In depth study and conversation about these topics will be discussed, as well as case taking, storytelling and current research.

HISTORY

HIST 1010 History of Midwifery, 1 cr.

The purpose of this course is to give students an overview of the history of midwifery, from ancient times through the present.

MATH

MATH 1010 Introductory Math 2 cr.

This course teaches basic math skills to enable the midwife to make correct calculations and interpret data.

MIDWIFERY

MDWF 1010 Introduction to Midwifery, 1 cr.

This course provides the learner with a solid understanding of childbirth as a human right, the Midwives Model of Care and the safety of out-of- hospital birth. Through narrative accounts, research documents and the powerful imagery of

birth, students will emerge from this course understanding the power, value and importance of access to midwifery care for all who choose this maternity care option.

MDWF 1030 Human Lactation, 1 cr.

Students will learn about the historical and cultural background of human lactation, anatomy and physiology of lactation, human milk and the infant, the infant feeding process, and possible problems.

MDWF 1040 IV Skills, 1.5 cr.

PREREQUISITE: Must be in a clinical placement or have an MCU-approved limited preceptor or currently a CPM/RM

This course covers the basics of IVs, both academic and hands-on. Objectives include indication for IV therapy in childbirth, types of fluids, and proper technique in starting, administering, and discontinuing IVs, as well as proper charting.

MDWF 1050 Midwife's Assistant Orientation, 3.5 cr.
(2.5 academic credits/1 clinical credit)

PREREQUISITE: MDWF 1010, BIOL 1010

This course helps student midwives prepare to become efficient, trustworthy and competent assistants. This course is designed to give the student an understanding of the requirements and duties of a midwife's assistant. After having completed this course, students will be prepared with the theoretical background necessary for her clinical practicum. Students will understand the scope and principles of general skills used in a prenatal setting and will explore the role of the assistant through case studies.

MDWF 2010: Prenatal Care I: Foundations of Prenatal Care
3.5 cr. (3 academic credits/.5 clinical credit)

PREREQUISITE: Completion of Phase one classes or special permission from Registrar or currently a CPM/RM
This course focuses on the basics of prenatal care: from establishing initial contact, taking a thorough client history, initiating ongoing prenatal care including both maternal and fetal evaluations, addressing common discomforts and physiological changes of pregnancy, and facilitating referral when indicated. With the midwifery model of care and an individualized approach, students will make charts for routine prenatal care, client handouts, and the NARM Informed Disclosure of Midwifery Practice. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 2020: Prenatal Care II: Prenatal Care for a Healthy Pregnancy, 3.5 cr. (3 academic credits/.5 clinical)

PREREQUISITE: MDWF 2010 or currently a CPM/RM
This course focuses on various elements of promoting a healthy pregnancy and caring holistically for clients. Students will create client handouts which address nutritional, physical, environmental, emotional, social and sexual needs, changes and risks during pregnancy. Students will develop practice guidelines for several common disorders, diseases and infections during pregnancy as well as develop guidelines for addressing issues of substance abuse. With the midwifery

model of care and an individualized approach, students will also prepare NARM general midwifery practice guidelines for use in their practice. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 2030 Labor, Birth and Immediate Postpartum, 4 cr. (3 academic credits/1 clinical credit)

PREREQUISITE: Completion of Phase One classes and MDWF 2010 or currently a CPM/RM

Physiology and management of first, second and third stages of Labor are taught in this class. Students also learn about the mechanism of Labor for occiput anterior, transverse, posterior, face, brow, military and breech presentations. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 2035 Complications of Lactation, 1 cr.

PREREQUISITE: MDWF 1030 Human Lactation (or corequisite) and completion of Phase One classes or currently a CPM/RM

This course covers complications of lactation in more depth than what was covered in MDWF 1030. Breastfeeding/chestfeeding problems such as low milk supply, mastitis, thrush, tongue-tie/lip-tie, Reynaud's syndrome, and others will be covered. Case studies, class engagement, readings, reflection and practice documents are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife

MDWF 2040 Postpartum Care, 3 cr.
(2 academic credits/1 clinical credit)

PREREQUISITE: MDWF 2030 Labor & Birth (or corequisite) and completion of Phase One classes or currently a CPM/RM

This course provides instruction in understanding, preparing for and meeting the normal physiological and emotional changes that may occur postpartum period. It includes what to do in the first few hours after birth as well as providing excellent care and record keeping in the subsequent postpartum care visits. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 2050 Pediatrics, 4 cr.

