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OVERVIEW

Mercy In Action College of Midwifery is a Degree-Granting, Distance-Hybrid program, accredited by the Midwifery Education Accreditation Council (MEAC), which is recognized by the U.S. Department of Education. Upon graduation, students earn a Bachelor of Science Degree in Midwifery, and qualify to become a Certified Professional Midwife (CPM), a national recognition.

In every midwifery school, students learn about pregnancy, birth and babies. What makes Mercy In Action College of Midwifery unique is the emphasis on global health and culture, while modeling how to be a midwife who is also a responsible world citizen. Throughout your midwifery training, you will be made aware of how good midwifery care can positively impact the ability of mothers and babies to survive and thrive, both in the USA and around the world. This is a culturally humble, nationally and internationally focused midwifery program that seeks to raise up midwives to save lives, address disparities, and improve outcomes in maternity care everywhere in the world.

Our distance hybrid format allows students to complete their academic and clinical work in their home communities, while still having the advantage of interacting with fellow students and teachers during once-a-year short visits to campus for orientation, graduation and two brief campus sessions in-between.

Mercy In Action College of Midwifery offers a Bachelor degree-granting program that can be completed in as short as three years or as long as six years, but is outlined to take a traditional four years (8 semesters) to complete. This training qualifies the graduate to sit for the North American Registry of Midwives (NARM) national board exam to become a Certified Professional Midwife (CPM). Graduates will be prepared for practice in home or birth center, and will qualify for licensure in Idaho and states that recognize the CPM credential.

Some graduates may choose to work or volunteer internationally. A CPM is able to conduct normal deliveries and provide for all aspects of maternity care, including the timely provision of emergency measures and transfer to a higher level of care should it become necessary.
Mercy In Action College of Midwifery is a branch of Mercy In Action Vineyard, Inc, a non-profit, faith-based (Christian) 501(c)(3) organization with the dual purpose of providing excellent maternity care globally, and educating midwives and health care workers who will work to reduce maternal and newborn mortality and morbidity everywhere it is a problem in the world.

**Mission**
Our mission is to train competent, compassionate midwives of excellence who can serve women, infants, and families anywhere in the world. We desire to train culturally sensitive, globally minded midwives who can practice evidence-based, respectful midwifery care according to international best-practice guidelines.

**Vision and Objective**
Our vision and objective is to positively contribute to improving evidence-based maternity care and reducing disparity in pregnancy outcomes among all people groups, cultures, races and nations.

**Goals**
The program goals for our Bachelor of Science in Midwifery are to produce graduates who are prepared to be nationally certified by North American Registry of Midwives as a Certified Professional Midwife (CPM), and to meet the global shortage of skilled, compassionate and culturally sensitive midwives who are trained to address the crisis in maternity care worldwide.

**Curriculum**
The curriculum of the Mercy In Action College of Midwifery was first written by Vicki Penwell in 1984 when she was training midwives in Fairbanks, Alaska. Since that time, it has been adapted and updated and is constantly under revision to ensure high quality education and current best-practice standards in midwifery. Vicki’s son, Ian Penwell, designed the modules into a beautiful format and brought them into the 21st century to be iPad ready and distance education enabled. The curriculum we teach is aligned with the educational requirements of the North American Registry of Midwives and the International Confederation of Midwives. In addition, the Mercy In Action College of Midwifery aligns ourselves with the Midwives Model of Care™, the International Childbirth Initiative, the World Health Organization Safe Motherhood Initiative, the UNICEF Baby Friendly Initiative, and the White Ribbon Alliance Respectful Maternity Care Initiative, as well as
other global initiatives and projects to reduce maternal and newborn mortality and morbidity worldwide. Vicki is a founding author of the Grand Challenge Scholarship challenge, which Mercy In Action College of Midwifery supports and promotes.

**Distance-Hybrid Program Format**
After attending a six-day orientation session in Boise, Idaho, students return to their communities to study. Students typically begin an internship with an established midwife as a preceptor for clinical experience in their second year. The online learning format allows students to complete their academic coursework at a distance while completing a clinical apprenticeship in their home community or location of choice. At times, a student will choose to relocate to take a clinical placement somewhere else, since academics can be done from almost anywhere in the United States (See Clinical Placement Support for more information). During subsequent semesters three and five, students attend a four-day intensive session on campus, and for graduation students attend a nine-day campus session that includes the Mercy In Action NARM Study Retreat and a formal commencement ceremony.

**Accreditation**
The MEAC Board of Directors voted to grant initial institutional accreditation to Mercy in Action College of Midwifery on March 9, 2017 for a period of five (5) years, to be renewed before expiring March 9, 2022. For further information, contact MEAC at amari@meacschools.org or 360-466-2080 ext 3. MEAC stands for Midwifery Education Accreditation Council (MEAC), and is an accreditation body recognized by the US Department of Education.

Mercy In Action College of Midwifery is a non-profit college, registered with the Idaho State Board of Education. The State Board of Education does not accredit nor endorse any course of study being offered by Mercy In Action College of Midwifery, and these courses may or may not be accepted for transfer into any Idaho public postsecondary institution. Mercy In Action College of Midwifery is recognized by the National Council for State Authorization Reciprocity Agreements (NC-SARA) as an institutional participant.
STAFF AND FACULTY

Teaching Faculty and Staff

Vicki Penwell, CPM, LM, MSM, MA; Master of Science in Midwifery, Master of Arts in Intercultural Studies
♦ Executive Director/Faculty Coordinator/Teaching Faculty

Kristen Benoit, CPM, LM, BSM; Bachelor of Science in Midwifery, currently in masters program for Intercultural Ministry Leadership
♦ Director of Midwifery Education/Academic Director/Admissions Director
Teaching Faculty/Board Secretary/Treasurer

Rose Penwell, CPM, LM, BSM, BA; Bachelor of Science in Midwifery, Bachelor of Arts in Sociology
♦ Clinical Director/Student Services Coordinator/Admissions Reviewer/Teaching Faculty

Ian Penwell, CPM, LM, BSM, BS; Bachelor of Science in Midwifery, Bachelor of Health Science with Science Emphasis, currently in medical school
♦ Curriculum Development & Research Coordinator/Teaching Faculty
Board President

Jamie Dellesky, LM, CPM, B.S.Ed; Bachelor of Science in Health Education
♦ Teaching Faculty/Executive Assistant

Sarah Wilson, CPM, LM, BS; Bachelor of Science in Psychology and Biblical Theology
♦ Teaching Faculty/Administrative Assistant

Scott Penwell
Studied Journalism/Information Technology
♦ Information Technology/Research

Matt Benoit, RN, MSN
Master of Science in Nursing Leadership and Management
♦ Teaching Faculty/Policy & Research/Budget & Finance
Adjunct Faculty and Guest Lecturers

**Tim Herndon, MD, FAAP**  
Doctor of Medicine/Pediatrics  
♦ NRP Instructor/Guest Lecturer/Board Vice President

**Maggie Wheeler, MD, FAAP**  
Doctor of Medicine/Pediatrics  
♦ NRP Instructor/Guest Lecturer

**Claudia Booker, CPM, LM, JD**  
Masters Degree in Law and Education  
♦ Grand Challenge Coordinator/Guest Lecturer

**Rachel Williams, RN**  
Bachelor of Science in International Business/Bachelor of Science in Nursing  
♦ Guest Lecturer/Board Member

**Rebecka Frankie, CPM, LM**  
Associate Degree in Midwifery  
♦ Guest Lecturer/Board Member

**Amanda Penwell, CPM, LM,**  
Master of Science in Midwifery  
♦ Teaching Faculty/Admissions Reviewer/Guest Lecturer

**Jennie Joseph, CPM, LM**  
British Trained Midwife  
♦ Grand Challenge Advisor/Guest Lecturer

**Jamie J. Limjoco, MD, FAAP**  
Doctor of Medicine/Neonatology  
♦ NRP Instructor/Guest Lecturer

Board of Directors and Executive Director

from left to right: Rachel Williams; Kristen Benoit (Secretary/Treasurer); Rebecca Frankie; Tim Herndon (Vice President); Vicki Penwell (Executive Director); and Ian Penwell (President)
CERTIFICATION and LICENSING

National Certification for Midwives
Successful completion of this program will qualify the graduate for National certification with the North American Registry of Midwives (NARM) as a Certified Professional Midwife (CPM). The requirements for certification through NARM may be viewed at this link. This designation allows the graduate to practice as a midwife in states that recognize the CPM credential. Individual state legislation regarding midwifery practice varies from state to state, and it is each midwife’s responsibility to investigate, acknowledge, and practice according to their home state regulations.

