EST. 1980

MIDWIVES COLLEGE OF UTAH

MIDWIFING MIDWIVES

# Student Handbook

2027 Winter Trimester


**Virtual Campus**
http://www.midwifery.edu

**Telephone and Fax**
Toll Free: 866·680·2756
Local: 801-649-5230
Fax: 801-649-5230

**Mailing Address**
Midwives College of Utah
1174 E Graystone Way, Suite 20F
Salt Lake City, Utah 84106-2671

**E-mail Contact**
officemanager@midwifery.edu


This handbook is intended as a resource to acquaint prospective students with course offerings, degree programs, tuition rates, policies, and procedures of the Midwives College of Utah. Midwives College of Utah reserves the right to make any necessary alterations without prior notice. Updated 10.2026

## 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℠.

Students are individually supported by the MCU House Mentor program whose mission is to support the development of Midwives of Excellence℠ 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

The Midwives Model of Care™ inspires MCU's culture, reflecting philosophies, skills, and behavior in both the way we model and train our students. What we teach and how we teach exemplify 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

Page intentionally left blank


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# MCU Code of Conduct

As a community of scholars and midwives, the Midwives College of Utah affirms its commitment to eliminating discrimination and providing equal opportunity for all. A key objective of the Midwives College of Utah is creating and maintaining a positive atmosphere of nondiscrimination in every phase and activity of the College's operations. Acts of discrimination, harassment, and insensitivity hurt and degrade all community members, whether target, perpetrator, or observer. Every MCU community member is expected to create and maintain a climate free of discrimination and harassment in keeping with the MCU 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.

©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Table of Contents


Table of Contents ..... 4
About MCU ..... 6
Philosophy ..... 6
Institutional Goals ..... 6
Why MCU? ..... 7
Distance Education ..... 7
Designed for Success ..... 7
Freedom of Location ..... 7
Learning Flexibility ..... 7
Financial Obligation ..... 7
Support Services ..... 8
Continuing Education ..... 8
Integrated Assessments ..... 8
Endorsement Program ..... 8
Application Deadlines ..... 8
Application Process ..... 9
Competencies and Skills ..... 9
Certified Professional Midwife (CPM) ..... 10
Undergraduate Program ..... 11
Graduate Program ..... 12
Program Length ..... 13
Cost of Program ..... 14
Technology Fee ..... 16
Typhon Fee ..... 17
Refund Policy ..... 17
Student Success ..... 18
Student Policies ..... 22
Administration ..... 35
Faculty ..... 36
House Mentors ..... 37
Board of Directors ..... 38
Board Advisors ..... 38
Truth in Advertising ..... 38
General Information ..... 38




©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu




©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# 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. As a distance education institution based in Salt Lake City, MCU serves a diverse community of students throughout the United States, guiding them toward becoming pivotal figures in the revolution of community-based perinatal care.

MCU is accredited by the Midwifery Education Accreditation Council (MEAC), and Middle States Commission on Higher Education (MSCHE) which is approved by the U.S. Secretary of Education as a nationally recognized accrediting agency. Students are assigned instructors for all online 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. Upon completing 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 healthcare spectrum. Midwifery is a profession that functions independently and in collaboration with other healthcare professions.

Midwifery care emphasizes the 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 various methods, techniques, modalities, and technologies. MCU believes that excellent core midwifery training must accompany entrepreneurial business and life development skills to create a holistic midwifery education.

At MCU, education transcends purely academic; it serves as the essential pathway to fulfilling our social mission. We utilize a blend of live academic instruction and one-on-one clinical training with MCU-approved midwives. Through a foundation of culturally responsive and evidence-informed practice, our graduates are equipped to advocate for policy change and implement the Midwives Model of Care™, ensuring every family receives midwifery care of the highest caliber.

# 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 people 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





©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Why MCU?

- A MEAC-accredited education with degree options
- A MSCHE accreditated education to support transfer of credits to other higher education institutions for additional learning.
- Pathway to the CPM designation
- Exceptional online education model
- Technology resources are used to build connection and communication.
- Manageable payment options
- Federal financial aid available
- Personal coaching throughout the program
- Holistic, evidence-based curriculum which includes traditional midwifery arts, business instruction, and life skills.
- 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 at the end of each trimester in a virtual setting. The online assessment format is designed to maintain rigorous standards and allows you to effectively demonstrate your skills and knowledge while remaining accessible. Integrated assessments carry additional fees, which can be found in the fee schedule on our website.

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

Midwives College of Utah is designed for midwifery students who need the flexibility and location freedom 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. Although there is a maximum program length for graduation, most MCU students earn their degrees in four years or less. For all students who graduated from Fall 2016 on, the average time-to-degree (TTD) completion was

- CPM-to-BSM program (n=10); 1.5 years
- BSM program (n=93); 4 years
- MSM program (n=3); 2 years

# Freedom of Location



Students can complete their academic studies remotely via Canvas-MCU's state-of-the-art distance learning platform. Clinical training takes place with an MCU-approved preceptor within the United States. Ideally, students have identified appropriate local clinical training options before entering the MCU program; however, you may need to relocate or travel for part or all of their clinical training.

# 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 prior to 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.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# 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:

- Wish 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
- Wish to discover if distance education is right for them

We also offer the Academy of Continuing Education modules relevant to recertification requirements for CPMs, doulas, and childbirth educators. Most of the modules include MEAC-approved CEUs.

# Integrated Assessments

Integrated Assessments allow students 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. Integrated Assessments are held at the end of each trimester to accommodate student schedules in a virtual setting. The online assessment format is designed to maintain rigorous standards and allows you to effectively demonstrate your skills and knowledge while remaining accessible. Integrated assessments carry additional fees, which can be found in the fee schedule on our website.

# 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. Graduation




requirements may vary for students based on the licensing rules of their specific state

# 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# 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 application to determine acceptance. The Admissions Committee members are the Admissions Director and the Admissions Counselors. . Per Title IV requirements, MCU admits as matriculated students only people who(i) Have a high school diploma; (ii) Have the recognized equivalent of a high school diploma; and (iii) Are beyond the age of compulsory school attendance.

**Bachelor's Degree Application Process**

1. Complete application, meeting all outlined requirements.
2. Participation in pre-recorded, online Admissions Open House.
3. Two references (if applicant has identified having birth experience, at least one reference should be from someone who has observed the applicant in a birth setting)
4. Proof of high school diploma or official post-secondary transcripts
5. If a CPM, current proof of CPM status
6. Application Fee
7. Native English speaker or a TOEFL score of at least 88, or a Duolingo English Proficiency Exam score of at least 110
8. Engagement in the Admissions process and prompt response to communication requests from Admissions.

