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# MIDWIVES COLLEGE OF UTAH

MIDWIFING MIDWIVES

## Student Handbook

2023 Winter

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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.

## 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 Excellence<sup>SM</sup>.

Students are individually supported by the MCU House Mentor program whose mission is to support the development of Midwives of Excellence<sup>SM</sup> 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 Care<sup>TM</sup>, 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

# MCU Code of Conduct

As a community of scholars and midwives, the Midwives College of Utah affirms its commitment to the [elimination of discrimination](#) and 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 nondiscrimination in every phase and activity of college operations. Acts of discrimination, harassment, and insensitivity hurt and degrade all community members, whether target, perpetrator, or observer. Every member of the College community is expected to take responsibility for creating and maintaining a climate free of discrimination and harassment in keeping with [MCU's Code of Conduct](#) and Community Rules of Caring.

## Community Rules of Caring

The Midwives College of Utah strives for an intentional community by investing in life-giving, life-affirming, and life-sustaining relationships. We recognize that a strong community is grown through conscious interaction with others and a commitment to the growth, development, and well-being of every other member of our community. Ongoing critical self-reflection of our attitudes, behaviors, and values facilitates the organic growth of a thriving community.

1. When I bring forward a challenge, weakness, or problem, I will do my best to offer a solution and be willing to explore various ways to solve the problem.
2. In written and spoken communication, I agree to: a. engage respectfully, b. check my assumptions by asking questions, and c. speak for me (speak as "I" not "we").
3. I honor difference as a community strength.
4. I will listen to and believe the lived experience of those who have historically experienced marginalization and/or oppression because of their race, immigrant status, income, disability, sexual orientation, gender identity, family structure, and/or religion.
5. I remain curious about the lived experience behind our differences. I seek to hear and understand the message behind the words that are spoken.
6. I take personal responsibility for my words, actions, and inactions; I seek to understand their impact even when that differs from my intent.
7. I commit to actively cultivating an awareness of impact vs intent. When my action has a negative impact as determined by the person harmed, I will practice accountability. I will reflect on my action, constructively apologize, seek to repair the relationship by asking what the other needs, and enact behavior change that reflects those needs.
8. I commit to pursuing awareness of how my implicit biases and assumptions impact others and to resist those biases whenever possible.
9. I recognize that safety and comfort are two different things; I will lean into the discomfort that will occur during our anti-oppression work together.
10. I agree to do my own personal work to educate myself about social justice and equity issues. I commit to not burdening individuals from historically oppressed and marginalized communities by asking them to educate me about their cultural and identity experiences. MCU offers education, resources, and support for this work and encourages our community to access these resources.
11. I will cultivate and practice "space awareness" by being conscious of who is in the physical or virtual room and experiencing the impact of my words and actions.
12. I commit to the models of Outward Mindset and Crucial Conversations for navigating conversations and interpersonal relationships. I will not weaponize the community rules of caring for my own gain and comfort.

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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

## 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.

## Financial Obligation

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

## Support Services

### House Mentor Program

The mission of the MCU House Mentor Program is to support the development of Midwives of Excellence by fostering a unique culture of connection that promotes personal and professional peer bonding; by providing each student continuity of care through progress monitoring and coaching; and by committing to personal transformation with special attention to The Outward Mindset, Crucial Conversations, and Crucial Accountability (from The Arbinger Institute and Vital Smarts).

You and your house mentor will check in regularly to help build a strong foundation for your time here at MCU. You can expect your House Mentor to reach out to you a minimum of 2 times per trimester. Some students find that a weekly email to your House Mentor describing what you have accomplished the week before and outlining your plans for the next week can be helpful. If you have any questions or concerns, you can also schedule another time to meet by phone, Google Meet, or via another platform.

## 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.

We also offer the [Academy of Continuing Education](#) modules which are relevant for recertification requirements for CPMs, doulas, and childbirth educators. Most of the modules include MEAC-approved CEUs.

## 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 matriculate as a degree-seeking student three times each year on a trimester schedule. 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, 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. 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)
3. Proof of high school diploma or official post-secondary transcripts
4. If a CPM, current proof of CPM status
5. Application Fee
6. Native English speaker or a TOEFEL score of at least 88, or a Duolingo English Proficiency Exam score if at least 110

### Master's Degree Application Process

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 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 course schedule.
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.

Trimester Enrollment	Application Deadline	Application Status Notification	Enrollment Agreement & Fees Deadline	Enrollment Processing & Transfer Credit Review	Academic Planning with Registrar Deadline	Financial Aid Award Letter	Financial Agreement Deadline	Classes Begin	Classes End
Winter 2023	7/5/22	8/15/22	8/29/22	9/26/22	10/21/22	11/28/22	12/5/22	1/9/23	4/21/23
Summer 2023	11/7/22	12/19/22	1/2/23	1/30/23	2/24/23	3/27/23	4/3/23	5/8/23	8/18/23
Fall 2023	3/6/23	4/17/23	5/1/23	5/30/23	6/23/23	7/3/23	8/7/23	9/4/23	12/15/23

## 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 students to become familiar with the requirements in the state in which they want to practice. To ensure that students, applicants, and potential students have complete and up-to-date information from which to make their career plans post-graduation, Midwives College of Utah (MCU) maintains a consolidated resource of [state-by-state midwifery licensure requirements](#) for direct-entry midwives.

## 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 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 perinatal 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 program requirements 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 [MEAC Students and Graduates - North American Registry of Midwives \(narm.org\)](#))
- Pass all Integrated Assessments
- Complete a doula training
- Current NRP and CPR certifications
- Copy of required practice guidelines, emergency care plan, and informed disclosure
- Current membership in a local or national midwifery organization
- All core midwifery courses must have been completed within the last ten years
- 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.