Midwife Licensing in Idaho
This program will qualify the graduate for licensing under the Idaho State Board of Midwifery. Licensed Midwives (LM) provide primary maternity care for women with low-risk pregnancies, offering complete prenatal, delivery and postpartum care. Licensed Midwives may work to meet their communities’ needs in a variety of settings, including home birth practices, birth centers, and community health clinics. They are also eligible to be Medicaid providers and receive insurance reimbursement. Licensed Midwives are experts in low-risk, normal pregnancy and birth and handle selected emergency situations to maximize the health of women and their newborns.

Licensing in Other States or Countries
Each state and country has their own laws governing the licensure of midwives. Graduates of Mercy In Action College of Midwifery will be qualified to apply for licensure in Idaho and most states that have such licensing available, but it is up to each student to check those laws before applying. There is no guarantee of being able to work in another country upon graduation, however, we are aware that some of our graduates have applied and received midwifery license in other countries. Many of our former graduates have served under well known international organizations, and others of our graduates have founded and direct their own organizations in order to positively impact maternal and newborn health in countries in Africa, Asia, and Latin America.
Post-Graduation Board Exam, Employment, and Job Placement

Beginning during orientation, students are given help with understanding requirements for midwives in their home states, and are informed of job opportunities and self-employment possibilities upon graduation. In the final semester, we meet with each student either face-to-face or over Skype to discuss their plans post-graduation.

In order to help our students feel well prepared to take their NARM board examination, we include a NARM Study Retreat right before graduation, included in the student’s tuition.

Although Mercy In Action College of Midwifery does not guarantee employment upon completion of the program, most graduates will become employed or self-employed in independent or private midwifery practices. Occasionally we provide information on opportunities around the country and sends e-mail announcements to our senior students and new graduates whenever a new job posting is made known, via the Mercy In Action Google Group, which is another venue for disseminating this information.

Mercy In Action College of Midwifery does not offer placement services; however, we help students with networking and getting job interviews after graduation. Mercy In Action College of Midwifery keeps detailed records of our school’s completion and job placement rate, and this will be available to each prospective student, newly enrolled student and returning student.

Student Achievement

Mercy In Action College of Midwifery tracks student achievement through an annual survey of graduates. In this survey, graduates tell us of their achievements in the field of midwifery and maternal/child health, such as awards; grants; volunteer service or non-profit work; professional development; courses, classes, diplomas or additional degrees; teaching positions, etc.

In addition, Mercy In Action College of Midwifery publishes student achievement for the college as a whole on a website link that shows annual completion and retention rates, NARM exam pass rates, and graduate placement rates. The Student Achievement report may be viewed here.

ADMISSIONS PROCESS

Applications

Prospective students may apply through an online application found on the Mercy In Action College of Midwifery webpage, at this link.

Applicants must be 18 years or older and high school graduates (or have a GED or equivalent.)

One of the following may be submitted as proof of high school graduation or equivalency:

• Official high school transcript with date of graduation clearly marked

• Copy of a High School Diploma from a state approved high school or home school

• High School Equivalency Transcript (GED/TASC Test Scores)

• Official transcript from a U.S. accredited college or university showing conferral of an associate degree or higher

Proof of high school graduation, and a copy of any college transcripts if applicable, should be emailed directly from the school to info@mercyinaction.com or mailed to Mercy In Action College of Midwifery, 3018 W. Overland Road, Boise, Idaho 83705

A current photo of the applicant should be emailed to info@mercyinaction.com.
We require a minimum of two references, and three if you have done any previous birth work:

- Character reference: one or more from someone who has known you longer than one year, and can speak to your ability to interact well with others.
- Work reference: one or more from someone who has supervised you within the past two years, and can speak to your ability to work hard and serve others.
- Professional birth reference: If you have attended any births in the role of doula or midwife’s assistant, please have a professional recommendation sent from a midwife, doula nurse or doctor you have worked with during a labor and delivery.

Our reference form may be found at this link. Please note that family members are not acceptable references. Please ask your reference to fill out this form and submit it directly to us.

Prospective students will receive an email from the Admissions Director acknowledging receipt of their application within 7-10 business days, and will receive an acceptance letter or a denial letter.
by email 4-6 weeks after the application deadline. Once an application has been reviewed by the Admissions Director, the applicant will be contacted regarding an interview and video call. After the interview, the application is sent to the Application Committee for review. The Application Committee consists of the Admissions Director, Executive Director, Clinical Director, Academic Director, and Admissions Reviewer.

If accepted, the applicant is given six weeks from the time of acceptance to secure their spot by signing and returning the enrollment contract along with the non-refundable tuition deposit.

**International Applications**

Applicants must be citizens of the United States of America or have permanent residency (green card holder) to be eligible for enrollment at this time.

**Application Deadline 2020**

Early admissions application deadline is March 1. Regular admissions application deadline is May 1. Applicants will receive notice of acceptance or non-acceptance by April 1 or June 1, respectively. Late applications will be considered through July 1 if there is remaining space in the upcoming cohort. Once all the available spaces have been filled, applicants will be informed that they can choose to be put on a wait list and notified if a space opens up before the first semester begins.

**Recruitment**

Mercy In Action College of Midwifery maintains a page on the Mercy In Action website as a service to students and applicants. Our website has approximately 40,000 visits per year, and 3,500 visits per month. This webpage, along with this Student Handbook and Course Catalog located on that page, is our main recruiting tool. Social media posts about the College of Midwifery, and occasional advertisements on Facebook and in midwifery magazines, such as Midwifery Today and Birth Matters, advertise to a diverse audience of potential applicants.

We also encourage diversity in our program by offering a scholarship each year through our Grand Challenge scholarship program, and maintain two pages on our website which provide information about this opportunity (see the Scholarship page and Grand Challenge page on our website for more information and the scholarship application.)

**Admissions Criteria and Selection of Candidates**

Mercy In Action College of Midwifery follows guidelines for best practices in admissions, as outlined in the **Statement of Principles of Good Practice** published by the National Association for College Admissions Counseling.

In order to be considered for admission, prospective students must submit a complete application with its required supporting documents as outlined in this Student Handbook. Prospective students should read our Student Code of Conduct and Physical and Mental Demands to gain a deeper understanding of what is expected of our students, mentally, physically and ethically.
Our Admissions Committee will complete a holistic review of all applications to assess each applicant’s potential candidacy in all aspects of the admissions process. Final admissions decision is made by the committee, and is based on available openings in the upcoming class.

Each applicant will be considered in the pool of the entire group of applicants, and will be individually assessed on essential attributes, their unique potential to contribute to the educational experience of the class, and the profession of midwifery as a whole. Demographic information collected on the college application is used for demographic reporting purposes, and is not considered as part of the college admissions decision.

Essential attributes assessed by the Admissions Committee will include:

**Academic strengths:** The potential ability of an applicant to succeed academically throughout the midwifery program will be evaluated as demonstrated in the applicant’s GPA and overall academic achievements, strong writing skills, and attention to detail as demonstrated in essay and clarity of response to application questions.

**Competency:** We strive to enroll students capable of accumulating the knowledge, clinical skills, and interpersonal skills required for competent practice as a midwife. Competency will be assessed throughout all aspects of the application process including evaluating the applicant’s attention to detail as demonstrated by completion of the application process, response to interview questions, prior birth work/experience, and professional references.

**Dedication to the field of midwifery:** The applicant’s dedication to the field of midwifery will be assessed throughout the application process. Factors will include, but will not be limited to, assessment of the application materials for a demonstration of knowledge of the field of midwifery, the CPM credential, and any previous birth experience, including on-call experience, and previous midwifery, birth or women’s health related academic studies.