**Master's Degree Application Process**

1. Complete graduate student application
2. Two professional references
3. Transcripts with proof of a 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.

# 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

| 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 2027 | 7/6/26 | 8/17/26 | 8/31/26 | 9/28/26 | 11/2/26 | 11/30/26 | 12/7/26 | 1/11/27 | 4/23/27 |
| Summer 2027 | 11/3/26 | 12/14/26 | 1/4/27 | 1/25/27 | 3/1/27 | 3/29/27 | 4/5/26 | 5/10/27 | 8/20/27 |
| Fall 2027 | 3/1/27 | 4/12/27 | 4/26/27 | 5/25/27 | 6/28/27 | 7/26/27 | 8/2/27 | 9/727 | 12/17/27 |
| Winter 2028 | 7/5/27 | 8/16/27 | 8/30/27 | 9/27/27 | 11/1/27 | 11/29/27 | 12/6/27 | 1/10/28 | 4/21/28 |



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

certification by the North American Registry of Midwives (NARM). 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 to receive the Certified Professional Midwife (CPM) credential. MCU students will apply to take the NARM exam as graduates 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Undergraduate Program

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

**Important Note:** All students must fulfill the professional licensure criteria set by their respective states, which may, in certain instances, require additional clinical requirements.

**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. *T*he completion of *Principles of Evidence-informed Practice* prepares students to integrate research into optimal midwifery care. Before 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 *Prenatal Care II, Labor, Birth and the Immediate Postpartum, Postpartum Care,* and *Pediatrics* are required in this phase. Students also complete supplemental coursework to enhance their work as assistants and midwives in courses such as *Reflexive Midwifery: Addressing Systemic Issues through Community Practice* and other midwifery core classes, such as *Clinical Testing in the Childbearing Year* and *Fetal Heart Surveillance.* Before moving to Phase Three, students must pass an Integrated Assessment

Phase Three 3000-level courses are designed to link theory to practice as students act 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. Before 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.

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 a birth doula training
- Complete all courses outlined in program requirements to equal a total of 121.5 academic/clinical trimester credits
- Complete NARM and state-required clinical experiences
  - If state licensure requirements are greater than the NARM clinical requirements, the student must meet the NARM and state requirements
  - Please refer to MEAC Students and Graduates - North American Registry of Midwives (narm.org)
  - Please refer to Midwifery Licensure Requirements: State by State
- Complete all clinical experiences from the first observed to the last primary birth experience within the last ten years
- Pass all Integrated Assessments
- 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
- Complete all core midwifery courses 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 the MCU Course Catalog.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

- Minimum cumulative GPA of 2.5
- 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, 1090, 2010, 2020, 2030, 2040, 2090, 3010, 3020, 3030, 3040, 3060, 3090)
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 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 the 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**
- Copy of CPM certification
- Complete all courses outlined in the course schedule to equal a total of 121.5 academic trimester credits.
- If state licensure requirements are greater than the NARM clinical requirements, the student must meet the state requirements.
  - Please refer to Midwifery Licensure Requirements: State by State
- 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 the MCU Course Catalog.
- 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 in to become a midwife; and 3) must complete SOSC 1010 (Equity and Anti-Oppression in Midwifery Care: Understanding Difference, Power, & Privilege), SOSC 2050/3050 (Ethics & the Law) and STAT 1010 (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 publishing opportunities. 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


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

part-time students are 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 Department to ensure that your 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.

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 spans 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 for 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. 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 the consequences of going beyond the maximum program length.



©2( out

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

# Cost of Program

The Cost of Program (COP) is the tuition paid to complete all credits required for graduation.

**For the graduate program**, COP (tuition) is $2,720 for every trimester a student is matriculating, regardless of the number of credits they are enrolled in.

**For the Undergraduate program**, COP is calculated each term based on the number of credit hours the student is enrolled in. Tuition will be calculated according to the following formula:

**Tiered Tuition Structure:**

- **Flat Rate Tuition**: Students enrolled in courses totaling between 6 and 10.5 credit hours will be charged a flat tuition rate of $2,720 per term.
- **Part-Time Tuition**: Students registered for fewer than 6 credit hours are subject to a tuition fee of $475 per credit hour, with total term tuition ranging from $237.50 (for .5 credits) to $2,612.50 (for 5.5 credits).
- **Accelerated Tuition**: Students taking more than 10.5 credit hours will incur the flat tuition of $2,720, plus an additional $300 for every credit hour beyond 10.5. The tuition for such students starts at $2,870 (for 11 credits) per term and may reach up to $6,020 (for 21.5 credits). (*ex. 14.5 credit hours = $2,720 + ($300*4) = $3,920*)
- **Tuition Finalization**: Tuition costs will be finalized after the add/drop period each term. Students withdrawing from a course after the add/drop period will not receive an adjustment to their total tuition for the trimester.

**Tuition Cap:** For both programs, there is a total cost of program cap of $48,960 for the maximum program length of 7.33 years. Students can take as few or as many credits as they 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, it is recommended students 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. Matriculated students will be invoiced for their COP based on the credits they have enrolled in at the end of the Course Enrollment Period the previous trimester. Within two weeks of the end of the Add/Drop period, COP will be finalized to reflect any changes that may have occurred as a result of classes added or dropped during that time. Students withdrawing from a course after the add/drop period will not receive an adjustment to their total tuition for the trimester

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 on the MCU website and catalog. Students must meet all agreed-upon financial obligations to the school as outlined in the MCU catalog before being allowed to graduate.

MCU is designated as a non-term school for Title IV purposes and has only one enrollment status of full-time for undergraduates. 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 a full-time designation (4 credits minimum per trimester) or a part-time designation (2 credits minimum per trimester). Graduate students must maintain a minimum of 2 to 4 credits per trimester 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 the 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 program costs**

| **Bachelor's Degree** | **4.33 years** |
|---|---|
| Initial Application Fee | $ 65.00 |
| Acceptance Fee | $ 285.00 |
| Technology Fee | $ 468.00 |
| Annual Student Fees ($415/year) | $ 2,175.00 |
| Tuition/Cost of Program | $35,360.00 |
| Virtual Integrated Assessment Fees | $ 535.00 |
| Graduation Application Fee | $ 100.00 |
| **Total Cost** | $38,988.00 |

All program costs are subject to change. MCU reserves the right to increase any costs associated with the program.