- Minimum cumulative GPA of 2.5
- 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

### Core Midwifery Courses for BSM Program

All CLNC courses:(CLNC 1010, 1050, 2010, 2020, 2030, 2040, 2050, 3010, 3020, 3030, 3040, 3060, 3050)

MDWF 2010: Prenatal Care I: Foundations of Prenatal Care

MDWF 2020: Prenatal Care II: Prenatal Care for a Healthy Pregnancy

MDWF 2030 Labor, Birth and Immediate Postpartum

MDWF 2040 Postpartum Care

MDWF 2060 Clinical Testing in Childbearing Year

MDWF 2100 Well Person Care

MDWF 3010 Complications of the Prenatal Period

MDWF 3030 Complications of Labor, Birth, and Immediate Postpartum

MDWF 3050 Complications of the Postpartum Period

### 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 will be evaluated for potential credit equivalency that will not exceed 77 credits. CPM-to-BSM students may also request a transfer credit evaluation for previous accredited college courses and/or an evaluation of previous life experience equivalency credit through MCU's Portfolio Evaluation Application. A CPM who wishes to pursue a BSM degree must complete at least 50% of program graduation requirement credits from MCU course options. The combination of credits earned for the NARM CPM credit equivalency, credits transferred from accredited colleges, and/or credit equivalency earned through MCU's Portfolio Evaluation, along with the courses taken directly at MCU will total 121.5 credits.

A student, who is a CPM and formerly graduated from MCU with an ASM will have their MCU transcripts reviewed for date of course completion and equivalency of current learning objectives to determine the courses required for graduation.

### Graduation Requirements for BSM with a CPM

- Complete all courses outlined in course schedule 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
- BSM to CPM core midwifery courses cannot be acquired via MCU's portfolio evaluation
- Pass the BSM to CPM 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

### CPM to BSM Core Midwifery Courses

MDWF 3080 Advanced Issues in Midwifery I

MDWF 3090 Advanced Issues in Midwifery II

## 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 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. Prospectus (PROD 5011) and final thesis (MDWF 5060) or project (MDWF 5084) must be passed as per defense policies and committee scoring.

## Program Length

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 six (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 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. 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 student academic progress (SAP) follows Title IV regulations. You can take as few or up to a maximum of 14 credits per trimester. If, based on a history of successful course completion, you would like to take more than 14 credits a term, please ask for a Registrar review.

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 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 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 <b>20-25 hours a week dedicated study time</b>	Completion Average 10 credits per trimester <b>30-40 hours a week dedicated study time</b>	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

# Cost of Program

The Cost of Program (COP) is the tuition paid to complete all credits required for graduation. With a total COP cap of \$45,360 for the student's entire tenure, the COP (tuition) is \$2,520 for the graduate and undergraduate program for every trimester a student is matriculated regardless of the number of credits enrolled in. You can take as few or as many credits as you would like per term except for the exception noted in the "*Credit per Term for Undergraduate Students Policy*." To move through the program in a timely manner and maintain Title IV SAP, we recommend you complete at least six (6) credits per trimester.

The Cost of Program covers the tuition for all credits enrolled in at the beginning of each trimester; all other fees must be paid within 30 days of accrual. You will be invoiced each trimester for the Cost of Program.

\*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 be advised that federal student aid will cover only the number of credits required to graduate. This means that if an undergraduate student reaches 121.5 credits before they have completed their required credits to graduate, they may have to pay out-of-pocket for their remaining trimesters at MCU. Please consider this when selecting elective credits. Please see the Title IV Handbook for further details.

## Sample tuition costs

<b>Bachelor's Degree</b>		<b>4.33 years</b>
Initial Application Fee	\$	65.00
Acceptance Fee	\$	250.00
Technology Fee	\$	364.00
Graduation Application Fee*	\$	75.00
Annual Student Fees* (\$375/year)	\$	1,875.00
Tuition/Cost of Program		\$32,760.00
<b>Total Cost</b>		<b>\$35,389.00</b>

<b>Master's Degree</b>		<b>2 years</b>
Initial Application Fee	\$	75.00
Acceptance Fee	\$	250.00
Annual Student Fees* (\$375/year)	\$	750.00
Technology Fee	\$	168.00
Tuition/Cost of Program		\$15,120.00
Graduation Application Fee*	\$	75.00
<b>Total Cost</b>		<b>\$16,438.00</b>

\*Subject to change based on year assessed. MCU reserves the right to increase any costs associated with the program.

Note: 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 student's balance for the trimester is divided into four equal payments, 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 monthly payments. Students may make future changes to their method of monthly payment by contacting Student Finances at [studentfinances@midwifery.edu](mailto:studentfinances@midwifery.edu).

## 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 (electronic checks). There is a 2.5% convenience fee for credit card payments. There is no fee for electronic checks.

## 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.

## COP Exemption for Graduating Students

Students who are at the end of their program and won't be opening any new courses but have testing or other requirements left to fulfill before graduating can apply for an Exemption to the COP Policy by filling out an exemption request form. Exemption requests must be submitted each



trimester and will be considered on a case-by-case basis. Exemption requests must be submitted by the add/drop date of the trimester in which the student is seeking the exemption. A late processing fee of \$50 will be assessed for requests submitted after the add/drop date.

COP for the trimester in question will either be waived or prorated according to the following guidelines:

- Students who have an extended non-clinical course(s) to complete and/or who have clinical experiences to complete will be assessed a reduced COP of \$250.
- Students who have received their letter of approval to take the NARM from the Clinical Department Chair or who have scheduled their MCU Comprehensive Exam will be exempt from COP for up to two trimesters.
  - After two trimesters, students who have not graduated will be assessed a reduced COP of \$250.
- Students will be responsible for the technology fee for each trimester in which they have not graduated by the add/drop date.
- Students expecting to graduate in Winter trimester will have their Annual Student Fee waived as long as they graduate by the last day of the Winter Trimester.

#### Cost of Program Discount Policy

A 6% credit is available to all students who meet the following criteria:

- A student may apply for the credit after the first year of enrollment and any full year of consecutive enrollment after that.
  - A Timeout or Leave of Absence disqualifies the student from consecutive course enrollment.
- The student must be enrolled and complete with a passing grade (based on their graduation requirements) **at least** six credits per trimester.
  - Extended courses disqualify a student from the cost of program discount.
  - If a student does not receive a passing grade but completes the required six credits within the trimester, they qualify for the cost of program discount.
  - Course withdrawals that reduce the minimum required number of credits below six credits per trimester disqualify a student from the cost of program discount.