**Communication skills:** Communication skills are essential for the practice of midwifery for both caring for clients and their families, and communicating with other health providers. All applicants should be able to demonstrate the ability to communicate effectively. Both written and verbal communication skills will be assessed throughout the application process including the answers to application questions, personal essay, interview, and reference statements.

Each applicant’s unique potential to contribute to the diversity of the educational experience of the incoming class, as well as to the overall field of midwifery, will also be assessed. When evaluating applicants, the Admissions Committee will consider the following factors:

**Compassion, honesty and integrity:** These personal characteristics can be assessed through a review of the applicant’s activities and life experience that demonstrates initiative, leadership, and independence such as travel, volunteer work or community service, and through the references.

**Plans to meet challenges:** Because the number of applications for each class is often greater than the number of available slots, applicants will also be assessed for realistic plans for meeting self-identified challenges, and personal and family needs during midwifery training, leading to successful completion of the course. The application includes an opportunity for applicants to list these challenges as well as their plan for meeting them. If available slots are limited, applicants who have strong plans in place may be given preference over applicants who do not, due to the higher likelihood of successfully completing the program.

**Leadership skills / initiative:** Midwives are leaders in their communities, and applicants will be assessed for their unique potential as leaders throughout the application process. Factors that may demonstrate leadership and personal initiative include activities that show personal discipline, such as sports or music, community service, travel, and professional references.

Preference may be given to students with community service experience and prior experience in providing maternal child health services or childbirth education. We are looking for students who are respected in their community (as evidenced by the comments in reference forms), and who express a strong commitment to completing our midwifery program. Applicants should be able to express a commitment to providing respectful and evidence-based maternity care, and a
willingness to exhibit professional conduct toward pregnant women and other birth workers, as well as faculty and fellow students in this program.

Applications may be denied due to limited enrollment slots, or if the applicant does not meet the requirements for the midwifery profession at this time.

Mercy In Action College of Midwifery encourages applicants from diverse backgrounds, and does not discriminate in regard to sex, gender identity, race, color, marital status, ethnic origin, religion, age, sexual orientation, or disability.

**Physical and Mental Demands of a Midwife**

Midwifery is a physically, mentally and emotionally challenging profession. Applicants should understand the demands before applying, and must be able to perform the job functions associated with clinical practice as a midwife as outlined below. It is Mercy In Action College of Midwifery’s policy to provide students who have disabilities with reasonable educational accommodation based upon the Federal Americans with Disabilities Act, the school’s educational standards, and sound ethical practice in disability services. We will discuss with applicants the impact that their limitations might have on their education at the college and their ability to practice midwifery after graduation. Students who attend Mercy In Action College of Midwifery need to be aware of the basic functions necessary for school and for the midwifery workplace.

The following are examples of the everyday demands clinical midwifery can put on students. Any prospective or current student who has a concern about their ability to meet any of the coursework requirements or clinical midwifery functional abilities mentioned herein should contact the Academic Director or Clinical Director as appropriate to the situation, to discuss their concern, and any relationship their concern may have to the completion of midwifery coursework, clinical requirements and future licensure and employment.

**Physical Demands**

Standing, (45% of time), walking (45% of time), sitting (10% of time), lifting (possibly a pregnant woman who has fainted), carrying (20 pounds), stooping, balancing and kneeling.

**Sensory Demands**

Acuity (near and far), depth perception, color vision, field of vision, ordinary conversation, other sounds.

**Mental Demands and Discipline**

Reading, reasoning and problem solving, organization, math, English language fluency, oral and written, multi-tasking, handling stress, confidentiality, composure under pressure, training classes/simulations and basic word processing and computer skills.

**Potential Environmental Exposures**

Exposure to chemicals, bodily fluids, needles/syringes, waste, infectious agents, airborne pathogens.

**Education Accommodations and Policies for Reasonable Accommodation**

The Mercy In Action College of Midwifery physical campus is located within an ADA accessible building, and includes two ADA accessible restrooms. Mercy In Action College of Midwifery will make every effort to assist a student with disabilities in making reasonable accommodations. The ADA defines reasonable accommodations as “modifications or adjustments to the job, the work environment, or to the way things are usually done that enable qualified people with disabilities to enjoy an equal employment opportunity”. Educational accommodations are defined as any reasonable adjustment required for a student to participate fully in the academic program and preceptorship. It is Mercy In Action College of Midwifery’s policy to follow similar accommodations that the North American Registry of Midwives (NARM) provides for taking the NARM exam. Examples of such reasonable accommodations include, but are not limited to, additional time for quizzes/testing, or permission to exit/return to class. Costs associated with accommodations outside the classroom are not the responsibility of the College. Students requiring academic tutoring will be provided with a list of available CPM tutors, who they may hire at their own expense. We will require upon admission that students are able to take written exams online. Since the North American Registry of Midwives does not offer a verbal examination to earn the
The designation of Certified Professional Midwife, we want to prepare our students to meet that standard and be successful in achieving certification. All accommodations made must give the student equal opportunity to participate in College learning, while also preparing them for the eventual taking of the NARM exam and practice as a CPM. Please note that accommodations apply to academic learning within the College only; any accommodations within the clinical setting must be arranged between the student and preceptor.

The process for requesting accommodations is as follows:

Requests for accommodation must be submitted to the Student Services Coordinator by the student in writing, on the form provided by the college, with an accompanying signed statement of diagnosis from the student’s primary care provider. The statement must be dated within the past two years, and must include a description of the diagnosis, how the related impairment(s) affect the student’s ability to participate in the educational program, and a list of the specific accommodations that are being recommended to allow the student to participate fully and equally in the program. Please note that the following disabilities will require additional documentation from a specialist: Hearing loss or impairment, psychological or psychiatric diagnoses, and physical disability or impairment. Mercy In Action College of Midwifery will maintain student confidentiality according to FERPA guidelines. Requests must be made a minimum of 45 days prior to the start of a class for an existing diagnosis. For a disability that is diagnosed after the start of class, accommodation requests must be submitted as soon as possible.

The Student Services Coordinator will review the documentation and request any additional clarification or documentation needed to process the request for accommodation. Within 30 days of receiving the request for accommodation, the Student Services Coordinator and Director of Midwifery Education will review the request and discuss which requested accommodations the College will offer. The Student Services Coordinator will then schedule a meeting with the student, in which the list of authorized accommodations will be reviewed with the student.

The accommodations will be implemented upon the Student Services Coordinator forwarding the list authorized accommodations to the instructor of the applicable class.

Please note that submitting a request for accommodation does not automatically qualify the student for accommodations. All required documentation must clearly indicate the presence of a disabling condition and justify the need for reasonable accommodation. Requests for accommodations are evaluated on a case by case basis, with the ultimate goal of providing the student with an education which will prepare them for eventually taking the NARM exam and becoming a CPM. The final decision of whether or not reasonable accommodations are needed and can be provided is made by the College.

**Strongly Recommended Preparation for Applying**

- Experience in childbirth and/or women’s health care, including work as a doula, midwife’s assistant, childbirth educator, lactation counselor, etc.
- Research and independent reading in the areas of midwifery and childbirth.
- Attending midwifery conferences/seminars, volunteer work in birth or breastfeeding.
- Successful completion of college level courses in English Composition I, English Composition II, and Statistics.

**Prerequisites to Attend**

**General Education course prerequisites:**

The required general education core classes for this program include college level courses in English Composition I, English Composition II (or equivalents), and Statistics.

These three courses must be successfully completed prior to enrollment in the program (see Academic Transfer Credit policies for further information).
Mercy In Action online course prerequisites:

Incoming students must complete the following four online courses through Mercy In Action, no later than four weeks prior to the start of the first semester classes.

- Cultural Competency & Respect in the Provision of Maternity Care, a 4-hour online course found at this link.
- Navigating Ethical Student/Preceptor/Client Relationships, a 4-hour online course found at this link.
- Global Midwifery Skills: Newborn Survival and Maternal Survival: Updated Best Practice, an 8-hour online course found at this link.
- Midwives Responding to Disasters: Protecting Survival in Worst-Case Scenarios, an 8-hour online course found at this link.