(3 academic credits/1 clinical credit)

PREREQUISITE: MDWF 2030 or currently a CPM/RM

This course is specifically designed to explore the anatomy and physiology of the newborn from birth through eight weeks. Students will become understand normal and abnormal findings. Assessment, age appropriate strategies and cultural differences will be discussed. Current research will be reviewed by participants to enhance the midwife's care of the neonate and case studies will be utilized.

MDWF 2060 Clinical Testing/Childbearing Year, 3 cr.
(2 academic credits/1 clinical credit)

PREREQUISITE: MDWF 2010 and must be in a Clinical placement or currently a CPM/RM

This course includes the physiological changes of pregnancy, disease conditions relating to pregnancy and the reproductive organs, tests to detect physical conditions (both physiological and pathological), fetal diagnosis, maternal metabolic disorders and postpartum testing. Case studies will hone the midwives understanding of screening and diagnostic tests and appropriate management plans for the scope of the Certified Professional Midwife.

MDWF 2070 Obstetrical Pharmacology, 3 cr.
(2 academic credits/1 clinical)

PREREQUISITE: MDWF 2010 or currently a CPM/RM

The purpose of this course is to teach students basic facts about the administration of drugs commonly used in the direct entry practice of midwifery. A midwife should be familiar with methods of research and client education regarding the safety of drugs in the childbearing years and educate clients about benefits and risks. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 2080 Ante/Intrapartum FHR Surveillance, 2 cr.

PREREQUISITE: MDWF 2010 and must be in Clinical Placement or currently a CPM/RM

This course offers a thorough review of fetal heart surveillance procedures. It discusses the physiological basis and instrumentation of monitoring, baseline fetal heart rate and antepartum monitoring. The course teaches what AAT (Auscultated Acceleration Test) is and how we can use it prenatally and during labor. The second part of the class is about problems that can arise, like bradycardia, tachycardia, sinusoidal pattern and periodic and nonperiodic changes. The assignments include several case study evaluations.

MDWF 2090 Suturing, 3 cr.

(2 academic credits/1 clinical)

PRE-REQUISITE: MDWF 2010 and must be in a clinical placement or have an MCU-approved limited preceptor or currently a CPM/RM

At the completion of this course, the student will be able to demonstrate knowledge and skills in checking for and identifying first through fourth degree tears, and other types of pelvic damage. Students will learn the appropriate use and repair of episiotomies, forms and usage of anesthetic agents, how to tie off and postpartum repairs appropriate for the midwife in an out-of-hospital setting. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

NOTE: There is a \$10.00 charge associated with this course to supplement fees associated with the multimedia materials provided.

MDWF 2100 Well Person Care, 4 cr.
(3 academic credits/1 clinical credit)

PREREQUISITE: Completion of all Phase one classes and MDWF 2010 or currently a CPM/RM

This course explores the basic health of women across the lifespan. Topics covered include: the normal reproductive cycle, dysfunctions of menstruation, contraceptive devices and information, sexually transmitted infections, how to perform a well-woman examination, and PAP smear interpretation. Also included is information about the female sexual response and various mental and emotional aspects of wellness and health. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 3010 Complications of the Prenatal Period, 3.5 cr.
(3 academic credits/.5 clinical credits)

PREREQUISITE: Completion of all Phase Two classes or special permission from Registrar or currently a CPM/RM

This course covers complications during the prenatal period. Students will prepare midwifery practice directive documents that guide management for complications during the prenatal period. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 3030 Complications of Labor, Birth, and Immediate Postpartum, 3.5 cr. (3 academic credits/.5 clinical credits)

PREREQUISITE: Completion of all Phase Two classes or currently a CPM/RM

This course covers complications in more depth for labor, birth and immediate postpartum. Focus is directed towards writing midwifery-practice documents for emergency care and variations of normal delivery. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 3050 Complications of the Postpartum Period
3.5 credits (3 academic credits/.5 clinical credits)

PREREQUISITE: Completion of all Phase Two classes or currently a CPM/RM

This course covers physical and psychological complications that may arise during the postpartum period. Case studies are utilized to demonstrate the application of clinical judgment and management within the scope of care of the Certified Professional Midwife.