Note: The costs noted on these tables are based on a specific time frame and number of credit hours. Actual total cost will vary according to each student's course load distribution throughout their time at the college.

| **Master's Degree** | **2 years** |
|---|---|
| Initial Application Fee | $ 75.00 |
| Acceptance Fee | $ 285.00 |
| Annual Student Fees ($415/year) | $ 870.00 |
| Technology Fee | $ 216.00 |
| Tuition/Cost of Program | $16,320.00 |
| Graduation Application Fee | $ 100.00 |
| **Total Cost** | **$17,866.00** |

**Cost of Program (COP) Payments**

The COP for each trimester is due on the 1st day of the 1st month of the trimester. Students who do not wish to pay the entire trimester's COP upfront 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 studentfinaces@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



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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 for trimesters that begin during a Leave of Absence and when the leave of absence is taken before the add/drop deadline. When a leave of absence begins after the add/drop deadline, Cost of Program for that trimester will be due upon the student's return.

Students must pay their balance in full or apply for an exception to the balance due policy 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, require remediation for phase 3 assessments, 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 the Winter Trimester will have their Annual Student Fee waived if they graduate by the last day of the Winter Trimester.

**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 f**or 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), Program extension fees, or **any other fees from previous trimesters**, the following will apply:

1. Students will receive a balance due reminder on the 1st of each month of the trimester
2. Student Account balance 15 days past due
    a. The student will receive a balance-due reminder email (and a text reminder where possible).
        i. The student will be switched to the default MCU Monthly Payment Plan and is expected to pay the balance due in full immediately.
3. The default MCU Monthly Payment Plan is 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.
4. If a student requires an MCU Customized Payment Plan, it must be requested 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
5. An Exception to Policy Request may also be required
    a. The balance due must be paid in full or a financial lock will be placed on the student's account in Populi at 30 days past due. They will be unable to register for courses and will be unenrolled from any courses they are registered for in future trimester(s).
6. 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 a financial lock has been placed on their account in Populi. The financial lock has several implications:
        i. The student will be unable to register for courses for subsequent trimesters during the open enrollment window.
        ii. Grades will not be accessible in Populi.
    b. The student will be unenrolled from any future courses (including waitlists).*
        i. Students who are out of compliance with the balance due policy run the risk of interrupting progress towards phase advancement if required courses have a waitlist. Exceptions will not be given as a result of non-compliance with this policy. (I.E You will not be moved off the waitlist and into the course in order to maintain progress in your program if you were removed from the course due to non-compliance with this policy.) To avoid being unenrolled from courses, you will need to request an exception to the balance due policy BEFORE your account becomes 30 days past due.

        *Not applicable for students in the graduate program
    c. The student is expected to pay the past due balance immediately. The student's account will remain locked and they will be unable to register for courses in subsequent trimesters until payment is made. Balances due for Cost of Program, Annual Student Fee for the current trimester or any other fees from previous trimesters will not be carried into future trimesters without an exception to the Balance Due policy. Students



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

who have not been given an exception will be withdrawn as of the add/drop deadline for the next trimester.

d. Students will continue to receive reminders on the 1st and the 15th (or the next business day when those dates fall on a non-business day) if they have a balance due.

7. Student Account balance past due at the end of the trimester:
   a. If a Student has a past due balance for COP or ASF for the recently ended trimester and/or Fees from a previous trimester without an exception to the Balance Due Policy in place on the COP Due Date for the next trimester, 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 will have until the add/drop deadline to pay their balance or apply for an Exception to the Balance Due policy, otherwise they will be withdrawn as of the add/drop deadline.
   b. Students returning from a Leave of Absence who have a balance due will have until the add/drop deadline to pay their balance or apply for an Exception to the Balance Due policy, otherwise they will be withdrawn as of the add/drop deadline.
8. Student Account balance still past due at the end of the Add/Drop period:
   a. If a Student has a balance that is more than 30 days past due for COP or ASF for the recently ended trimester and/or Fees from a previous trimester without an exception to the Balance Due Policy in place after the Add/Drop Date for the next trimester, the Collections Department will notify the Registrar to withdraw the student from MCU as a degree-seeking student as of the Add/Drop date.
   b. A student may appeal the withdrawal within 7 days if they have submitted 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.
   d. The MCU Collection Policy for Withdrawn students will apply.

**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.

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

**Withdrawing Students**

All student accounts must be paid in full upon withdrawal regardless of any arrangements that were made prior to withdrawal.

If a student has a balance due upon withdrawal, the following will apply:

1. The student's account will immediately be placed on hold. Students who require an R2T4 Calculation will also be placed on hold until the calculation has been completed.
   a. Students who have opted to stay in their course(s) as a continuing education student will regain access to their course(s) upon payment of balance due or upon receipt of a Customized Payment Plan agreement upon Withdrawal.
2. After the MCU Financial Aid department has conducted their 'Return to Title IV' calculation the student will receive a Financial Statement upon withdrawal and will be offered the option to request a monthly payment plan.
3. Students will receive two additional notices informing them of the need to take action or risk being sent to outside collections.
   a. After three notices, if a student has not taken action towards paying their balance, their account will be considered for being turned over to an outside collection agency
   b. Students who are turned over to outside collections are not eligible for readmittance and will have to apply for an exception to the policy if they are to be considered for readmittance into the program.
4. Students will not be eligible for enrollment in new continuing education courses or readmittance as a matriculated student until the balance is paid in full.

**MCU Payment Plan upon Withdrawal Policy**

MCU Customized Payment Plan upon Withdrawal Eligibility: All students with an outstanding balance upon withdrawal may apply for a monthly payment plan. There is a $25 fee to request a payment plan. Students wishing to be readmitted must pay their account balance in full before they are approved for re-enrollment.

# Technology Fee

Students enrolled in any course during a trimester will be charged a Technology Fee. The fee is due on the first day of the first month of each trimester. Because of the required enrollment in SOSC 100, students on a timeout will be required to pay the Technology Fee. Students who are on Leave of Absence 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 technology fee.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Typhon Fee

Clinical placement experiences and hours will be documented on Typhon, an electronic logging system. Before starting official clinical placement at the beginning of Phase 2, students must purchase access to Typhon for a one-time $100 fee*. The fee will be paid directly to Typhon

**Starting January 2028, the one-time Typhon licensing fee will be increasing to $120.*

# Refund Policy




The Application fee is non-refundable. The Acceptance Processing fee is subject to a 'cooling-off' period and is refundable if the student notifies the Registrar of their intention to unenroll as a matriculated student no more than 3 business days after the start of PROD 1000. After the 3rd business day, the acceptance processing fee is non-refundable.