All prerequisites are at the applicant’s own expense. After acceptance, and a minimum of four weeks before classes begin, proof of completion should be sent to info@mercyinaction.com.

Enrollment Requirement
 Applicant must be accepted through the acceptance process as directed by the Admissions Director. After acceptance, a student must sign an enrollment contract and submit a non-refundable tuition deposit.

Enrollment at Mercy In Action College of Midwifery is full-time; part time enrollment is not available, due to the nature of clinical apprenticeship alongside a scheduled didactic course load. However, students may take up to 6 years to complete clinical requirements. (See Courses by Semester and Maximum Timeframes for Completion.)

Mercy In Action counts all credit hours toward the full time enrollment status each semester, including academic and clinical. Full time status is defined as a minimum of 12 total credit hours per semester.

Enrollment Process
The enrollment process begins with the student being notified of acceptance by the Admissions Director. The Admissions Director will then email a copy of the Student Enrollment Agreement to the accepted applicant. The student has 14 business days after receiving the Enrollment Agreement to return the completed and signed document via e-mail or US mail, along with their non-refundable tuition deposit. After submitting the Enrollment Agreement and tuition deposit, the next step is for the student to complete the prerequisites, as outlined on page 15 of the Student Handbook. In order to complete the Enrollment Process, proof of completion of prerequisites must be submitted by no later than four weeks before the start of classes.

Enrollment may be deferred once up to 12 months, however, the cost of tuition may change between the time the student applied and when the student begins their academic program with the college. The student is then responsible to pay the current tuition fees. For deferment to be approved, the student must notify the school in writing of their intention within 60 days of the first-semester start date.

Prior Learning and Advanced Placement
Prior Learning will be accepted for clinical work, if clinical experience that occurred prior to enrollment with Mercy In Action College of Midwifery is assessed by the Clinical Director and found to qualify. Clinical experiences that qualify are those that happened in an approved location under a qualified preceptor, or were previously approved by NARM.

Advanced Placement as defined by the Midwives Education Accreditation Council is, “A status granted to students who come into a program with relevant experience that has been verified, evaluated and found to be equivalent to coursework in the program. Also, the practice of placing a student in a course based on previous achievement levels, e.g., study at another institution, by challenge examination, or College Level Examination Program (CLEP) examination results.”
Amount or type of credit given is determined by the institution or program within the institution. Specific documentation of credit given and basis for same must be kept in student file.”

Prior clinical experience may be evaluated for credit transfer if it meets the following criteria:

- Student alerts Mercy In Action College of Midwifery of prior learning experiences before enrollment in the school.

- Student uses the clinical experience forms provided by Mercy In Action College of Midwifery or uses NARM forms to document their previous clinical experience.

- Student arranges a meeting with the Clinical Director of the college to review the documentation and experiences together. This may be in person or by phone call.

- Student’s preceptor must have met the requirements set forth by MEAC to be an approved preceptor at the time the student’s experience took place.

- Experience happened in a location approved by MEAC.

- Student secures signatures initials from the preceptor(s) on official clinical forms verifying the experiences.

- All clinical experience meets the NARM requirements for clinical experience timeframes.

Prior clinical experience will be evaluated in the following steps:

1. A student with previous experience shall request that prior clinical experience by evaluated by the Clinical Director.

2. The Clinical Director will determine what, if any, experience will be transferred according to the criteria above. If the Clinical Director finds that the prior experience does meet the criteria (preceptor met the requirements set forth by MEAC to be an approved preceptor at the time the student’s experience took place; experience happened in a location approved by MEAC; student secured signatures initials from the preceptor(s) on official clinical forms verifying the experiences; and clinical experience meets the NARM requirements for clinical experience timeframes) she will assign credit for the prior clinical experience according to the Clinical Requirements chart.

3. The Clinical Requirements chart (found in this Student Handbook and Course Catalog) shows the exact credit that will be awarded for each qualified clinical experience, broken down by hour of clinical experience as follows:

Clinical Credit Hours: One clinical credit equals approximately 45 clinical contact hours.

If incoming enrolled students have current NRP certification or Healthcare Provider CPR certification, these certifications will be accepted provided the student can provide proof of completion and the expiration date is at least 6 months in the future.

Academic Transfer Credits Policy

Courses required to be taken outside of Mercy In Action College of Midwifery:

Mercy In Action College of Midwifery will evaluate courses submitted in English and Statistics for transfer of credits. A prospective student must have submitted an application and application fee before transcripts will be reviewed. Mercy In Action College of Midwifery accepts the following to satisfy credit requirements in English and Statistics: a course from an institution accredited by a
US Department of Education recognized accrediting agency, or a course that is recommended by CLEP, AP, DSST or ACE for college credit. Transfer credits must have earned a grade “C” or above, and must meet the credit requirements as explained in the Course Catalog. Official transcript or test results must be sent to Mercy In Action College of Midwifery. The Academic Director will review the transfer credits and will record transfer credits on the student's transcript accordingly. Credits earned through CLEP, AP, DSST or ACE will be recorded with a grade of “Pass” on the student's transcript.

Time limits apply to transfer credits earned greater than ten years prior to applying to the college. Students who wish to have required courses evaluated for transfer must request that official transcripts be sent to Mercy In Action College of Midwifery at any time before or during enrollment, but at least 30 days prior to the start of any courses for which the transfer courses would be a required prerequisite.

Mercy In Action College of Midwifery is a partner college with Straighterline to offer courses in English and Statistics, as well as additional credit requirements for California students.

Courses required to be taken at Mercy In Action College of Midwifery:

Mercy In Action College of Midwifery will, upon request, evaluate courses previously taken in Anatomy & Physiology, Communication and Counseling, Early Childhood Growth and Development, and Health Ethics and Law for transfer of credits, provided they were earned through an accredited midwifery college and used the same textbooks and similar course syllabus as Mercy In Action College of Midwifery. Transfer credits must have earned a grade “C” or above. A prospective student must have submitted an application to the college, including application fee, before transcripts will be reviewed. Time limits may apply to credits that were completed more than five years prior, at the discretion of the College. Students who wish to have courses evaluated for equivalency must request that official transcripts be sent to Mercy In Action College of Midwifery no later than 30 days prior to the start of their beginning semester at Mercy In Action College of Midwifery. In addition, the student must submit the course syllabus (showing required textbooks used) no later than 30 days prior to the start of their beginning semester at Mercy In Action College of Midwifery.

Academic Transfer Credits Procedure

Upon receipt of official college transcripts, the Admissions Director will evaluate the applicable courses to determine whether the student earned a grade “C” or above, and verify that they either earned through an institution accredited by a US Department of Education recognized accrediting agency, or an institution approved by their state on a case by case basis. If these conditions are met, the Admissions Director will forward the transcripts to the Academic Director for final approval. Upon official acceptance of transfer credits, the Academic Director will update the student's transcript to reflect the transfer credits. If courses are not deemed equivalent as defined above, the Academic Director will communicate with the student about the need to take the courses at Mercy In Action College of Midwifery.

Transfer of Credits to Another Institution

Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution. Mercy In Action College of Midwifery cannot guarantee that any of our credits will transfer to another college, university or institution.

Tuition

Tuition for the 2020-2021 year is $21,290, and may be paid on the payment plan below:
Deposit, Fees, Payments and Other Costs

There will be a non-refundable deposit of $1,000 due within 6 weeks of acceptance into the College, which is applied toward tuition but which is not refundable if the student withdraws.

The full balance of tuition, or the first payment on the payment plan, along with the annual student fee, is due 14 days before the first day of the first semester. On the payment plan, semester payments are due in full 14 days before the first day of each subsequent semester. After the completion of the first two semesters, the student may choose to move to a monthly payment plan. Prior to attending any summer on-campus intensives, a tuition deposit of 50% of the upcoming semester tuition balance must be received no later than 14 days prior to the campus intensive start date.

Tuition may be paid by mailing a check or money order to:
Mercy In Action College of Midwifery, 3018 W. Overland Road, Boise, ID 83705   USA

Payments may also be paid by credit card via our website at this [link](#). - a service charge may apply.