MDWF 3060 Fundamentals of Waterbirth 2 cr.

Elective offered limited terms

PREREQUISITE: MDWF 2030 or CPM

This course presents the latest research and model practices regarding hydrotherapy for labor and birth. Waterbirth benefits, risks, and contraindications are addressed. Students will create practice documents, including care and cleaning protocols, client handouts, informed consent documents, and practice guidelines for use in practice. Practical considerations for a smooth waterbirth experience for client and midwife will be addressed. A variety of learning methods are used to address course objectives, including professional videos, student-conducted research, in-depth study of latest

publications on waterbirth, online discussions, and interactive sessions.

MDWF 3070 NARM Preparation, .5 cr.

PREREQUISITE: Completion of all Phase Two classes and MDWF 3010, MDWF 3030, MDWF 3050

Students collect and extract study materials from previous class assignments and readings, outline study plan and prepare for NARM written examination. Students analyze multiple choice questions and apply test-taking strategies on practice tests.

MDWF 3080 Advanced Issues in Midwifery I, 3 cr.

PREREQUISITE: STAT 2010 or permission from Registrar
This course is designed for CPMs and explores the new competencies outlined by the MEAC Curriculum Checklist of Essential Competencies as they relate to the prenatal period and labor, birth and the immediate postpartum.

MDWF 3090 Advanced Issues in Midwifery II, 3 cr.

PREREQUISITE: STAT 2010 or permission from Registrar
This course is designed for CPMs and explores the new competencies outlined by the MEAC Curriculum Checklist of Essential Competencies as they relate to the postpartum period, well person care and newborn care through the first six weeks of life.

MDWF 553/5053 Midwifery Issues in Prenatal Care, 4 cr.

Students will have the opportunity to select an area of interest within the scope of prenatal care to research and examine in-depth. Evidence-informed practices, actual practice styles, care provider attitudes, client perceptions, and mass media discourses will be examined. Students will collect original data using a variety of methods and engage existing scholarly literature to inform recommendations for midwives and other care providers to improve service to families in their chosen communities.

MDWF 554/5054 Midwifery Issues in Labor and Birth, 4 cr.

Students will have the opportunity to select an area of interest within the scope of labor and birth care to research and examine in-depth. Evidence-informed practices, actual practice styles, care provider attitudes, client perceptions, and mass media discourses will be examined. Students will collect original data using a variety of methods and engage existing scholarly literature to inform recommendations for midwives and other care providers in an effort to improve service to families in their chosen communities.

MDWF 555/5055 Midwifery Issues in Postpartum Care, 4 cr.

Students will have the opportunity to select an area of interest within the scope of postpartum care to research and examine in-depth. Evidence-informed practices, actual practice styles, care provider attitudes, client perceptions, and mass media discourses will be examined. Students will collect original data using a variety of methods and engage existing scholarly literature to inform recommendations for midwives and other care providers in an effort to improve service to families in their chosen communities.

MDWF 556/5056 Midwifery Issues in Newborn Period, 4 cr. Students will have the opportunity to select an area of interest within the scope of newborn care to research and examine in-depth. Evidence-informed practices, actual practice styles, care provider attitudes, client perceptions, and mass media discourses will be examined. Students will collect original data using a variety of methods and engage existing scholarly literature to inform recommendations for midwives and other care providers to improve service to families in their chosen communities.

PHYSICAL THERAPY

PHYT 1010 Aromatherapy, 1 cr.

Elective offered limited terms

This course will support the learner primarily to: understand risks and benefits of aromatherapy for childbearing clients, support clients who wish to use aromatherapy in childbearing, and support awareness of the safety and professional aspects as the basis in understanding the education needed should they choose to implement aromatherapy in their practice or collaborate with therapists wishing to work with pregnant clients

PHYT 2030 Complementary and Alternative Health Disciplines, 1 cr.