A student seeking the 6% credit must request a review by filling out this [Google form](#) **after** all grades have been received for the last trimester of the year being reviewed. Review requests **cannot be submitted after the subsequent trimester 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, Course Repurchase Fee(s), Technology Fee, or **course materials fees from previous trimesters**, 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 the balance of your Cost of Program, Technology Fee, and Annual Student Fee (if applicable) divided by four (4) and is due on the first day of the month.
      - (2) If a student needs more flexibility in timing and the amount for payments, they can request an MCU Customized Payment Plan using the MCU Customized Payment Plan Request Form located in the Student Finances Folder in the Files section of Populi. 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) 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.
- ii) Students who are 30 days past due at the beginning of a new trimester will have until the end of the add/drop period which is 11:59 PM on Friday of the second week of the trimester to bring their account current or they will be withdrawn for financial reasons in accordance with section 3 below.

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 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, Technology Fee, Program Extension Fees, and Class Repurchase Fees. There is a \$25 non-refundable processing fee due with each MCU Customized Payment Plan Agreement.

- Students will work with Student Finances to create a customized plan for paying their balance within the current trimester.
- 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.

## **Technology Fee**

Students enrolled in any course during a trimester will be charged a Technology Fee. The fee is \$28 per trimester and is due the first day of the first month of each trimester. Because of required enrollment in SOSC 100, students on a

timeout will be required to pay the Technology Fee. Students who are on a Leave of Absence or those who have completed all coursework or students who are waiting to sit for the NARM will not be required to pay the Technology Fee.

Students who withdraw from MCU by the add/drop date of each trimester will not be charged the technology fee; students who withdraw thereafter will be charged the full fee of \$28.

## **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 the program 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](#).

# Student Services



## 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.

## Affinity Groups

Student affinity groups allow MCU students to internalize love of their identity versus the internalization of macro- and micro-racial aggressions, sexism, and homophobia. These groups will empower MCU students to love themselves, but also find the intersectionality of connecting with those who do not share the same identity.

Membership into any affinity group is open to all registered MCU students. MCU, nor affinity groups at MCU, does not allow discrimination or harassment by or toward faculty, preceptors, staff, students, or affiliates based on their actual, implied, or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity, or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, (Title VI, Title IX, and Section 504) as well as state laws and regulations. MCU students agree that as a member of a Student Affinity Group (SAG) will never participate in the exclusion, discrimination, or harassment of any student, staff, or faculty based on the descriptions of persons outlined in this section. Violation of this policy will result in immediate removal from all student activities at MCU as well as other disciplinary action up to and including expulsion.

## 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.

## Distance Education

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.

## 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](mailto: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.

### **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 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 MCU 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.

## Software

The MCU Student Information System (Populi) and the Learning Management System (Canvas) provides the following services:

1. Personal contact information
2. Events and calendaring personal schedules
3. Course materials
4. Assignment submission and instructor feedback
5. Grades
6. Request tests online
7. Training podcasts, student, faculty, and guest lecture presentations online
8. Access to course schedules
9. Access to OVID database and journal articles

## Student Representation

The Mission of the MCU Student Council is to (1) be the vehicle for student advocacy and representation, (2) contribute as a stakeholder to MCU's decision making processes, (3) positively contribute to the MCU culture of fostering Outward Mindset and Crucial Conversations, and (4) build peer connection within the MCU student body. For more information about the [Midwives College of Utah Student Council](#), or if you are interested in joining the council, please [visit this page](#).

## 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 & Personal Conduct

As a community of scholars and midwives, the Midwives College of Utah affirms its commitment to the [elimination of discrimination](#) and 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 nondiscrimination in every phase and activity of college operations. Acts of discrimination, harassment, and insensitivity hurt and degrade all community members, whether target, perpetrator, or observer. Every member of the College community is expected to take responsibility for creating and maintaining a climate free of discrimination and harassment in keeping with [MCU's Code of Conduct](#) and [Community Rules of Caring](#).

The following conduct endangers such an environment and threatens the welfare of the MCU community as a whole:

- Conduct that negatively impacts safety or efficacy in the classroom.
- Physical conduct that endangers, threatens, or harms the health and safety of any
- person or behavior that causes a reasonable person to fear such contact.
- Harassment, as defined in this code, and further defined in the [MCU Non-Discrimination policy](#).
- Harassment, intimidation, or threats to MCU faculty, staff, administration and/or
- board members.
- Harassment as defined by law, including sexual harassment.

Integrity includes a high valuation for open, honest, and respectful intellectual exchange as well as respect for MCU policies and procedures. Personal honor and integrity are imperative in the completion of courses, clinical placement(s), and the awarding of a degree from Midwives College of Utah.

The following conduct violates the standards of academic integrity:

- Cheating
- Fabrication
- Plagiarism
- Copyright infringement
- Academic misconduct
- Misrepresentation
- Intentionally furnishing false information to an MCU official or authorized representative.
- Forgery, alteration, or unauthorized use of MCU documents, records, student identification or services.
- Failure to comply with the terms of any sanction imposed in accordance with a previous academic integrity issue

Conduct violations relative to respect for property and shared MCU resources are as follows:

- Engaging in behavior that could be reasonably foreseen to cause disruption of, obstruction of, or interference with the process of instruction, research, administration, community outreach, student discipline, or any other service or activity provided or sponsored by MCU.
- Damage, destruction or theft or unauthorized use of property at MCU Conferences or MCU-sponsored events.
- Unauthorized use of MCU Research Resources.
- Violation of MCU policy

Assignments are intended to prepare you to safely practice as a midwife and 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.

The [Academic Misconduct Flow Chart](#) clearly outlines the process if an academic integrity issue is identified. Please login to Populi to access.

## Sanctions

MCU utilizes an educational sanctioning model. Every attempt is made to provide an educational sanction that will help a student to make better choices in the future. The educational sanction applied will become progressively more demanding if the student repeats violations, demonstrating that learning has not taken place.