Tuition and annual student fees are subject to change annually.

Costs not covered by tuition include textbooks, required school supplies, iPad and computers, transportation, lodging during on-campus intensives, fees charged by a preceptor, any state or national midwifery fees for apprenticeship or licensing, including but not limited to the NARM exam.

An iPad is required by the school and must be purchased before school begins. Textbooks and supplies required for each semester must be purchased before each semester begins. All required prerequisites and general education classes, as listed in this handbook, are paid for by the student separately.

Registration with NARM and/or states that require apprentice fees or licensing fees, and NRP and CPR certification, are paid by the student. Please check directly with these organizations for their current costs. Tuition costs are subject to increase each year. If a student defers an acceptance until the following year, current tuition at the time of enrollment would apply. Should a student withdraw and re-enroll, the current tuition at the time of the re-enrollment would then apply. If a student applies for an extension beyond four years, an extension fee of $250 per semester would apply. Annual student fees are subject to change annually.

<table>
<thead>
<tr>
<th>COLLEGE TUITION AND FEES- PAYMENT PLAN</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester (Includes non-refundable deposit of $1,000)</td>
<td>$3,950</td>
</tr>
<tr>
<td>Second Semester</td>
<td>$3,950</td>
</tr>
<tr>
<td>Third Semester</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fifth Semester</td>
<td>$2,500</td>
</tr>
<tr>
<td>Sixth Semester</td>
<td>$2,500</td>
</tr>
<tr>
<td>Seventh Semester</td>
<td>$1,695</td>
</tr>
<tr>
<td>Eighth Semester</td>
<td>$1,695</td>
</tr>
<tr>
<td><strong>Total Tuition</strong></td>
<td><strong>$21,290</strong></td>
</tr>
<tr>
<td>Application Fee - Non-refundable, due at time of application</td>
<td>$100</td>
</tr>
<tr>
<td>Annual Student Fee, $450 x 4 years, due each fall semester</td>
<td>$1,800</td>
</tr>
<tr>
<td><strong>Total Tuition and Fees</strong></td>
<td><strong>$23,190</strong></td>
</tr>
</tbody>
</table>
Refunds
Applicants who pay their full tuition and fees by the set deadlines are securing their space and are financially expressing their commitment to attend the semester session. If a student withdraws from the program after the first day of class, they will be refunded a percentage of their tuition and fees, not including the non-refundable deposit and the application fee. The amount of the refund will be based upon the percentage scale below.

- Deposit refundable in full up to three days after signing the enrollment agreement; after three days, it is nonrefundable.

<table>
<thead>
<tr>
<th>DATE OF WITHDRAWAL</th>
<th>PERCENTAGE OF REFUNDABLE TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before semester or day 1</td>
<td>100% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>2-7 days into semester</td>
<td>86% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>8-14 days into semester</td>
<td>72% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>15-21 days into semester</td>
<td>58% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>22-28 days into semester</td>
<td>44% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>29-35 days into semester</td>
<td>30% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>36-42 days into semester</td>
<td>16% of tuition paid, minus deposit and application fee</td>
</tr>
<tr>
<td>43 days or later</td>
<td>0% of tuition paid</td>
</tr>
</tbody>
</table>

Deferment
If an applicant wishes to withdraw their application without losing their deposit, they may defer their application until the following year, if they make known the desire to do so, in writing, by six weeks before the start date of the first semester. In deferment, the deposit would not be refunded, but would be held as the designated deposit for future enrollment of the applicant for up to one year.

Financial Aid Advisement
As a private institution Mercy in Action College of Midwifery is not subsidized by the Government, nor are students eligible for Federal Grants or loans at this time. Some students choose to fund their training with the use of private loans; others qualify for public or private scholarships outside of the government. Most students pay with savings, private or bank loans, by working part-time, and with help from family. Students accepted into Mercy In Action College of Midwifery are eligible to apply for private, merit-based loans through Meritize. More information is available upon request.

TEXTBOOKS AND TECHNOLOGY

Textbooks and iPad required by the school must be purchased before the first semester begins. Books, supplies, midwifery equipment, and NARM certification fees are separate and are to be paid by the student. Costs vary so it is the responsibility of the student to communicate with NARM staff and with all clinical preceptors to determine those variable costs.

Required Textbooks and Supplies
The minimum required midwifery textbooks and any required supplies for each semester will be listed in the course syllabi for that semester. Most are available in either new or used print books, or as e-books. Students do not need to own these books, but must have access to all required books for the duration of the program.
**Required Technology**
An Apple iPad capable of running iTunes U and iBooks is required to view curriculum. An accessory full scale keyboard or laptop computer is also required to submit assignments electronically. Access to high speed internet is required for downloading and uploading assignments. A google email (gmail) account is required, and students must respond to email from the college in a timely fashion.

Students must obtain their own access to an Apple iPad in order to access the curriculum via iTunes U and iBooks.

All assignments must be able to be accessed, completed and submitted electronically via iTunes U or email on the iPad, but any other technology the student wishes to use such as laptops are up to the student’s discretion. Students must have a word processing program such as Pages or Microsoft Word installed on their device.

All student data, including assignments, is the student’s responsibility to back up. Once data or assignments are submitted to the faculty, the responsibility falls to the faculty and is obligated to the College’s data backup policy.

**Midwifery Equipment**
Enrolled students must purchase a blood pressure cuff and stethoscope prior to attending the first semester on-campus intensive. Some preceptors may require that students possess some or all of their own midwifery equipment. Costs of equipment vary.

**Certification and Licensing Fees**
CPR (for Healthcare Providers) and NRP (Neonatal Resuscitation) are available through a combination of online testing and classroom skills checkoff for certification. Students must keep their certifications current throughout their clinical training in the school, and must be current to graduate and take the NARM exam. The online components for these certifications will be the responsibility of the student to purchase directly from the certifying bodies (American Heart Association & American Academy of Pediatrics); fees for skills checkoffs are also the responsibility of the student.

**Required NARM Exam Fees and Applicable State Fees**
Registration with NARM and/or states that require apprentice fees or licensing fees are paid by the student. Please check directly with these organizations for their current costs.

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**LEARNING METHODS AND CLASS SCHEDULE**
During the eight semesters of the program, students will be expected to work steadily on academic courses from a distance, with regularly scheduled online meeting times with their cohort and instructors. The academic credit load gradually declines as the student begins clinical training around the third semester, and continues to decline to make way for higher clinical credits as students move into more responsibility during the primary phase.
Four short sessions are held on campus, so that students can interact with other students and their academic teachers.

Students will be meeting their clinical requirements through preceptorship with a midwife, or midwives, of their own choosing throughout the program. It is advised that students do not begin full time clinical internship until after completing the foundational “Provision of Care 1.0” courses in the first year.

All of this adds up to a lot of time and energy that students must put into their academic and clinical work in order to stay current with the course schedule and meet the requirements. Students in the Mercy In Action College of Midwifery must be highly self-motivated and disciplined.