Elective offered limited terms

This course will introduce the learner to alternative and complementary health therapies in the childbearing year. The concept of health paradigms is introduced as a foundation to understanding how to apply alternative and complementary therapies for midwives.

PHYT 2050: Advanced Comfort Measures, 2 cr.

Elective offered limited terms

A midwife's ability to provide support in labor is a clinical skill that is, in fact, no less important than auscultating heart tones or reliably evaluating cervical dilation. The scientific evidence is clear: respectful, sensitive, individualized support allows normal, physiologic birth to unfold safely. Using research and the student's own personal experiences, this course will examine practical, specific approaches and advanced techniques that promote safe and satisfying birth. The physiology of pain, research on the importance of relationship and storytelling, and research on mothers' experiences will be explored, as will practical skills such as the use of nitrous oxide, TENS, sterile water injections, water immersion.

PROFESSIONAL DEVELOPMENT

PROD 1000 New Student Orientation, .5 cr.

Students will be oriented for studies at Midwives College of Utah, providing them with the tools and skills they need to be successful. All students are required to complete PROD 100 during their first trimester.

PROD 510/5010 Professional Growth & Leadership, 1 cr.

The purpose of this course is to provide students a primer to professional growth and leadership in the midwifery and

perinatal health fields. This course infuses best practices in leadership, learning, and self-actualization theory, and rests on the MCU Graduate Program's commitment to meaningful education, socially just leadership, and professional growth of midwives and the midwifery profession. This course is divided into four broad sections: 1) Learning Styles, Personality Type, & Leadership Capacity; 2) The Imposter Syndrome; 3) Writing & Work Efficiency; and 4) Developing Your Passion. The Social Change Model of Leadership (SCM) is infused throughout the course. By the end of the course, students will be equipped with the conceptual and practical tools necessary to develop as leaders in the midwifery field. In addition, this course provides current and aspiring graduate students the opportunity to explore graduate education and employ strategies for success in graduate school.

PROD 526/5026 Midwives and Publishing, 2 cr.*

The purpose of this course is to introduce midwives to the process of publishing and the publication world. Through experiential learning and guided pedagogy, students will have the opportunity to explore the basics of publishing and learn how to prepare a practice manuscript for publication in an academic journal.

PROD 527/5027 Community Maternal & Child Health, 2 cr.

This course will explore concepts of public health as they specifically apply to childbearing families and community health. The learner will research, investigate and theorize specific areas of concern in the field of community maternal-child health (MCH). Course content includes theoretical foundations, issues in community maternal-child health, and practical programming considerations. Student will develop their writing, planning, and critical thinking skills in becoming midwives of technical expertise and personal greatness. Students will engage in a culminating project of direct relevance to the communities they serve in becoming midwives of professional excellence.

NOTE: There is a \$10.00 charge associated with this course to supplement fees associated with the multimedia materials provided.

PROD 528/5028 Policy & Advocacy in Midwifery, 2 cr.

This course will examine policy and advocacy issues, strategies, and structures in midwifery on local and national scales. Students will analyze successful grassroots organizations and policy frameworks that advance midwifery and perinatal health. Students will have the opportunity to review and critique current midwifery legislation and work with various midwifery political and advocacy organizations on local and national levels.

PROD 529/5029 Field Instructor Preparation, 2 cr.

This course will train the learner to become a quality preceptor and to understand the needs of midwifery students during clinical instruction, to know NARM's requirements for preceptors, and to confidently oversee the clinical instruction of midwifery students.

PROD 530/5030 Global Maternal and Child Health, 2 cr.

This course will critically examine trends, achievements, goals, policies and challenges pertaining to maternal and child health on a global and cross-cultural level. Students will have

the opportunity to research, investigate, and theorize specific areas of perinatal health through six broad sections. Upon completion of this course, students will be equipped with advanced theories, content expertise, tools, and approaches to integrate midwifery care in global settings and advance global health equity.

PROD 531/5031 Holistic Midwifery, 2 cr.