Once a matriculated student has enrolled in their first course, the Annual Student fee is non-refundable. The finalized COP for the trimester is non-refundable once the trimester has begun unless a student withdraws from the program by notifying the Registrar or takes a Leave of Absence 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. Students who withdraw from a course **after** the add/drop period **will not receive a refund for the dropped courses**. 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.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Student Success

## Adjustments for Students with Disabilities

MCU makes every reasonable effort to accommodate students with 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 Compliance to discuss equitable access to MCU programming and academic adjustments. Alternatively, use this form to request an adjustment.

## 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 in 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 actions up to and including expulsion.

## Campus Life

MCU's Campus Life is responsible for leading a robust virtual campus life programming and student engagement. Campus Life facilitates meaningful opportunities for involvement, engagement, leadership, and campus transformation, which is demonstrated through co-curricular activities and events, such as: Student Affinity Groups (SAG); Welcome Week, Spirit Week, Service Week, and Refresh Week; and the Mental-Health Taskforce.

## 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 Department Chair will keep you updated on clinical placement opportunities and a listing of job openings is available for new graduates. Contact the Clinical Department Chair 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.

## Community Relief Fund

This fund is open to matriculating students who have financial need. Community relief is not meant to be used for the Cost of Program (tuition).

MCU Community Relief Fund will provide emergency relief to students suffering from short-term economic hardship. This fund is intended to be a bridge to the future and assist with degree completion. The Community Relief Fund is small and should be used as a last resort for students with no other resources for short-term emergency needs. The student can submit an application, or the House Mentor can submit a referral on the student's behalf to the Division Dean for BIPOC Success & Intercultural Engagement.

Community Relief Criteria

- Students must be enrolled in a degree-seeking program at MCU and have completed at least one academic term as a matriculating student.
- Students must have significant financial hardship. Significant financial hardship is defined as a financial barrier that threatens the student's retention and completion in the degree-seeking program in which they are enrolled at MCU.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

- The student must not currently be on academic probation. The student must not have multiple (2 or more) violations of academic integrity or student conduct on their record.
- The student may not have received emergency funding within the last twelve months to be considered for the fund.

Community Relief Fund Implementation

- To request funds, the student will utilize the Community Relief Fund form or, after discussion with their House Mentor, may ask that the House Mentor fill out the application form.
- The student may also submit supporting documentation to support their request.

## 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 ensure 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

Students are expected to purchase their 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.

Before starting official clinical placement at the beginning of Phase 2, students must purchase access to Typhon for a one-time $100 fee*. The fee will be paid directly to Typhon
**Starting January 2028, the one-time Typhon licensing fee will be increasing to $120.*

## 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 your house mentor or the Director of Student Success and Advising.

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 the 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 the 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 *before* commencing any research activities.

## Exception to policy

MCU policies are designed to maintain consistent standards across our community, but we recognize that extraordinary circumstances may occasionally warrant an exception. If you believe your situation requires an exception to an established policy, your first step is to contact the individual or department head in charge of that specific policy. If you are unsure who oversees the policy in question, please reach out to your House Mentor, who will help identify the appropriate point of contact and guide you on the next steps.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

## 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.

## Library

Students may check books out from the MCU library for a trimester at a time. To request a book from the MCU library, please follow these instructions: Student Library Guide (Populi - 2023)

To ensure enough turnaround time for books requested by students for the next semester, all library materials are **due back on Friday of Week 14 of the semester.** Library loans may be lengthened into the 6-week course extension period for a fee of $15. Extension requests and fees must also be submitted by Week 14 of the semester and can be requested by emailing librarian@midwifery.edu. **The library will not begin taking loan requests for the next semester until Friday of Week 14 of the previous semester.**

Graduate students may check books out for up to 30 weeks without penalty. If the book is not requested by another student, the graduate student may keep the book for an additional 15 weeks. To request an extension, please email librarian@midwifery.edu.

Fees associated with library loans are as follows:

- **Shipping:** Cost of shipping to your area, USPS Media Mail (about 6 days) within the US. If you would like a faster shipping method, you must request it from the librarian and pay the additional cost.
- **Overdue fines:** The librarian will send a reminder about book due dates to all students with library loans in advance of the due date. If library materials are not returned, or tracking information is not sent to the librarian, or an extension request has not been submitted by the due date (Friday of Week 14), the student will be charged an overdue fine of $.50 a day, **per library book, until the library book is returned.** Materials are considered lost 30 days after the due date, and the student will be charged to replace the materials.
- **Damages:** If the books are returned damaged beyond normal wear and tear, a fee for repair and/or replacement may be assessed. Please make sure the books are packaged safely before returning to avoid damage in the mail.
- **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. All communication from the library will be sent to the student's @midwifery.edu email account - students are responsible for checking this inbox often for information from the library and other MCU Staff.

**Return books to**
Midwives College of Utah
1174 E Graystone Way, Suite 20F
Salt Lake City, UT 84106

## Social Media

To connect with MCU on social media, please follow 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 page 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 impact the entire profession of midwifery positively.

## Software

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

- Personal contact information
- Events and calendaring personal schedules
- Course materials
- Assignment submission and instructor feedback
- Grades
- Request tests online
- Training podcasts, student, faculty, and guest lecture presentations online
- Access to course schedules
- Access to OVID database and journal articles

Clinical placement experiences and hours will be documented on Typhon, an electronic logging system. Before starting official clinical placement at the beginning of Phase 2, students must purchase access to Typhon for a one-time $100 fee*. The fee will be paid directly to Typhon.
**Starting January 2028, the one-time Typhon licensing fee will be increasing to $120.*

## 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.

## Tutoring

The tutoring program allows for one-on-one time with MCU's Writing and Development Tutor to enhance understanding of topics ranging from academic writing to midwifery clinical judgment. Available with referrals from faculty or house mentors, the Writing and Development Tutor helps students with the personalized support needed to overcome obstacles in their learning journey.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

## 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 beneficial proofreading.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Student Policies

## Academic Integrity

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. MCU is committed to academic excellence, which can only be achieved through trust, honesty, and mutual understanding of academic integrity. Not only does academic dishonesty tarnish the reputation of MCU, but it also degrades the learning environment and demeans the violator. Please see the Community Rules of Caring and MCU Code of Conduct for violations and sanctions specific to academic integrity.