### COURSES BY SEMESTER AND SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Prerequisite College level courses to be transferred in</th>
<th>California Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Transfer Credits</strong> 9.0</td>
<td></td>
</tr>
<tr>
<td>These courses are not taught by Mercy In Action College of Midwifery. These courses may be</td>
<td></td>
</tr>
<tr>
<td>transferred from any college accredited by a recognized accrediting body, and must be</td>
<td></td>
</tr>
<tr>
<td>completed prior enrollment in the program.</td>
<td></td>
</tr>
<tr>
<td><em>English Composition I (or equivalent)</em></td>
<td>Applied Microbiology (or equivalent, for California students only)</td>
</tr>
<tr>
<td>3.00 credit</td>
<td>3.00 credit</td>
</tr>
<tr>
<td><em>English Composition II (or equivalent)</em></td>
<td></td>
</tr>
<tr>
<td>3.00 credit</td>
<td></td>
</tr>
<tr>
<td><em>Introduction to Mathematical Statistics (or equivalent)</em></td>
<td></td>
</tr>
<tr>
<td>3.00 credit</td>
<td></td>
</tr>
<tr>
<td><strong>Total California credits if applicable</strong> 6.0</td>
<td></td>
</tr>
<tr>
<td>These courses are not taught by Mercy In</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 21
General Chemistry (or equivalent, for California students only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOB 101: Cultural Competency and Respect in the Provision of Maternity Care</td>
<td>0.12 credit</td>
</tr>
<tr>
<td>GLOB 102: Global Midwifery Skills: Newborn Survival &amp; Maternal Survival: Updated Best Practice</td>
<td>0.25 credit</td>
</tr>
<tr>
<td>GLOB 103: Midwives Responding to Disasters: Protecting Survival in Worst-Case Scenarios</td>
<td>0.25 credit</td>
</tr>
<tr>
<td>MIDW 109: Navigating Ethical Preceptor Student Client Relationships</td>
<td>0.12 credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDW 101: Provision of Care 1.0: Pregnancy</td>
<td>4.90 credit</td>
</tr>
<tr>
<td>MIDW 102: Provision of Care 1.0: Labor and Birth</td>
<td>4.90 credit</td>
</tr>
<tr>
<td>MIDW 108: History of Midwifery/Midwives Model of Care</td>
<td>0.50 credit</td>
</tr>
<tr>
<td>BIOL 101: Anatomy and Physiology for Midwives</td>
<td>2.00 credit</td>
</tr>
<tr>
<td>HLTHST 101: General Healthcare Skills and Maternal Health Assessment</td>
<td>1.50 credit</td>
</tr>
<tr>
<td>HLTHST 101L: General Healthcare Skills Lab</td>
<td>1.00 credit</td>
</tr>
<tr>
<td>MID-LIT 101: Midwifery Literature</td>
<td>0.50 credit</td>
</tr>
<tr>
<td>GLOB 104: Intellectual Foundations in Global Midwifery</td>
<td>0.25 credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDW 103: Provision of Care 1.0: Postpartum</td>
<td>3.50 credit</td>
</tr>
<tr>
<td>MIDW 104: Provision of Care 1.0: Newborn</td>
<td>3.50 credit</td>
</tr>
<tr>
<td>MIDW 105: Provision of Care 1.0: Pre-Pregnancy, Family Planning and Pregnancy Loss</td>
<td>2.80 credit</td>
</tr>
<tr>
<td>MIDW 106: Neonatal Resuscitation</td>
<td>0.50 credit</td>
</tr>
<tr>
<td>MIDW 107: Basic Life Support for Healthcare Providers</td>
<td>0.25 credit</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>BIOL 102: Essential Anatomy &amp; Physiology in Maternity Care</td>
<td>2.00</td>
</tr>
<tr>
<td>HLTHST 102: General Healthcare Skills and Maternal Health Assessment</td>
<td>1.50</td>
</tr>
<tr>
<td>HLTHST 102L: General Healthcare Skills Lab</td>
<td>1.00</td>
</tr>
<tr>
<td>MID-LIT 102: Midwifery Literature</td>
<td>0.50</td>
</tr>
</tbody>
</table>

**Semester three - Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Academic Credits 9.25</td>
<td></td>
</tr>
<tr>
<td>GLOB 201: Global Maternal, Newborn, and Child Health</td>
<td>2.00</td>
</tr>
<tr>
<td>*Estimated Clinical Credits 3.00</td>
<td></td>
</tr>
<tr>
<td>COMM 201: Communication &amp; Counseling for Midwives</td>
<td>3.00</td>
</tr>
<tr>
<td>HLTHST 201: Research Methods in Health and Evidence Based Midwifery</td>
<td>3.00</td>
</tr>
<tr>
<td>MID-LIT 201: Midwifery Literature</td>
<td>0.50</td>
</tr>
<tr>
<td>MIDW 202: Pharmacology for Midwives</td>
<td>0.25</td>
</tr>
<tr>
<td>MIDW 203: Suturing for Midwives</td>
<td>0.25</td>
</tr>
<tr>
<td>MIDW 204: Shock and IV Therapy for Midwives</td>
<td>0.25</td>
</tr>
</tbody>
</table>

**Semester four - Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Academic Credits 10.90</td>
<td></td>
</tr>
<tr>
<td>MIDW 205: Provision of Care 2.0: Pregnancy</td>
<td>4.90</td>
</tr>
<tr>
<td>*Estimated Clinical Credits 3.0</td>
<td></td>
</tr>
<tr>
<td>HLTHST 202: Midwifery Health Ethics &amp; Law</td>
<td>2.00</td>
</tr>
<tr>
<td>ART 201: Art in Maternity Care Social Justice Pedagogy</td>
<td>1.50</td>
</tr>
<tr>
<td>MID-LIT 202: Midwifery Literature</td>
<td>0.50</td>
</tr>
<tr>
<td>GLOB 202: Global Leadership in Maternal/Newborn Health Care</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Semester five - Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Academic Credits 8.90</td>
<td></td>
</tr>
<tr>
<td>MIDW 301: Provision of Care 2.0: Labor and Birth</td>
<td>4.90</td>
</tr>
<tr>
<td>*Estimated Clinical Credits 6.0</td>
<td></td>
</tr>
<tr>
<td>HLTHST 301: Critical Decision Making for Midwives</td>
<td>2.00</td>
</tr>
<tr>
<td>HLTHST 302: Social, Epidemiological and Cultural Context of Maternal/ Newborn Care</td>
<td>0.50</td>
</tr>
<tr>
<td>MID-LIT 301: Midwifery Literature</td>
<td>0.50</td>
</tr>
<tr>
<td>MIDW 302: Science of Midwifery: Emergency Skills</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Semester six - Spring**
<table>
<thead>
<tr>
<th>Semester seven - Fall</th>
<th>Semester eight - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Academic Credits</strong></td>
<td><strong>Total Academic Credits</strong></td>
</tr>
<tr>
<td>6.90</td>
<td>5.90</td>
</tr>
<tr>
<td><strong>MIDW 303: Provision of Care 2.0: Postpartum and Pre-pregnancy</strong></td>
<td><strong>MIDW 401: Provision of Care 2.0: Newborn, Family Planning, and Pregnancy Loss</strong></td>
</tr>
<tr>
<td>4.90 credit</td>
<td>4.90 credit</td>
</tr>
<tr>
<td><strong>MIDW 304: Community Service Project Maternal / Newborn Health</strong></td>
<td><strong>GLOB 401: Cultural Awareness for the Health Professional</strong></td>
</tr>
<tr>
<td>1.50 credit</td>
<td>1.00 credit</td>
</tr>
<tr>
<td><strong>MID-LIT 302: Midwifery Literature</strong></td>
<td><strong>MIDW 403: Early Childhood Growth and Development</strong></td>
</tr>
<tr>
<td>0.50 credit</td>
<td>2.00 credit</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>Total Credits</strong></td>
</tr>
<tr>
<td>6.90</td>
<td>5.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Estimated Clinical Credits 6.0</th>
<th>*Estimated Clinical Credits 9.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDW 304: Community Service Project Maternal / Newborn Health</td>
<td>MIDW 404: North American Registry of Midwives Core Competencies</td>
</tr>
<tr>
<td>1.50 credit</td>
<td>1.50 credit</td>
</tr>
<tr>
<td>MID-LIT 302: Midwifery Literature</td>
<td>GLOB 402: Strategies for Emergency Maternity Response in Developing Countries</td>
</tr>
<tr>
<td>0.50 credit</td>
<td>0.25 credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Internship</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Credits 35.88</strong></td>
<td><strong>Total Academic Credits</strong></td>
</tr>
<tr>
<td>CLIN 201: Clinical Midwifery Under Supervision of a Preceptor - Observe</td>
<td>85.69 credit</td>
</tr>
<tr>
<td>5.40 credit</td>
<td><strong>Total Clinical Credits</strong></td>
</tr>
<tr>
<td>CLIN 202: Clinical Midwifery Under Supervision of a Preceptor - Assist</td>
<td>35.88 credit</td>
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<tr>
<td>12.47 credit</td>
<td><strong>Total Credits Earned</strong></td>
</tr>
<tr>
<td>CLIN 301: Clinical Midwifery Under Supervision of a Preceptor - Primary</td>
<td>121.57 credit</td>
</tr>
<tr>
<td>18.01 credit</td>
<td><strong>Total Credits for California Graduates</strong></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>Total Credits for California Graduates</strong></td>
</tr>
<tr>
<td>35.88 credit</td>
<td>127.57 credit</td>
</tr>
</tbody>
</table>