An accumulation of a variety of violations may result in severe sanctions such as suspension, expulsion, or negative notation on a transcript. Additionally, a singular violation where the student's continued behavior will cause undue harm to the MCU community or educational structure may result in immediate severity, including suspension and expulsion.

Academic dishonesty and violations affecting health, safety, and well-being are deemed most severe and may result, upon the first violation, in a negative notation being placed on a transcript, suspension, or expulsion. Forms of sanction are as follows:

- Written Reprimand: An official written notice to the student that conduct is in violation of the Academic Integrity & Personal Conduct Policy and expectations for an MCU student, and that future violations may result in the imposition of more serious sanctions.
- Restitution or Reimbursement: Assessments of financial charges and/or other forms or recompense for any

damage or loss incurred by MCU or any member of the MCU community.

- **Educational Activity:** The student is required to complete a project or activity designed to help the student understand the implications of a given inappropriate behavior and encourage future compliance with the MCU Code of Conduct and/or Academic Integrity Policy. The educational activity is designed to correspond to the severity and nature of the violation and to clarify the impact of that behavior on members of the MCU and/or larger midwifery community. Educational activities may include, but are not limited to assessments of behaviors, community service, workshops, papers, or similar arrangements
- **Grade Penalty:** A student admitting academic misconduct or found responsible for academic misconduct is subject to a grade penalty as determined by the instructor in the course in which the violation occurred.
- **Disciplinary Probation:** A period of probation may be imposed during which any violations of the Code of Conduct or Academic Integrity Policy will result in more serious sanctions than might otherwise be imposed.
- **Negative Notation on Transcript:** Entry of the fact of violation on the student's permanent academic record as the sole or an additional sanction may be imposed.
- **Suspension:** Student status is severed for a specified period. A student who has been suspended from MCU shall not be permitted to participate in MCU classes or activities during the period the student is suspended.
- **Expulsion:** Student status is permanently severed. A student who has been expelled from MCU shall not be permitted to participate in any MCU sponsored activity nor allowed to reenroll.
- **Revocation of Degree:** An academic degree previously awarded by MCU may be revoked if it was obtained by fraud or a significant part of the work submitted in fulfillment of, and indispensable to, the requirements for such degree constitute plagiarism.

## **Academic Progress Policy**

The field of midwifery is a rigorous and complex study. Academic excellence and timely succession through the program are expected and will assure student success and uphold the mission of Midwives College of Utah's (MCU) to support midwives of technical expertise, professional excellence, and personal greatness.

The following outlines how MCU tracks undergraduate student's progress and each of the steps of escalation--Engagement Alert, Academic Warning, Academic Probation and Academic Withdrawal or Unenrollment.

### **Engagement Alert**

The House Mentor Program is designed to midwife the student midwife through their journey at MCU. HMs regularly track student progress and will act in coordination

with the Director of Student Services when students are not regularly and substantively engaged or are struggling to meet program expectations.

#### *Reasons for an Engagement Alert:*

- Minimal academic progress or engagement. Active academic engagement is defined as submitting a quiz or assignment in the student's Canvas course or to the MCU writing lab for review, participating in an instructor-led class/discussion/online forum or otherwise sharing progress or course-related questions with the instructor or their House Mentor.
- Student has neither enrolled for upcoming classes nor started the process for requesting a Timeout or Leave of Absence by the end of the enrollment period.
- Student has not completed at least 50% of assignments in PROD 1000 by 8am MT on the first day of the full term.
- Student has either not completed all PROD1000 assignments or has completed all of PROD1000 but has not achieved a passing grade of 80% overall by the end of the Add/Drop Period.

### **Academic Warning**

Except for an Academic Warning issued for non-enrollment or non-completion of PROD1000, all students placed on Academic Warning will remain for a minimum of four (4) weeks and may be moved to Academic Probation if there is a continued lack of substantive engagement or non-response to the terms listed in the Academic Warning notification. At the end of each trimester's grading period, the Director of Student Services will review the student's compliance with the terms of the Academic Warning letter as well as progress made. Determinations may result in, but are not limited to:

- Remove Academic Warning and change student status to good standing
- Reduce Academic Warning to an Engagement Alert
- Continue Academic Warning for another trimester
- Issue an Academic Probation

#### *Reasons for an Academic Warning:*

- Unresponsive to Engagement Alert. Except for alerts relating to PROD 1000 or enrollment in a subsequent term, a student has up to four (4) weeks to respond to the Engagement Alert before an Academic Warning is initiated for non-response.
- Student has a cumulative GPA under 2.5 on their transcript (graduation benchmark)
- Student received non-passing grades in two (2) or more courses opened in the prior term not including PROD 1000.
- Student did not enroll for upcoming classes during the enrollment window and did not respond to the engagement alert within 2 weeks of receipt of notice and has not initiated a process to request a Timeout or Leave of Absence within those 2 weeks.

### Academic Probation

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. Failure to remediate Academic Probation requirements will be cause for withdrawal. Students who fail to make Satisfactory Academic Progress (SAP) may be ineligible for assistance under Title IV, HEA Programs. Please refer to the Title IV Manual for further details.

#### *Reasons for an Academic Probation:*

- Unresponsive to Academic Warning
- Student has not met the remediation expectations in the Academic Warning

Graduate student processes are outlined in the Satisfactory Academic Progress for Graduate Students policy which is available in the Graduate student lounge.

### Administrative Un-enrollment Policy for First Term Undergraduate Students

First term students will no longer be enrolled as a degree-seeking student if they do not engage in, or complete 50% or more of the assignments in PROD 1000 and do not demonstrate Active Academic Engagement by the end of the add/drop period. This student would be considered "never attended" as a matriculating student.

### Administrative Withdrawal Policy

If there is NO enrollment or engagement in any new term courses by the end of the Add/Drop period, or the student has withdrawn from all classes by the end of the add/drop period and has not completed a request for a Time Out or Leave of Absence prior to the end of the add/drop period, or the student has not notified the Registrar of their intent to return after a Leave of Absence or Timeout, the Registrar will withdraw the student from the program as a matriculating student. The student is considered a withdrawal for Title IV purposes, and the school will consider the school-determined withdrawal date the last day of the add/drop period.