## Academic Progress and Interventions

Academic excellence and timely succession through the rigorous and complex study of midwifery are fundamental to student success and to Midwives College of Utah's mission of supporting midwives of technical expertise, professional excellence, and personal greatness. Given the unique challenges of distance education, where students may face competing priorities and distractions, particularly during demanding clinical placements, the consistent availability of a dedicated House Mentor (HM) is not just beneficial but crucial for proactively tracking progress, fostering engagement, and ultimately ensuring student success within the program.

The following outlines MCU's internal processes for tracking undergraduate students' progress as well as escalation steps--Engagement Alert, Academic Warning, Academic Probation, and Academic Withdrawal or Unenrollment.

Note: While this policy intersects with Satisfactory Academic Progress (SAP), it does not modify SAP requirements. Please refer to the Title IV Manual for further details regarding SAP and eligibility for assistance under Title IV, HEA Programs.

**Engagement Alert**

The House Mentor (HM) 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.
    - When the HM has reason to be concerned about the student's ability to progress or achieve a passing grade in courses.
    - The student is not actively working on coursework or is not in communication with HM regarding a lack of academic progress.
    - 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.

**Academic Warning**

Students are placed on an Academic Warning by the Director of Student Success and Advising. The student is informed via email in the MCU Messaging system, along with the House Mentor.

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 demonstrated engagement or noncompliance with the terms listed in the Academic Warning notification. At the end of each trimester's grading period, Week 5 into the next term, the Director of Student Success and Advising will review the student's compliance with the terms of the Academic Warning letter as well as progress made. Determination may result in, but is 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: a student has up to four (4) weeks to respond to the Engagement Alert before an Academic Warning is initiated for non-response.
- The student takes Course Withdrawals from all courses or three (3) or more courses in one term.
- The student has a cumulative GPA under 2.5 on their transcript (graduation benchmark)
- The student received non-passing grades in two (2) or more courses opened in the prior term.

**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 cause 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
- The student has not met the remediation expectations in the Academic Warning

The Satisfactory Academic Progress for Graduate Students policy, which is available in the Graduate Student Lounge, outlines graduate student processes.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

Note: 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.

**Academic Withdrawal**
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 will be the date used to determine the R2T4 calculation for FSA recipients as described in the Title IV Handbook.

**Administrative Unenrollment for First-Term Undergraduate Students**
First-term students will no longer be enrolled as degree-seeking students 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 as the last day of the add/drop period.

**Appeal Process for Administrative, Academic, or Unofficial Withdrawals and Unenrollment 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 unenrollment notification. The appeal process will be individualized and based upon reasons for withdrawal/unenrollment and what the student commits to doing to remedy the issues that led up to the withdrawal/unenrollment. 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 unenrollment, the student must reapply and will be placed in the general applicant pool for admissions consideration.

## Assignment Due Dates

All undergraduate classes have assignments that mark classroom participation. This is a requirement for our school to be eligible for Federal Financial Aid. These assignments have clear due dates that cannot be adjusted for any reason, other than a formal Leave of Absence (see the Leave of Absence policy in the MCU Student Handbook). Faculty cannot adjust these due dates for any other reason, and if these assignments are not completed in the week, they are available a grade of zero will be entered for those assignments.

Phase One classes and many Phase Two classes have soft deadlines for all remaining nonparticipation assignments. Adjusting these due dates is at the discretion of the faculty. Faculty will make students aware of their specific policies around adjusting due dates within the first two weeks of the term.

## Challenge Exam

Students at MCU can take an assessment to demonstrate their knowledge of the learning outcomes in all classes, except for 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 wishing to challenge a course must be enrolled at MCU and have started their first term as a degree-seeking student. Successful completion of the assessment counts towards earned credit. 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. For more information, including timelines, approval details, fees, and scheduling requirements, please see the Challenge Exam Form in the Files section of Populi.

## Clinical Experiences and NARM Requirements

NARM determines requirements for NARM certification 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 at least 24 months under the supervision of a Midwives College of Utah (MCU) approved preceptor. Students must complete all phases of clinical experiences in subsequent order and be enrolled in the appropriate study phase. Clinical placement experiences and hours will be documented by Typhon, an electronic logging system. Before starting official clinical


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

placement at the beginning of Phase 2, students must purchase access to Typhon for a one-time $100 fee*. The fee will be paid directly to Typhon.
**Starting January 2028, the one-time Typhon licensing fee will be increasing to $120.*

If state licensure requirements are greater than the NARM clinical requirements, the student must meet the NARM **and** state requirements prior to graduation if enrolled at MCU in the Fall 2024 trimester or later.
International students wishing to complete clinical placement outside the United States will not be accepted beyond Summer 2024. Students enrolled before Summer 2024 and 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.

## Code of Conduct

MCU's Code of Conduct is grounded in MCU's mission of providing an educational structure and an integrated learning environment for individuals to become midwives of technical expertise, professional excellence, and personal greatness. The Code clarifies standards of conduct and articulates procedures and sanctions for conduct violations for MCU staff, faculty, and students. It is designed to maintain and protect a respectful educational environment. When the Code is violated, our goal is to provide restorative practices to transform behavior while sustaining strict academic standards and upholding the rights, safety, dignity, and worth of every individual. The Code of Conduct establishes a set of agreed-upon expectations designed to promote and enforce responsible and respectful behavior in the broader midwifery community, thereby positively influencing the entire profession.

## 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 Director of Compliance. 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 Director of Compliance will convene a Grievance Committee that 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 parties involved will be tolerated. The proceedings and all parties involved will be confidential throughout the process.

MCU is committed to resolving all grievances by due process promptly; 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 into 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 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 based on 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) or Middle States Commission on Higher Education.

MEAC will review in a timely, fair, and equitable manner any complaint it receives against an accredited institution or program


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

that is related to MEAC standards or procedures. Contact information for MEAC can be found at www.meacschools.org.

MSCHE's complaint process provides the opportunity for any individual to submit complaints involving applicant and member institutions that allege, with reasonable and credible information and evidence, an instance(s) of non-compliance with the Commission's standards for accreditation, requirements of affiliation, policies and procedures, or applicable federal regulatory requirements.. More information can be found on the Complaints page of the Commission's website at www.msche.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

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

## 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 of MCU shall have access to or receive information from students' education records without the written consent of the students. However, information may be released to personnel within the institution, officials or other institutions in which students seek to enroll, people or organizations providing financial aid to students, accrediting agencies carrying out their review functions, and people 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 the 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 student's 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 Engagement in Add/Drop Period

Undergraduate students enrolled in courses are expected to engage by submitting a minimum of one assignment, with at least one open course during the Add/Drop period of the term. 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.

## 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 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 deadlines. Please see Extensions for Coursework in the Student Policies section of this catalog.