The purpose of this course is to explore holistic care modalities during midwifery care. Topics covered include brain functioning, stress, hormonal systems, natural medicine and therapies as well as allopathic familiarity. Through a combination of readings, research, and discussion, this course encourages students to deepen their understanding of current trends in the holistic health fields. By the end of the course, students will have the knowledge and skills necessary to create holistic and comprehensive care plans during the childbearing year for varying ailments and health occurrences.

PROD 532/5032 Midwifery Education, 2 cr.

This course will examine current issues in midwifery education and introduce students to best pedagogical practices for midwifery education.

SOCIAL SCIENCES

SOSC 100: Midwifery Student Success Course, .5 cr.

This course provides tools and tips to ensure success throughout a student's midwifery education. It is a required course if the student is taking a timeout and does not count toward credits required for degree completion.

SOSC 1010: Equity and Anti-Oppression in Midwifery Care: Understanding Difference, Power, & Privilege, 2 cr.

PREREQUISITE: COMM 1010

The purpose of this course is to introduce students to the foundational concepts of equity, anti-oppression, and cultural humility in midwifery care, and to engage critical learning of how difference, power, discrimination, and privilege intersect to produce documented disparities in perinatal health outcomes and practices in the United States. Students will have the opportunity to study and explore three broad areas of cultural humility, equity and (anti)oppression practices, and their impact on maternity care through historical and current sociopolitical frameworks: 1) Social identities, racism, and privilege; 2) Health disparities, inequities, and inequalities; and 3) Cultural humility and equity care models. Collectively, students will acquire foundational skills necessary for the provision of culturally safe care and the actualization of anti-oppression midwifery professional practices—in commitment to access and equity in perinatal health for all childbearing persons.

NOTE: There is a \$10.00 charge associated with this course to supplement fees associated with the multimedia materials provided.

SOSC 2010 Culturally Safe Care, 2 cr.

PREREQUISITE: Completion of all Phase One classes or currently a CPM/RM.

Building off a foundation of cultural competence and culturally safe care from SOSC 1010, students will further

explore difference, power and privilege as it relates specifically to midwifery care in the childbearing year. Students will strengthen skills necessary for the provision of culturally competent care and the actualization of anti-oppression midwifery professional practices -- in commitment to equity in maternal-child health for all childbearing families.

SOSC 2020 Birth Justice, 2 cr.

Elective Offered limited terms

This course will introduce students to birth justice movements. Through an experiential and service-learning framework, this course aims to bridge theory with practice, bringing together MCU students with applied birth justice activists across the nation in a collective learning environment. The transformation that arises in and through our collective learning environment will lead students to further understand and engage in birth justice movements as Midwives of ExcellenceSM.

SOSC 2030 Childbirth Education, 2 cr.

Elective Offered limited terms

This course covers the information needed to teach childbirth classes. It includes the development of course outlines, handouts and teaching materials. Basic teaching skills and theory are covered.

SOSC 2050 Ethics and the Law in Midwifery, 1 cr.

PREREQUISITE: Completion of all Phase One classes and MDWF 2020 and 2030 or currently a CPM/RM

The purpose of this course is to introduce students to the myriad of ethical considerations that govern and influence the Midwives Model of CareTM and the practice of midwifery. Students will have the opportunity to learn and explore four broad areas of ethical considerations in midwifery care: 1) Professional ethics in midwifery; 2) Ethics in clientele selection and service; 3) The ethics of privacy and confidentiality; and 4) State/Province legislation, regulation, and the ethics of "choice." Students will examine these issues through a combination of interactive discussion sessions, case studies, reflection papers, critical thought exercises, and advocacy projects in their community.

SOSC 2060 Providing Safe & Respectful Care to LGBTQIA+ Families, 2 cr.