### Academic Withdrawal Policy

Guided by the MCU's Undergraduate Academic Progress Policy, an unresponsive student will be given two (2) weeks to respond to an Academic Probation email and letter. The student's letter of explanation and plan for remediation must be received within two weeks of being placed on probation or the student will be scheduled for withdrawal from the matriculated program and considered an *Unofficial Withdrawal* for Title IV purposes. The last day of academically related activity would be the date used to determine the R2T4 calculation for FSA recipients as described in the Title IV Handbook.

### Appeal Process for Administrative, Academic or Unofficial Withdrawals and Un-enrollment proceedings.

If a student has been unenrolled or withdrawn by MCU and wishes to appeal, they must submit the [Withdrawal Appeal](#)

[Form](#) no later than seven days from the date of the withdrawal or un-enrollment notification. The appeal process will be individualized and based upon reasons for withdrawal/un-enrollment and what the student commits to doing to remedy the issues that led up to the withdrawal/un-enrollment. 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 student may continue to matriculate as a degree seeking student. 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 seven days from withdrawal or un-enrollment, the student must reapply and will be placed in the general applicant pool for admissions consideration.

See also "[Credit per Term for Undergraduate Students Policy](#)"



### 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 without penalty up until 11:59 PM on Friday the tenth business day of the trimester.

### 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 1<sup>st</sup> of January and will be due no later than the 31<sup>st</sup> of that month.

### Challenge Exams

Students at MCU will have the ability to take an assessment to demonstrate knowledge of the learning outcomes in all classes other than core midwifery classes. The assessment is written and reviewed by faculty and the Dean, and both must be satisfied that the student has the knowledge and/or understanding that would be retained by completing the class.

- Students who wish to challenge a course must be currently enrolled at MCU and have started their first term as a degree-seeking student. This class will count towards credit being earned. Students may take a challenge exam or challenge a course only once per class.



- Students may not challenge 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.
- Challenge to a **Core Midwifery Class** can only be completed by students transferring from another MEAC accredited school. The challenge will only be considered if the student has completed at least 50% of the transfer credits allocated to the core midwifery class from an equivalent MEAC accredited course.
- The challenge exam must be taken the term prior to the class being scheduled on the Students Major Map due to Financial Aid scheduling requirements.
- Challenge exams cannot be taken in the final term of a phase unless the student is willing to add a term to their tenure in the event that they do not pass the exam.
- Students wishing to challenge a course cannot do so while enrolled in the course.
- To challenge a course, students must first complete a Challenge Exam Form found in the files tab of Populi. This form must be submitted to the Dean for approval. A student will be given the opportunity to challenge a class after the Challenge Exam Form has been reviewed by the Dean and if the 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 one term before the final term of a phase.
- Once approval has been given by the Dean the student will have five (5) weeks to notify the 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 Dean. The Dean will then ensure the student has access to the challenge assessment class within MCUs 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: \$130 per course credit. The Challenge Exam Fee must be paid at the time the test is requested.
- 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 Experiences 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 [MEAC Students and Graduates - North American Registry of Midwives \(narm.org\)](#).

In addition, the MCU Clinical Handbook will guide you through the specifics of MCU's clinical program.

All MCU students must fulfill, at a minimum, the required clinical experiences for a period of at least 24 months under the supervision of a Midwives College of Utah (MCU) approved preceptor. Students must complete all phases of clinical experience in subsequent order and must be enrolled in the appropriate phase of study. All clinical experiences must be logged on MCU Clinical Experience log forms and will be submitted via the clinical practicum courses.

Students wishing to complete clinical placement outside of their country of origin/citizenship must complete the International Clinical Placement process and be approved before such placement begins. The clinical preceptor and site must also be approved. See the Clinical Handbook for the International Clinical Placement policy.

Students planning an International Clinical Placement should have all application materials submitted one trimester (15 weeks) in advance of their departure date to ensure adequate time for preparation, processing, and approval.

## Complaint Policy

### Informal Complaints

MCU uses the models outlined in Crucial Conversations, Crucial Accountability, and The Outward Mindset in first seeking collaborative solutions between individuals and in guiding open dialogue around policies, processes, and structures. If a direct conversation does not work, a student, staff, or faculty member may choose to fill out the [Concern and Resolution form](#). Resolution of a complaint is usually through discussion but may include mediation in some instances.

### Formal Grievance

A grievance is a situation that must be investigated according to formal processes. This may be a complaint that was not resolved through informal processes or situations in which disciplinary action against faculty, preceptors, staff, or students may be an outcome of the investigation.

Person(s) wishing to initiate a formal grievance will submit the grievance via the MCU Grievance Reporting form which

is received by the President. If the grievance involves the President, the grievance will be submitted to the MCU Board President. 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 grievances 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 whenever possible within six weeks of submission. Complaints and resolutions will be logged in MCU's Formal Complaint File and will be maintained for seven years.

**Q. Who may file a complaint or grievance with MCU?**

The following may file a complaint or grievance:

- Faculty and Preceptors
- Staff Members
- Administration or any employee not directly specified here
- Applicants for employment
- Students
- Applicants for admission
- Recipients of College services including visitors to events (e.g., conference attendees)
- The President based on information received may also open a complaint or grievance at their discretion or at the request of the Deans or Directors with permission of the target.

**Q. How do I file a complaint or a grievance?**

A complaint or concern should be filed by filling out the [MCU Concern and Resolution form](#).

A grievance should be filed by filling out the [MCU Grievance form](#).

For concerns about racial discrimination including discrimination on the basis of race, color, or national origin, please review the [Title VI policy](#) and if applicable, submit a complaint as directed.

For concerns about sexual misconduct, including sexual harassment, sexual assault, gender-based harassment, intimate partner violence, domestic violence and stalking, please review the [Title IX policy](#) and, if applicable, submit a complaint as directed.

#### 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).

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. Contact information for MEAC can be found at [www.meacschools.org](http://www.meacschools.org).