## Course Registration Policy

All students must either enroll in classes each term or have an approved Time Out (TO) or Leave of Absence (LOA) in place. Students who do not meet one of these requirements by the end of the add/drop period will be withdrawn from the program.

## 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.

## Course Withdrawal

Between weeks three through twelve of the trimester, a student may withdraw from a course. 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 coursework.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

If a student takes a course withdrawal from all courses or 3 or more courses in one term, they will be placed on an Academic Warning.

## 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-advancement requirements. MCU recommends that undergraduate students begin matriculation by enrolling in six to seven credits in their first two terms.

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 to receive a disbursement every payment period. Students should work with the Financial Aid Director to ensure 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 Success & Advising will use a custom tag in Populi to indicate this status and will place a credit limit through Populi to limit the number of credits a student may take until the Academic Warning or Academic Probation is resolved.

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 six (6) credits per term while the student remains on Academic Warning.
This policy will be in effect beginning Fall 2022 Trimester.

Students on Academic Probation may not register for new classes until they are removed from Academic Probation. After remediating Academic Probation, the 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 accommodation 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 accommodation 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 accommodation 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 of obtaining accommodation can be found here.
If you have a disability for which you need accommodation for a particular course, please request an adjustment agreement via the Director of Compliance as soon as possible. You will be required to submit documentation about your disability from an appropriate care provider.

## 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


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

**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.

## 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 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 *@midwfery.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 forwards 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 emails in the future.

## 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

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

Midterm exams do not require a passing score of 80%; however, a student may choose to retake a midterm for a higher score. Students must re-take course exams and final exams if the student scores below 80%. The retake fee is $30. Please contact the Testing Coordinator to schedule a retake.

MCU exams are administered through an online proctoring service. Accommodation is 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)


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

- 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

## Extensions for Courses

It is to the students' advantage to complete courses within the trimester. Clear course deadlines allow students and faculty to effectively work together to ensure students experience an integrated classroom and complete the program in a timely manner. Students who complete their degree program on time 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, maintaining MEAC and MSCHE accreditation and Title IV eligibility, and creating 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 best structure and pedagogical 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 to earn a passing grade. The option of an extension maintains the flexibility of a distance education program while providing the best structure and pedagogical 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 to reasonably complete a course beyond the last day of the term should an extension become necessary. If the predetermined requirements are unmet, the student is not eligible for the extension. 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:
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 *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. As extension requests are submitted, the Registrar will put student extension requests onto a class-specific spreadsheet throughout the extension request period and no later than 10:00 AM MT Monday of week 15.
- The Registrar will share the spreadsheets with the faculty by Friday of week 11, so requests can be reviewed by faculty on an ongoing basis for extension requirement completion.
- The faculty review will be completed by 8 AM MT, Thursday of Week 15. Faculty will complete the column in the spreadsheet identifying whether the requirements have or have not been met.
- In addition to the notation in the spreadsheet, faculty will email any student who has not met the extension requirements to advise them that they will not be included in the extension class.
- Students will be added to the Extension (- E) versions of the classes by the Registrar by 5.00 PM MT, 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 within the normal extension timeframe, as per the Course Extension policy.
- Extensions given for clinical competency written exams will be at the end of the trimester break in alignment with the standard extension timeline. 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 additional weeks between trimesters to complete the remaining coursework. The break between trimesters can be used to complete coursework.
- Faculty are not required to work during the term breaks.

### 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.
- Winter 2023 Trimester onward: For students with an extension, final grades will be assigned no later than Tuesday at midnight MT seven (7) business days following the beginning of the subsequent trimester.

## Fees


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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

If an accepted student does not matriculate, the Annual Student Fee is refundable; the Application Fee and Acceptance Fee are 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.

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 are also available per trimester admissions deadline, which will be required to be paid when the student enrolls.
- Two (2) acceptance fee deferments per acceptance fee deadline

Please get in touch with Admissions to request an application form for a fee waiver or deferral.

## Gender Inclusion

**Assignments shared in a classroom space**

In line with our commitment to cultivating a nondiscriminatory classroom environment, assignments shared in a classroom space (e.g., presentations, infographics, discussion boards, etc.) must be inclusive, whether or not this is explicitly stated in the syllabus or assignment.

**Assignments submitted for faculty-only review**

Gender-inclusive language is encouraged but not required for assignments seen only by faculty unless explicitly specified as a learning outcome in the syllabus and identified in the assignment. If an assignment explicitly focuses on the ability to use gender-inclusive language or the assignment focus is impacted by the inclusion of all birthing people, points may be deducted if the student does not demonstrate this learning outcome.

For questions concerning learning outcomes, please contact the faculty member or department head.

## Grade Point Average (GPA)

GPA is determined by dividing your total grade points earned by the number of trimester hours taken. The designated P, W, UW, I, AU are not included in the GPA calculation. If you have any questions about a grade received, you should contact your instructor or department chair.

## 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 allows students 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 in GPA and credits attempted. As such, MCU recommends a withdrawal from classes where the student does not anticipate a passing grade.

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

- 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)
- Pass/Fail grades may not transfer between schools at the transferring institution's 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.

## Grade Replacement

When used as an evaluation measure, transcripts can impact students' intrinsic motivation, ability to achieve graduation requirements, and future success. As such, transcripts must 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 the 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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 once 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 the Course Catalog.
- 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 honors of Cum Laude meaning "with praise," Manga Cum Laude "with great honor," and Summa Cum Laude "with highest honor" are awarded to graduating students with the following GPA ranges

- Cum Laude 3.7-3.79
- Magna Cum Laude 3.8-3.90
- Summa Cum Laude 3.91-4.00

## Grading Timeline

Students 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.

## Graduation

You must submit a Graduation Application to the President before 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 an 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 that demonstrate undue hardship

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

Given the academic relief nature of a LOA, communication with MCU administration is acceptable only if it is not related to engagement in coursework. Acceptable communication includes but is not limited to mapping out your return plan, inquiries about student records and accounts, required documents that need to be authorized by a school official, and student-driven communication with House Mentors for support.

For LOA's that begin on or before the Add/Drop deadline of the current trimester, a student is exempt from Cost of Program during that trimester of the leave of absence. For LOA's that begin after the Add/Drop deadline of the current trimester, a student will still be responsible for any tuition and fees due for that trimester. Students returning from an LOA with a balance due must begin making Cost of Program payments after the Leave of Absence



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

ends or the student will be withdrawn as per the MCU Balance Due Policy.

## 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 based on 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 compliance@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.