Elective Offered limited terms

This course will delve deeper into providing high quality exceptional care to lesbian, gay, bisexual, transgender, queer, intersex, and a-sexual individuals. We will spend time addressing the inequities and unique stressors that each of these populations may face in their day to day lives including during the pre-pregnancy planning, conception process, pregnancy, labor, birth, and postpartum period. We will invite a commitment to authenticity, openness, humility, and inspire a dedication to personal growth and deeper learning. Topics will include: conception obstacles and options, IVI and IUI methods and selecting a donor, surrogacy and working with surrogates and gay individuals and couples, gender identity and the specific needs of transgender clients, testosterone needs during conception and pregnancy, chest feeding and potential SNS needs, developing language that is safe for the

client, utilizing language on forms that is safe for all clients, systemic oppression and what is our role in advocating for change, and developing skills to become the best care provider we can be for LGBTQIA+ clients

SOSC 2090 – Prenatal and Postpartum Mental Health Adjustment & Perinatal Mood Disorders, 1 cr.

Elective Offered Limited terms

The Mental Health course will delve deeper into the signs, symptoms, diagnosis, and management of prenatal and postpartum mental health conditions. The course will explore issues of complex childhood trauma and attachment and the potential impact on parental mental health. Mental health conditions explored in depth will include underlying chronic mental health conditions such as PTSD, Bipolar Disorder, and personality disorders, major depressive disorder, and anxiety disorders. Prenatal and postpartum conditions addressed will include prenatal depression, prenatal anxiety, postpartum depression, postpartum anxiety, postpartum OCD, and postpartum psychosis. This course will implore students to identify inequities for marginalized populations and how systemic isms may impact mental health. The student will develop the skills to practice effectively with clients who present with mental health disorders and to identify when to refer and when to transfer care.

SOSC 3010 Independent Midwifery Studies I, 1 cr.

Elective Offered Limited terms

PREREQUISITE: Completion of all Phase Two classes
Advanced Midwifery Studies (AMS) is a dynamic student-led independent course that provides MCU students the opportunity to pursue their unique interests while still receiving MCU credit. AMS allows a student to enroll in approved seminars, symposiums, trainings and courses outside of MCU. Through a series of papers, students will summarize and critique their experiences and ultimately connect them to courses being taught at MCU. The student will make a final proposal for further action. Community action and service are vital aspects of a midwife's role, and the goal of the project is to support the individual's transition from student to midwife. The actualization of the project is the subject of Advanced Midwifery Studies II.

SOSC 3010.2 Independent Midwifery Studies I

Elective Offered Limited terms

PREREQUISITE: Completion of all Phase Two classes
Teaching Practicum, 1 cr.

This section of Advanced Midwifery Studies is designed for students who plan to include teaching in their future. Students will serve as a teacher's assistant and support grading, peer to peer interaction and live section delivery.

SOSC 3030 Independent Midwifery Studies II, 1 cr.

Elective Offered Limited terms

PREREQUISITE: Completion of all Phase Two classes and SOSC 3010

Advanced Midwifery Studies II is a student-led, independent course that provides an MCU student with the support to put the project proposed in AMS I into action. The only limits with this project are the student's imagination! The purpose of this course is to follow a project through to its fruition.

Community service and interaction are vital roles in a midwife's job, and this course is designed to give the student real-life experience in activism of their choosing.

SOSC 3030.2 Independent Midwifery Studies II

Teaching Practicum, 1 cr.

PREREQUISITE: Completion of all Phase Two classes and SOSC 3010.1

Elective Offered Limited terms

This course is the second section of Advanced Midwifery Studies is designed for students who plan to include teaching in their future. Students will serve as a teacher's assistant and support grading, peer to peer interaction and live section delivery.

SOSC 3050 Self Care in Midwifery Practice, 1 cr.

PREREQUISITE: Completion of Phase One or currently a CPM/RM

Elective Offered Limited terms

Midwives are notoriously focused on others in their day-to-day lives and work. "Self-care" can become an annoying buzz word that we roll our eyes at. When we strip away the images of self-care as simply long vacations, pedicures, bubble baths, and massages (all valuable sources of self-care), what areas of self-care remain for the busy midwife who has a myriad of responsibilities that are unfathomable to the average person?

We will explore all forms of self-care for the average midwife and student. in this course. Through this course, you will develop an individualized long-term plan that reduces the risk of burnout and focuses on specific needs.

STATISTICS

STAT 2010: Principles of Evidence-informed Practice, 2 cr.