Complaints against the College relating to fraud, false advertising or other deceptive practices can be filed with the Utah Division of Consumer Protection:

Department of Commerce, Division of Consumer Protection  
Phone: 801-530-6001  
Email: [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)

Because Midwives College of Utah is a distance education program, students can file a complaint with their state's enforcement authority.

## **Course Length**

Courses should be completed within one trimester (15 weeks) for matriculated and continuing education students. All coursework and tests must be submitted in the Learning Management System on or before the deadline. 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 to protect the health and safety of students or others.

Students have the right to control disclosure of their education records, 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 must 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 Enrollment

For undergraduates: The course enrollment period is the beginning of business week 8 through the end of business week 12 of the preceding term. If course enrollment revisions extend the program's final deadline, the student must apply for a program extension.

For graduate students: Course enrollment adjustments will be done in conjunction with the Dean during periods specified by the Dean.

## Course Time Limits

Courses should be completed within one trimester (15 weeks). All coursework and tests must be submitted on or before the deadline to fall within the time limit. Students are responsible for monitoring deadlines. An extension may be requested as per the Extensions Policy noted in the Student Handbook. Due to prerequisite concerns, course extensions may impact future class enrollment.

## 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.

## Credit Per Term for Undergraduate Students

The Credit Per Term Policy is tied directly to academic progress. Students in good academic standing may self-register for as many credits as they deem appropriate, taking into consideration course prerequisites and phase-advancing requirements.

MCU recommends that undergraduate students begin matriculation in the undergraduate program by enrolling in six to seven credits in their first term. If a student is a Title IV undergraduate student, they must enroll in and complete at least twelve (12) credits, per every two (2) trimesters (30 academic weeks payment period) to comply with Title IV requirements in order to receive a disbursement every payment period. Students should work with the Financial Aid Director to assure that their student academic progress (SAP) follows 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.

If a student is on an Academic Warning or Academic Probation, the Director of Student Services will use a custom tag in Populi to indicate this status and will place a registration lock through Populi to prevent self-registration in courses until the Academic Warning or Academic Probation is resolved. The Populi registration lock requires students to be in contact with the Registrar in order to register for courses for the next term.

For students in their first term of Academic Warning, they will be allowed to register for no more than 12 credits in the subsequent term. Students beyond their first term of Academic Warning shall be limited to 6 credits per term while the student remains on Academic Warning. This policy will be in effect beginning Fall 2022 Trimester. All students on Academic Warning at the end of the Summer 22 term grading period will be treated as new Academic Warnings for the purposes of phasing in this policy and will be allowed to enroll in up to 12 credits for Winter Term 2023.

Students on Academic Probation may not register for new classes until they are removed from Academic Probation. After remediating Academic Probation, student status will be returned to Academic Warning for the remaining portion of the term, and Academic Warning policies will apply.

## Disability Support Services

MCU is committed to meeting the needs of its students and striving for inclusion and access to all classes, programs, and activities. This is done through determining reasonable accommodations for students with disabilities. MCU engages in a collaborative process with each student and reviews requests for accommodations on an individualized,

case-by-case basis. Students may be eligible for course accommodations depending on the nature and functional limitations of their documented disability. Flexibility with course standards can provide an alternate way for a student to meet course learning objectives and actively participate in the course while also managing a disability.

Adjustment agreements are provided to students who have a documented need due to experiencing variable and unpredictable disability-related symptoms. Students can request reasonable accommodations for a great variety of disabilities such as but not limited to anxiety, depression, obsessive compulsive disorder, PTSD, ADHD and learning disabilities such as dyslexia and dysgraphia, all of which are covered by the ADA and can qualify students for academic accommodations. More information about the process for obtaining accommodations can be [found here](#).

## Disclaimer

MCU does not take responsibility for the outcome of any activities suggested within MCU courses or any other MCU activity. You are responsible for how you choose to implement the information contained therein.

## Drug and Alcohol Use

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 Drug & Alcohol Abuse Prevention Program](#) 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](#) 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).
- 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 MCU's 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.

## Exams

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

It is to the student's advantage to complete courses within the trimester. Clear course deadlines allow students and faculty to effectively work together to assure students experience an integrated classroom and complete the program in a timely manner. Students that complete their degree program in a timely manner increase their retention and comprehension of the core competencies taught and assessed in each course and improve the NARM exam success rate. Degree completion also advances MCU's goals of educating more midwives, maintains MEAC accreditation and Title IV eligibility, and creates sustainability in the midwifery profession.

This policy applies to all classes other than PROD 1000, SOSC 100, and Clinical Competency classes. For more information about PROD 1000 extension options, refer to the Academic Progress Policy. Clinical Competency classes cannot be extended other than for remediation purposes and exam retakes. SOSC 100 cannot be extended.

The option of an extension maintains the flexibility of a distance education program while providing the structure and pedagogical best practices to support student success. It is to the student's advantage to complete courses within the trimester. If students experience situation(s) that cause them to fall behind in their course(s), a course extension beyond the last day of the trimester is available for students at no cost so they can complete remaining assignments or retake an exam in order to earn a passing grade. The option of an extension maintains the flexibility of a distance education program while providing the structure and pedagogical best practices to support student success. Faculty will post extension eligibility requirements at the beginning of the term so the student is aware of the benchmark that must be met in order to reasonably complete a course beyond the last day of the term should an extension become necessary. If the predetermined requirements are not met, the student is not eligible for the extension.

From **Winter 2023 onward**, the extension period will end at 11:59 PM MT the day before the new term begins.