## 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 what 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 (undergraduate) or graduatedean@midwifery.edu (graduate) during the admissions process (if the request is being made before enrollment at MCU). If the change is being requested after enrollment, please refer to the *MCU Preferred Name Request* form in the Populi files. 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, the Registrar, Financial Aid, Student Finances, and any other individuals on a need-to-know basis will be notified by the staff member who approved the request.

## PROD 1000

To matriculate as degree-seeking students, newly enrolled undergraduate students must complete PROD 1000 by the end of the add/drop period. Passing PROD 1000 is a graduation requirement that establishes essential expectations for academic success and timely course completion and directly affects the initial distribution of financial aid.

## Professional Licensure

As of the fall of 2024, a new federal regulation for Title IV distance education schools requires that we can only enroll students in states where our program provides a pathway to professional licensure. Because of this, we are unable to accept applications from students who plan to practice midwifery in any of the following states or territories, as our program does not lead to licensure there:

- Georgia, Massachusetts, New York, North Carolina, North Dakota, West Virginia, or the U.S. Virgin Islands.

If you reside in one of these states or territories, but you do not intend to practice in this state upon graduation, a record of attestation to practice in a state where MCU meets licensure requirements is required at the time of application.
MCU will provide email notification to students who move to a state or territory where 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.

If you reside in a state where licensure requirements are greater than the NARM clinical requirements, you must meet the NARM **and** state requirements prior to graduation if enrolled at MCU in the Fall 2024 trimester or later. MCU will provide email notification to students who move to a state or territory where there are additional licensure requirements.
Students are encouraged to utilize the following links:

- 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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.

## Public Statements

With a focus on midwifery education and the scope of CPMs within the United States, the MCU Board of Directors will make public statements that uphold our mission. When making public statements, we will consider the impact of statements, remain curious, and outwardly reflect on all stakeholders' needs, challenges, and objectives. MCU public statements will be considered if:

- The issue directly impedes MCU's ability to fulfill its mission as an educational institution.
- Impacts MCU students and their ability to receive an education or practice midwifery within their community.
    - Legislative licensing and regulatory issues: celebrations and calls to action
    - Consumer advocacy for the rights of childbearing people

The BOD will proactively provide stakeholder feedback to entities impacting MCU's ability to provide distance education for CPMs within the United States.

Public statements representing the views of MCU must be reviewed, approved, and published by the MCU Board of Directors.

## 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 can 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 the disclosure of their education records, review the 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 be:

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

## Textbooks, Typhon, and Course Packets

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

All materials used in our courses must have prior permission from copyright owners. Copying all or part of a work or using electronic reserves without obtaining permission constitutes unauthorized use and violates the rights of the author or publisher of the copyrighted work.
To this end, we have created digital course packets. A course packet is a collection of copyrighted materials that an instructor compiles to provide or supplement reading materials for the course he/she teaches.

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


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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.

Clinical placement experiences and hours will be documented on Typhon, an electronic logging system. Before starting official clinical placement at the beginning of Phase 2, students must purchase access to Typhon for a one-time $100* fee. The fee will be paid directly to Typhon.
**Starting January 2028, the one-time Typhon licensing fee will be increasing to $120.*

## Timeouts

A student is allowed no more than one (1) trimester timeout (financial or otherwise) in twelve months. 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 5084 and MDWF 5060. These courses will be put on an Incomplete status until the student returns from the 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 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 credit. If you have already completed the required elective credits, this course will exceed the required credits for 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 in which the student plans to take the timeout.
- The Cost of Program for the trimester a student takes a timeout is $237.50. Students will also be responsible for the Technology Fee and, if applicable, Annual Student Fee during their timeout. The COP charge may be waived for students meeting the requirements for an exception to the balance due policy
- 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 is approved.
- A timeout is not an option for a student who has no courses left to complete in the program but is completing clinical experiences and/or NARM verification. Contact Student Finances for an exemption to COP.
- 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. Funds will not be requested for the trimester if a timeout is approved.

## 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.

MCU awards a credit hour as defined by the 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.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

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 the 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.

## Transcripts

Students may view their grades by accessing the MCU Student Information System (SIS) using their username and password. Official transcripts may be obtained by submitting an online request through Populi. To submit a request, log in 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 "Official Transcript Request" and fill out the form.

## Utah Postsecondary Proprietary School Act

**(Utah Code 13-34A 204)**

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

## Withdrawals

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/

MCU may administer an unofficial withdrawal, if a student has not submitted any assignments nor been in communication with instructors, house mentors 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, with 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.



©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Administration

## President

**Megan Koontz,** Master of Midwifery, Bachelor of Midwifery, BA Psychology and Education, Postgraduate Certificate Instructional Design,
Email: president@midwifery.edu

## Vice President of Finance and Operations

**Darliegh Webb,** BS Accounting
Email: finance@midwifery.edu

## Vice President of Student Affairs

**Erin Davis.** M Ed
Email: studentservices@midwifery.edu

**Student Finances Staff**

## Director of Financial Aid Awarding

**Christina Hrenko,** BA Economics
Email: awarding@midwifery.edu

## Director of VA Benefits

**Emily Wilds,** MSPH, BS Anthropology
Email: VA@midwifery.edu

## Financial Aid Operations Administrator

**Emily Wilds,** MSPH, BS Anthropology
Contact: My Financial Aid

## Student Finances Administrator

**Sarah Roberts**
Contact: My Student Finances & Financial Aid

## Accounts Payable

**Kimberly Muller**
Email: accounting@midwifery.edu

## Payroll

**Darliegh Webb,** BS Accounting
Email: payroll@midwifery.edu

**Admissions Staff**

## Director of Admissions

**Jasmine Barnes,** M. Ed School Counseling, BA Criminal Justice, Certified Birth and Postpartum Doula
Email: admissionsdirector@midwifery.edu

## Admissions Counselor

**Louisa Cohen,** M. Ed Higher Education Leadership, BA Political Science
Email: admissions@midwifery.edu

## Admissions Counselor

**Melady Elifritz,** MA, BA Philosophy, Gender, and Women's Studies
Email: admissions@midwifery.edu

**Academic Affairs Staff**

## Graduate Dean

**Dr Stefanie Podlog**
PhD Exercise Science, Neurophysiology, MSc Prevention and Rehabilitation, RN
Email: graduatedean@midwifery.edu

## Dean

**Megan Koontz,** Master of Midwifery, Bachelor of Midwifery, BA Psychology and Education, Postgraduate Certificate Instructional Design
Email: dean@midwifery.edu