*Estimated semester clinical credits are averaged based on total number of required clinical credit hours.
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOB 101</td>
<td>Cultural Competency and Respect in the Provision of Maternity Care (0.12 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A focus on reducing child and maternal mortality through the culturally sensitive and respectful care of women during pregnancy, birth, postpartum, and the entire childbearing season.</td>
<td></td>
</tr>
<tr>
<td>GLOB 102</td>
<td>Global Midwifery Skills: Newborn Survival &amp; Maternal Survival: Updated Best Practice (0.25 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A focus on meeting global goals and initiatives toward reducing child mortality and reducing maternal mortality in low-income countries or under-developed areas through advanced skills, new use of technology and current best practices.</td>
<td></td>
</tr>
<tr>
<td>GLOB 103</td>
<td>Midwives Responding to Disasters: Protecting Survival in Worst-Case Scenarios (0.25 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examining the role of the midwife in a disaster response. Includes invaluable training in understanding the elements of a disaster, the appropriate preparation for and initiation of a disaster response targeting pregnant and lactating women, and how to create a safe birthing area when health care systems are down.</td>
<td></td>
</tr>
<tr>
<td>MIDW 109</td>
<td>Navigating Ethical Preceptor Student Client Relationships (0.12 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A focus on creating and maintaining healthy relationships, working dynamics, and clinical environments for students, preceptor midwives, and the families they serve.</td>
<td></td>
</tr>
<tr>
<td>English Composition I or equivalent</td>
<td>this course will be taken online or at a local college and transferred in for 3.00 credits. Learn how to develop better writing skills by identifying and understanding the steps involved in the writing process. Examines 5 fundamental types of writing: compare and contrast, argumentative, persuasive, narrative, and descriptive. Lessons highlight the importance of proper grammar, punctuation, and spelling, and explain effective research techniques, editing, and revision.</td>
<td></td>
</tr>
<tr>
<td>English Composition II or equivalent</td>
<td>this course will be taken online or at a local college and transferred in for 3.00 credits. As a continuation of the lessons in English Composition I, this college English composition course focuses on writing analysis and argument. Lessons also explore academic research writing, critical thinking, citation, and documentation. Students who took the first college English composition course will use a variety of readings to develop several modes of writing, including evaluation, literary analysis, classification, media analysis, illustration, and research-based writing.</td>
<td></td>
</tr>
<tr>
<td>Introduction to Mathematical Statistics or equivalent</td>
<td>this course will be taken online or at a local college and transferred in for 3.00 credits. In this course, students will look at the properties behind the basic concepts of probability and statistics and focus on applications of statistical knowledge. Students will learn about how statistics and probability work together. The subject of statistics involves the study of methods for collecting, summarizing, and interpreting data. After finishing this course, students should be comfortable evaluating an author’s use of data and be able to extract information from articles and display that information effectively. Students will also be able to understand the basics of how to draw statistical conclusions. This course will begin with descriptive statistics and the foundation of statistics, move onto probability and random distributions, the latter of which enables statisticians to work with several aspects of random events and their applications. Finally, students will examine a number of ways to investigate the relationships between various characteristics of data.</td>
<td></td>
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<tr>
<td>MIDW 101</td>
<td>Provision of Care 1.0: Pregnancy (4.90 credit)</td>
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</tr>
<tr>
<td></td>
<td>Introduction to maternity care throughout pregnancy including; conception, fetal development, nutrition, physiological changes, complications, diagnostics, and treatments. Explores aspects pertaining to the midwives model of care and scope of practice during pregnancy.</td>
<td></td>
</tr>
<tr>
<td>MIDW 102</td>
<td>Provision of Care 1.0: Labor and Birth (4.90 credit)</td>
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</tr>
<tr>
<td></td>
<td>Introduction to maternity care throughout labor and birth including; 1st and 2nd stage management, the physiological process and anatomical mechanisms, complications, diagnostics, and treatments. Explores aspects pertaining to the midwives model of care and scope of practice during pregnancy.</td>
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</tr>
<tr>
<td>MIDW 108</td>
<td>History of Midwifery/Midwives Model of Care (0.50 credit)</td>
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<tr>
<td></td>
<td>A brief exploration of the historical and cultural roots of modern day midwifery. Midwives Model of Care™ as defined by Midwifery Task Force will be studied in detail as a guide to our present and future expressions of midwifery practice in the USA and worldwide. We will study the history of the Grand Midwives in America, and midwifery care as a strategy to reduce infant mortality.</td>
<td></td>
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<tr>
<td>BIOL 101</td>
<td>Anatomy and Physiology for Midwives (2.00 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A continued study of anatomy and physiology, with special emphasis on reproductive development, newborn development, and changes associated with pregnancy and childbirth.</td>
<td></td>
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<tr>
<td>HLTHST 101</td>
<td>General Healthcare Skills and Maternal Health Assessment (1.50 credit)</td>
<td></td>
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<tr>
<td></td>
<td>Principles of skills and procedures within the midwives scope of care, including; physical examination, vital signs, infection control, medication administration and patient management.</td>
<td></td>
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<tr>
<td>HLTHST 101L</td>
<td>General Healthcare Skills Lab (1.00 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory practicum for skills reviewed in HLTHST 101.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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</tr>
<tr>
<td>MID-LIT 101</td>
<td>Midwifery Literature (0.50 credit)</td>
<td>An exploration of historical and modern literary commentary related to childbirth, midwifery and women’s health issues. This course will examine professional guidance sources for both aspiring and experienced midwives.</td>
</tr>
<tr>
<td>GLOB 104</td>
<td>Intellectual Foundations in Global Midwifery (0.25 credit)</td>
<td>Student midwives will gain a conscious foundation for thinking about intellectual standards in midwifery, and how to appropriately use the words that name them. This course will enable those who become proficient in the use of intellectual standard words to think more effectively in every domain and subject they will study in midwifery training, and open the door to the development of a broad and integrated global worldview concerning midwifery practice.</td>
</tr>
<tr>
<td>MIDW 103</td>
<td>Provision of Care 1.0: Postpartum (3.50 credit)</td>
<td>Introduction to maternity care throughout the postpartum period, including; 3rd and 4th stage management, physiological changes and possible complications and treatments.</td>
</tr>
<tr>
<td>MIDW 104</td>
<td>Provision of Care 1.0: Newborn (3.50 credit)</td>
<td>Introduction to newborn care, including; normal and complicated neonatal transition, assessments and examinations, diagnostic testings, medications, breastfeeding and newborn care.</td>
</tr>
<tr>
<td>MIDW 105</td>
<td>Provision of Care 1.0: Pre-Pregnancy, Family Planning and Pregnancy Loss (2.80 credit)</td>
<td>Introduction to pre-pregnancy and pregnancy loss care, including; well-woman care, fertility counseling, grief counseling, and women’s needs during these events.</td>
</tr>
<tr>
<td>*MIDW 106</td>
<td>Neonatal Resuscitation (0.50 credit)</td>
<td>Understanding of the theory and application of neonatal assessment, resuscitation, and activation of emergency services, including demonstration of skills. *Costs for this certification course are the student’s responsibility.</td>
</tr>
<tr>
<td>*MIDW 107</td>
<td>Basic Life Support for Healthcare Providers (0.25 credit)</td>
<td>Understanding of the theory and application of basic life support assessment, resuscitation, and activation of emergency services, including demonstration of skills. *Costs for this certification course are the student’s responsibility.</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Essential Anatomy &amp; Physiology in Maternity Care (2.00 credit)</td>
<td>A study of the body systems as they relate to maternity care, how those system change in pregnancy, and how they are different in the fetal and newborn period than they are in the adult.</td>
</tr>
<tr>
<td>HLTSTH 102</td>
<td>General Healthcare Skills and Maternal Health Assessment (1.50 credit)</td>
<td>Principles of skills and procedures within the midwives scope of care, including; advanced maneuvers for the assessment, prevention and treatment of common complications during pregnancy, labor, childbirth and the postpartum/newborn period.</td>
</tr>
<tr>
<td>HLTSTH 102L</td>
<td>General Healthcare Skills Lab (1.00 credit)</td>
<td>Laboratory practicum for skills reviewed in HLTSTH 102.</td>
</tr>
<tr>
<td>MIDW 102</td>
<td>Midwifery Literature (0.50 credit)</td>
<td>An exploration of modern birth commentary related to childbirth, hospitals, midwifery and women’s empowerment issues. This course will examine how the lack of informed consent in maternity care need not be the norm during pregnancy and childbirth in America, while demonstrating the evidence and safety of home deliveries when attended by skilled midwives.</td>
</tr>
<tr>
<td>GLOB 201</td>
<td>Global Maternal, Newborn, and Child Health (2.00 credit)</td>
<td>This course focuses attention on delivering efficacious maternal, newborn and child health interventions that can result in dramatic reductions in mortality and morbidity at relatively modest cost. The approach is multidisciplinary, and the recommendations are evidence-based, scalable, and adaptable in multiple settings. This course gives a foundation for better and more equitable maternity provided by midwives in conjunction with other professionals and agencies.</td>
</tr>
<tr>
<td>COMM 201</td>
<td>Communication &amp; Counseling for Midwives (3.00 credit)</td>
<td>Principles of professional communication for midwives, including; interview and assessment, empathy and comfort skills, conflict resolution, respectful bedside manner, and working with an interdisciplinary team.</td>
</tr>
<tr>
<td>HLTSTH 201</td>
<td>Research Methods in Health and Evidence Based Midwifery (3.00 credit)</td>
<td>Design of experiments, methods of analysis, interpretation and communication of results, and use of research to support evidence-based practice.</td>
</tr>
<tr>
<td>MID-W 201</td>
<td>Midwifery Literature (0.50 credit)</td>
<td>A continued exploration of historical and modern literary commentary related to childbirth, midwifery and women’s health issues. This course will examine aspects of the significance and history of Black midwifery in the United States.</td>
</tr>
<tr>
<td>MIDW 202</td>
<td>Pharmacology for Midwives (0.25 credit)</td>
<td>A comprehensive overview of the limited formulary approved for use by midwives, including; different routes of administration, dosages, side effects, half-life, and storage methods.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>MIDW 203</td>
<td>Suturing for Midwives (0.25 credit)</td>
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<tr>
<td>MIDW 204</td>
<td>Shock and IV Therapy for Midwives (0.25 credit)</td>
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<tr>
<td>MIDW 205</td>
<td>Provision of Care 2.0: Pregnancy (4.90 credit)</td>
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<tr>
<td>HLTHST 202</td>
<td>Midwifery Health Ethics &amp; Law (2.00 credit)</td>
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<tr>
<td>ART 201</td>
<td>Art in Maternity Care Social Justice Pedagogy (1.50 credit)</td>
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<tr>
<td>MID-LIT 202</td>
<td>Midwifery Literature (0.50 credit)</td>
<td></td>
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<tr>
<td>GLOB 202</td>
<td>Global Leadership in Maternal/Newborn Health Care (1.0 credit)</td>
<td></td>
</tr>
<tr>
<td>MIDW 301</td>
<td>Provision of Care 2.0: Labor and Birth (4.90 credit)</td>
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<tr>
<td>HLTHST 301</td>
<td>Critical Decision Making for Midwives (2.00 credit)</td>
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<tr>
<td>HLTHST 302</td>
<td>Social, Epidemiological and Cultural Context of Maternal/Newborn Care (0.50 credit)</td>
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<tr>
<td>MID-LIT 301</td>
<td>Midwifery Literature (0.50 credit)</td>
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<tr>
<td>MIDW 302</td>
<td>Science of Midwifery: Emergency Skills (1.00 credit)</td>
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<tr>
<td>MIDW 303</td>
<td>Provision of Care 2.0: Postpartum and Pre-pregnancy (4.90 credit)</td>
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<tr>
<td>MIDW 304</td>
<td>Community Service Project Maternal / Newborn Health (1.50 credit)</td>
<td></td>
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<tr>
<td>MID-LIT 302</td>
<td>Midwifery Literature (0.50 credit)</td>
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</tbody>
</table>
California Students
In addition to the above courses, students who plan to apply for licensure in the state of California must complete additional courses in applied microbiology and chemistry. These courses may be taken at a college or university of the student's choice, online or in classroom, either during their enrollment or prior to enrolling. For more information about licensure requirements in California, visit this [link](#).