Only one extension is allowed per course except for the following courses:

Undergraduate courses: CLNC 100 and the lab classes MDWF 343, MDWF 243, MDWF 247, MDWF 335, MDWF 448, MDWF 331

Graduate courses: PROD 5011.1, PROD 5011.2, PROD MDWF 5060.1, MDWF 5060.2, MDWF 5060.3, MDWF 5084.1, MDWF 5084.2, MDWF 5084.3

Student eligibility for an extension is determined by the requirements set by the course instructor. Faculty will add the course completion threshold to each syllabus and to the homepage of the course. This information is clearly defined for every course before the term starts. **If the student has**

**not met the completion threshold, they will not be eligible for the extension and will need to retake the course.**

#### Requesting An Extension

- Students may request a course extension from the beginning of week 12 through the end of week 14 of the trimester via a Google Form sent out through the Registrar's office.
  - On the Google form that a student submits to the Registrar, the student must *identify* what the eligibility requirement is for the course, then *acknowledge* that they have met the requirement.
  - If the student does not request the extension by the deadline, the student will be assigned the final grade they earned within the grading period.
- Extension requests must be submitted by the end of Week 14. Registrar will coordinate the review process with the faculty, then put eligible students into the extended course no later than the end of the business day Friday of week 15.
- If an extension is needed for an exam retake past the extension request period, the extension requirements will still apply. A course extension will be given with the normal extension timeframe, as per the Course Extension policy.
- Extensions given for clinical competency written exams will be end of the first week, 11:59 pm MT Friday, of the following term. This is due to Phase Advancing requirements and the course add/drop deadline.
- If a student has not met eligibility requirements, faculty will notify the student via email the student and the Registrar will not add the student to the extension class.
  - *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 three (3) additional weeks into the subsequent trimester to complete remaining course work. The break between trimesters can be used to complete course work.
- Faculty are not required to work during the term breaks. The grading deadline for submissions during the term break is 7 business days after the start of the term.

For **Winter 2023 Trimester onward**, the extension period will end at 11:59 PM MT the day before the new term begins.

#### 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 MT nine (9) days after the last day of the trimester.
- For students with an extension, final grades will be assigned no later than Sunday at midnight MT nine (9) days following the beginning of the subsequent trimester.

## 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 1<sup>st</sup> of January and will be due no later than the 31<sup>st</sup> 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. A student can request an Acceptance Fee Waiver Application by sending an email to: [admissions@midwifery.edu](mailto:admissions@midwifery.edu).

To increase access and opportunity for potential students who are facing financial barriers to provide the opportunity to apply for admission and/or enroll, to those who may face financial barriers that would not allow them to apply or enroll, not be able to afford it at the time of application, MCU provides the following per trimester:

- Two (2) application fee waivers per trimester admissions deadline
- Two (2) application fee deferments (confirm with Kristi) are also available per trimester admissions deadline, which will be required to be paid if and when the student enrolls
- Two (2) acceptance fee deferments per acceptance fee deadline

Please contact Admissions to request an application form for a fee waiver or deferral.

## Grade Point Average (GPA)

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 Dean.

## Grade Pass/Fail Option

A pass/fail grading option is an alternative to the standard letter grade system. The pass/fail grading option is instituted at MCU to encourage students to take classes outside their area of expertise to broaden their midwifery education. It gives students the opportunity to complete classwork without concerns about grades impacting the grade point average (GPA). The pass/fail option is at the student's request and a faculty member completed grading in the LMS without identification of the grade option selected by the student.

If the pass/fail grade option is selected by a student, a passing grade is included in their credits completed, but the class grade does not impact GPA. However, it is important to be aware that a failing grade DOES get calculated as 0.00 into GPA and credits attempted. As such MCU would recommend a withdrawal from classes where the student does not anticipate a passing grade.

Some considerations when opting for using the Pass/Fail grading structure:

1. If a student does not pass a Pass/Fail class and needs to retake, the Grade Replacement Policy will come into effect. (See Grade Replacement Policy for full details)
2. Pass/Fail grades may not transfer between schools at the transferring institutions discretion. This could result in needing to retake the class at another school.

The student requests the grade plan during the course withdrawal window via a form to the Registrar. Requests are processed during week 13. Please see the registrar's website for form information and further instructions including information on which classes are available for pass/fail grade selection [www.midwifery.edu/registrar](http://www.midwifery.edu/registrar).

## Grade Replacement

When used as an evaluation measure, transcripts can impact students' intrinsic motivation, their ability to achieve graduation requirements, and their future success. As such, it is important that transcripts reflect the student's most recent acquisition of knowledge, skills, and abilities while accounting for the evolution of student experience over time.

The grade replacement policy allows a degree-seeking student with a non-passing grade to retake a course. If a course has been retaken, the highest grade will be used to calculate current and cumulative GPA. Until a passing grade has been achieved, the original attempted grade will be used to calculate term GPA. All attempts of a given course will appear on the transcript, but only the highest grade will be used in calculating cumulative GPA.

This policy applies to course retakes from Fall Trimester 2021 and beyond. From Winter Trimester 2018 to Fall Trimester 2021, the second attempt grade was used to calculate cumulative GPA.

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 only if they have earned a non-passing grade. A non-passing grade is defined as a grade that does not satisfy degree-level graduation requirements for the student's year of enrollment. See

the Non-Passing Grade Policy in the applicable student handbook for details.

- 3) As per Populi limitations, the manual replacement of a grade will be completed by Student Services via the Student tab/Course Mapping tool. The highest grade will be used to calculate current and cumulative GPA. Until a passing grade has been achieved, the original attempted grade will be used to calculate term GPA. All attempts of a given course will appear on the transcript, but only the highest grade will be used in calculating cumulative GPA.
  - a) Note that the Populi settings cannot be changed to reflect this updated policy because it will impact transcripts imported into Populi which counted only the second attempted grade earned rather than the highest grade earned.
- 4) 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.
  - b) Courses are counted only one time in the total credits towards graduation requirements.
- 5) An "F" received by the student because of academic dishonesty will not be removed from GPA calculations and is ineligible for the Grade Replacement Policy.
- 6) For more information on GPA and Satisfactory Academic Progress, please consult MCU's Title IV handbook located on the MCU website.

## Grade Requirements for Graduation

Undergraduate students:

- All core midwifery courses must have been completed within the last ten years
- Pass PROD 1000 (pass/fail), 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.
- All other courses must be completed with at least a C grade.

If a course is not passed with the minimum required grade or within the required time frame, you will be required to retake the course.