## Academic Department Chairs

**Tigist Ejeta,** Midwifery Department Chair
CPM, LM, MA Maternal-Child Health Systems

**Dr Stefanie Podlog**, General Education Department Chair
PhD Exercise Science, Neurophysiology, MSc Prevention and Rehabilitation, RN

**Clinical Staff**

## Clinical Department Chair

**Kaylee Ridd,** BS Sociology
Email: clinicaldepartmentchair@midwifery.edu

## Clinical Assessment Coordinator

**Gina Gerboth,** MPH/Maternal and Child Health Concentration, BS, CPM, RM, IBCLC
Email: assessment@midwifery.edu

## Clinical Preceptor Liaison

**Jenny Schultz,** MPA, BA History, AS Midwifery, CPM, LM
Email: preceptors@midwifery.edu


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

**Student Support Staff**

## Director of Compliance
**Masha Mesyef,** JD, BA Psychology and Political Science
Email: compliance@midwifery.edu

## Director of Student Services & Advising
**Erin Davis.** M Ed
Email: studentservices@midwifery.edu

## Ethical Review Board Chair
**Dr. Sharon DeJoy,** MPH, PhD, CPH, CPM
Email: ethicalreview@midwifery.edu

## Human Resources
https://www.paychex.com

## Librarian
**Sarah Roberts**
Email: librarian@midwifery.edu

## Director of Marketing
**April Henry**
Email: marketing@midwifery.edu

## Office Manager
**Sarah Roberts**
Email: officemanager@midwifery.edu

## Registrar
**Cynthia Dortch**
Email: registrationdepartment@midwifery.edu

## Research Assistance Coordinator
**Emily Wilds,** MSPH, BS Anthropology
Email: researchassistance@midwifery.edu

## Technical Support
**Megan Koontz,** Master of Midwifery, Bachelor of Midwifery, BA Psychology and Education, Postgraduate Certificate in Instructional Design, CPM
Email: canvasliaison@midwifery.edu

## Testing Coordinator
**Cynthia Dortch**
**Email: testingcoordinator@midwifery.edu**

## Writing Lab
**Melad Elifritz,** MA, BA Philosophy, Gender, and Women's Studies
Email: writinglab@midwifery.edu
Writing Lab Website

## Writing and Development Tutor
**SciHonor Devotion,** BSM, CPM
tutor@midwifery.edu

# Faculty
**Allyson Juneau Butler,** Ajunct Faculty
BSM, CPM

**Audra Post,** Core Faculty
M.ED, CPM, LM

**anushka aqil**, Adjunct Faculty
PhD Public Health, MPH, BA Gender Studies & French

**Barbara Verneus,** Adjunct Faculty
Traditional Midwife, MSW

**Carmen Mojica,** Adjunct Faculty
BA, Birth Doula (DONA), CPM, LM

**Cheryl Furer,** Adjunct Faculty
CHom, BSM, MA, CPM

**Dr. Christina Trautman**, Adjunct Faculty
DPT, PT, PRPC

**Elizabeth Ramsay**, Adjunct Faculty
MFA Writing

**Erin Davis,** Adjunct Faculty
M Ed

**Erin Kaspar-Frett,** Core Faculty
MSM, CPM

**Gina Gerboth,** Core Faculty
MPH/Maternal and Child Health Concentration, BS, CPM, RM, IBCLC

**Jayme Moore,** Adjunct Faculty
BSN, RN, CPM

**Jennifer Ross,** Adjunct Faculty
BS, BSM, CPM, CM

**Jenny Schultz,** Adjunct Faculty
MPA, BA History, AS Midwifery, CPM, LM

**Lynette Elizalde-Robinson,** Adjunct Faculty
BS, LM, CPM, CCEd


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

**Megan Koontz,** Core Faculty
MM, BM Postgraduate certificate in IDT

**Melady Elifritz,** Adjunct Faculty
MA, BA Philosophy, Gender and Women's Studies

**Ruth Ann Colby Martin,** Core Faculty
BA, CPM, LM, EMT

**Sadie Sigford,** Adjunct Faculty
BA Women and Gender Studies, CPM, LM, CHW

**Sarah Butterfly,** Adjunct Faculty
MSM, MPA, BA: CPM, MPA

**Sarah Swanson,** Adjunct Faculty
BSM, CPM

**Dr. Sharon DeJoy,** Adjunct Faculty
MPH, PhD, CPH, CPM

**Dr. Sonia Ochoa,** Adjunct Faculty
Médico Cirujano y Partero, Terapéutica Homeopática, BST., A.A.S., CMA

**Dr Stefanie Podlog**, Adjunct Faculty
PhD Exercise Science, Neurophysiology, MSc Prevention and Rehabilitation, RN

**Stephanie Sibert,** Adjunct Faculty
BSM, LM

**Tigist Ejeta,** Adjunct Faculty
CPM, LM, MA Maternal-Child Health Systems

**Wendi Cleckner,** Adjunct Faculty
BSM, JD, LM, CPM



# House Mentors

**Cheryl Furer,** Adjunct Faculty
CHom, BSM, MA, CPM

**Sadie Sigford**
BA Women and Gender Studies, CPM, LM, CHW

**Sarah Swanson**
LM, CPM, CD, BS in Midwifery


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu

# Board of Directors

**President**
**Kristi Ridd-Young**
BS Public Health Administration

**Secretary**
**Gavin Myers**
JD, MPH

**Treasurer**
**Zach Stolzenberg**
MBA, BA

**Cheryl Furer**
CHom, BSM, MA, CPM

**Jesse Ricciuti**
DDS, MBA

**Megan Koontz,** Master of Midwifery, BA Psychology and Education, CPM

# Board Advisors

**Legal Advisor**
David E. Palmer
BS, JD

**David H. Rubin**
MD, FAAP
Director, Massachusetts General Hospital/McLean Hospital Child and Adolescent Psychiatry Residency Training, Executive Director, Massachusetts General Hospital Psychiatry Academy

# General Information

**Toll-Free**
1-866-680-2756

**Local Office**
1-801-649-5230

**Email**
office@midwifery.edu

**Address**
Midwives College of Utah
1174 East Graystone Way, Suite 20F
Salt Lake City, Utah 84106



**MCU Founder Dianne Bjarnson**

# Truth in Advertising

Our information and promotional materials have been reviewed and make only justifiable and provable claims regarding the nature of courses, their location, the instruction, the instructional personnel, and professional certification or licensure after completion.


©2026 Midwives College of Utah. All rights reserved. This material may not be reproduced, displayed, modified, or distributed without the express prior written permission of the copyright holder. For permission, contact office@midwifery.edu