This course will introduce students to the fundamentals of research literacy and evidence-informed practice. An evidence-informed practice framework facilitates shared-decision making, advances informed choice, and improves client-centered midwifery care. Also called "evidence-based practice" or "evidence-based care or medicine", an evidence-informed practice (EIP) framework rests in the triad intersection between the best available research with your professional expertise as the midwife alongside the client's individual values, needs, and context. Upon completion of this course, students will be equipped with the basic conceptual and practical skills necessary to enact evidence-informed practice frameworks as Midwives of ExcellenceSM.

STAT 2050 Epidemiology, 1 cr.

PREREQUISITE: Completion of all Phase One classes and STAT 2010 or currently a CPM/RM

Students will study factors affecting the health and illness of populations. Using evidence-based research, students will identify risk factors for disease and determine optimal treatment approaches to clinical practice.

STAT 550/5050 Qualitative Methodology, 3 cr.

This course will introduce participants to the various approaches and components of qualitative health research inquiries. Students will learn the key principles of qualitative

research design, including data collection, analysis and write-up. The course will survey common approaches to qualitative research and will provide students the opportunity to gain hands-on experience in qualitative research methods through a research project related to their area of interest. Specifically, the hands-on project will utilize the grounded theory approach for qualitative inquiries – a mainstay qualitative methodology that guides students from project conception through data collection, analysis, interpretation and conclusive results writing. Students will learn to identify the kinds of research problems for which qualitative methods are appropriate, and to critique qualitative research in terms of design, technique, analysis and interpretation. The course will also emphasize concept development and theory building as related to qualitative research inquiries. Course material and related activities focus heavily on qualitative research methods as applied to community health and midwifery models of care. The goal of this course is to provide students the foundational knowledge, skills and tools necessary to develop high-quality qualitative health research projects, and evaluate published qualitative research in terms of validity, reliability and methodology.

THESIS AND/OR PROJECT

PROD 511/5011 Prospectus, 3 cr. total
(Three course sections)

The purpose of this course is to guide you in the development of a prospectus for your thesis or project work. The prospectus is a hallmark of the graduate education process and is intended to communicate your applied project or research-based thesis proposal to selected audiences. The primary audience, here, is your MSM advisory committee. The prospectus allows you the opportunity to think through, in detail, your proposed topic, design, and deliverables. Your committee will provide substantive, critical feedback on the development of this prospectus, as well as final approval. Upon successfully passing your prospectus oral defense and making any revisions required by the committee, you will be ready to commence your original thesis research or project work. Your thesis or project work will be conducted, written, and defended in MDWF 560/5060 (for research-based theses) or MDWF 584/5084 (for non-thesis projects).

MDWF 560/5060 Research-based Thesis, 5 cr. total
(Three course sections)

The purpose of this course is to guide you in the enactment of your research-based thesis study. The culminating hallmark of graduate education is an original scholarly or creative contribution of significance. In the MSM program, there are two options to enact this goal: a non-thesis applied project or a research-based thesis. This course is for those choosing the research-based thesis. Your thesis will be based on an original research study that integrates leading theories, methodologies, and techniques in midwifery and maternal-child health, as well as make a significant, original contribution to the scholarly literature. Your primary advisor will guide you in this work, and your entire committee will provide substantive, critical feedback on the thesis development, as well as final approval. The successful passing of the final oral defense and submission of the final, approved thesis is the last step in your graduate studies journey! This course is delivered over three trimesters.

MDWF 584/5084 Applied Project, 5 cr. total
(Three course sections)

The purpose of this course is to guide you in the enactment of your applied project of significance. The culminating hallmark of graduate education is an original scholarly or creative contribution of significance. In the MSM program, there are two options to enact this goal: a non-thesis applied project or a research-based thesis. This course is for those choosing an applied project. Your applied project will integrate leading theories, methods, and techniques in midwifery and maternal-child health, as well as make a significant, original contribution to the field. Your primary advisor will guide you in this work, and your entire committee will provide substantive, critical feedback on the project development, as well as final approval. The successful passing of the final oral defense and submission of the final, approved project is the last step in your graduate studies journey! This course is delivered over three trimesters.

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