Graduate students:

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

## 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.

## Leave of Absence

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

- Medical (including a complicated pregnancy or acute mental health care)
- Death of immediate family member
- Divorce
- Loss of employment of primary provider(s)
- Long-term, documented, debilitating illness
- Military
- Religious pilgrimage or religious/service mission
- 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.

## Mental Health Support

Mental health problems are common. Up to 1 in 4 people have experienced mental challenges. Personal counseling and coaching are available to any MCU student to discuss whatever challenges they are facing, to troubleshoot and problem solve roadblocks, or just to bask in how much improvement they have experienced during the term and brainstorm how to build on it.

Personal counseling is solutions-based support to help students set and achieve goals. [Counseling is available to any referred or interested student](#) who wishes to address a wide array of personal and interpersonal issues that can interfere with daily living, achieving success as a student midwife and experiencing a strong, positive sense of well-being during your time at MCU.

Additionally, students may want support if they have noticed changes in the way they think or feel which cause problems in day-to-day life. If you think you need help, it's best to get support and treatment as soon as you can. Seeking help early can speed up your recovery. MCU has invested in the [Care Solace](#) platform which helps us ensure our community can access reliable, ethical, and high-quality mental health care services – no matter the circumstances. They make it easier to connect with mental healthcare resources and providers in

your local community. The 24/7 team of care coordinating experts guide and support you and your family members throughout the entire process connecting you to reliable, ethical, and high-quality mental healthcare services.

## 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. 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 the College operations.

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/>

For concerns about racial discrimination including discrimination on the basis of race, color, or national origin, please review the [Title VI policy](#) and if applicable, submit a Title VI complaint as directed. Questions can be directed to [JEDO@midwifery.edu](mailto:JEDO@midwifery.edu)

For concerns about sexual misconduct, including sexual harassment, sexual assault, gender-based harassment, intimate partner violence, domestic violence and stalking, please review the [Title IX policy](#) and, if applicable, submit a Title IX complaint as directed.

## Personal Counseling

Personal counseling and coaching are available to any MCU student to discuss whatever challenges you are facing, to troubleshoot and problem solve roadblocks, or just to bask in how much improvement you've experienced during the term and brainstorm how to build on it. Please [click on this link](#) to learn more about this option.

## 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 reclaiming 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](mailto:admissions@midwifery.edu) (undergraduate) or [graduatedean@midwifery.edu](mailto: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](mailto:mcuregistrar@midwifery.edu) following enrollment (if the request is being made after enrollment) to request the MCU Preferred Name Request Form. MCU does not process preferred name changes for students who are not matriculated or applying to become a degree-seeking student.

Once the request is approved, Registrar, Financial Aid, and Student Finances and any other individuals on a need-to-know basis will be notified by the 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 (Populi) Student facing areas	MCU Student Information System (Populi) Financial, Transcripts and other need to know areas.
Phone calls and emails for collection purposes	NARM requests
[student name]@midwifery.edu email account	Licensing Agencies
Faculty, staff, administration informal communication	
Examity student account	
Commencement programs	
Diploma	
Student ID	
Transfer credit evaluation	
Admissions decision letters	Internal student files



MCU Founder Dianne Bjarnson

## 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.

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.

## 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](#).

## Student Records

MCU is committed to the maintenance and security of all student records. Please see the Student Records and Disaster Recovery Policy.

The [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, as amended (known as the Buckley Amendment), is a federal law that requires an educational institution to maintain the confidentiality of student education records. Education 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.

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

## Student Status Policy

To be matriculated as a degree-seeking student at MCU, a student must either be:

- a) Currently enrolled in courses  
or
- b) On an official Timeout  
or
- c) On an official leave of absence

## 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](http://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) in a twelve-month period. A timeout is not a Leave of Absence and requires the following:

- Students will finish their extended courses within the allotted course extension timeframe and will not 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 extended courses is MDWF 5086 and MDWF 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 in Phase 2 who wish to continue clinical work while on a Timeout must have completed or be concurrently enrolled in CLNC 2010. Students in Phase 3 who wish to continue clinical work must have completed or be concurrently enrolled in CLNC 3010. All students continuing clinical work during a Timeout should select the "Continuing Clinical Placement" module in SOSC 100.
- 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 to be given another Timeout opportunity during their tenure at MCU.
  - Please note that this course will count towards elective credits. If you have already fulfilled the required elective credits, this course will exceed the number of credits required towards graduation. Financial Aid recipients, please note that this course will count towards your next disbursement. Financial Aid funds will not cover more than 121.5 credits per the BSM program and 32 credits per the MSM program
- Timeouts can be requested at the beginning of business week eight (8) of the preceding term and no later than

the end of the add/drop period of the term in which the student plans to take the timeout.

- 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 please note that 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 "Files" tab in the Life Experience and Challenge Credit folder after logging into [www.midwifery.edu](http://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."

Admissions reviews transfer credit equivalency from another college or university for credit earned before the student is enrolled at MCU. The Registrar reviews transfer credit from another college or university that has been earned after the student has matriculated at MCU; the Registrar will not evaluate credit that should have been evaluated during the Admissions process.

MCU will assess credits for equivalency 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.

All Veterans or eligible dependents who use GI Bill Benefits for their MCU education are required to submit documentation of all previous training and education. Veterans are required to submit all prior training transcripts, including military transcripts to MCU for review. In accordance with Title 38 USC 3675 and 3676, and 38 CFR 21.4254, MCU will maintain a written record of previous education and training. Prior credit will be evaluated and reported to the VA and will include the appropriate reduction in the requirements to complete MCU graduation requirements.

## **T**ranscripts

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 an online request through Populi. To submit a request, login to Populi from MCU's website (<https://midwifery.populiweb.com/>) and go to the student profile. Click on the "Student" tab and then the "Transcript" tab. From the dropdown menu labeled "Transcript Actions," click on the "Official Transcript Request" and fill out the form.

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.

## **U**tah 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.

## **W**ithdrawals

### *From a course*

A student may withdraw from a course between weeks three through twelve of the trimesters. 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's GPA because no credits were earned. A "W" indicates the student withdrew from the course after the add/drop deadline. After Week 12, 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.



# Administration

## PRESIDENT

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