**School Calendar for Students Starting in 2020**

- First semester: August 4, 2020
- Second Semester: Spring 2021
- Third Semester: Fall 2021
- Fourth Semester: Spring 2022
- Fifth Semester: Fall 2022
- Sixth Semester: Spring 2023
- Seventh Semester: Fall 2023
- Eighth Semester and Graduation: Spring 2024

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title and Credit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOB 401</td>
<td>Cultural Awareness for the Health Professional (1.00 credit). This course provides midwifery students with key cultural awareness information and practical insight into how to apply this knowledge in their day-to-day work environments as they deal with patients on a clinical basis. Students will review the importance of the implementation of cultural awareness by allied health professionals, and the process of assessment, training and evaluation.</td>
</tr>
<tr>
<td>MIDW 402</td>
<td>Midwifery Transfer / Informed Consent / Practice Guidelines (0.25 credit). Students will use the example from many national and state midwifery organizations and individuals in creating their own set of documents and practice guidelines.</td>
</tr>
<tr>
<td>MIDW 403</td>
<td>Early Childhood Growth and Development (2.00 credit). This course will explore development from birth to two years of age in depth, also looking at milestones in a child's normal development through the age of eight. Students will learn how to translate the latest neuroscience findings into clear explanations and practical suggestions they can teach to parents. This course for midwives demonstrates the importance of the simple ways parents can interact with their child every day for optimal child growth and development.</td>
</tr>
<tr>
<td>MIDW 404</td>
<td>North American Registry of Midwives Core Competencies (1.50 credit). This course will look in depth at the Midwifery core competency areas of study that NARM defines in their “Skills Assessment Test Specifications” in the Candidate Information Booklet.</td>
</tr>
<tr>
<td>GLOB 402</td>
<td>Strategies for Emergency Maternity Response in Developing Countries (0.25 credit). Emergency response to obstetric emergencies will vary depending on the setting. This class examines the unique and specific needs of women and newborns experiencing a complication or emergency during birth in a developing country setting where backup equipment and facilities may be lacking. The course will examine strategies for preparing midwives who are responsible for ensuring the safety of mother and baby in often difficult circumstances including poverty, war, and natural disasters.</td>
</tr>
<tr>
<td>CLIN 201</td>
<td>Clinical Midwifery Under Supervision of a Preceptor - Observe (5.40 credit). This course will expose the student to clinical care of clients, both mothers and babies, by having the student observe birth, and all areas of clinical care such as antepartum, intrapartum, postpartum, and newborn care, in any birth setting.</td>
</tr>
<tr>
<td>CLIN 202</td>
<td>Clinical Midwifery Under Supervision of a Preceptor - Assist (12.47 credit). This course will expose the student to actual hands-on clinical care of clients, both mothers and babies, including birth and all areas of clinical care such as antepartum, intrapartum, postpartum, and newborn care, under the supervision of a Clinical Preceptor, as an Assistant Midwife Student Under Supervision.</td>
</tr>
<tr>
<td>CLIN 301</td>
<td>Clinical Midwifery Under Supervision of a Preceptor - Primary (18.01 credit). This course will take the student deeper into hands-on clinical care of clients, both mothers and babies, including conducting the birth and conducting all areas of clinical exams and provision of care such as antepartum, intrapartum, postpartum, and newborn care, under the supervision of a Clinical Preceptor, as a Primary Midwife Student Under Supervision.</td>
</tr>
</tbody>
</table>
Students will be notified of exact dates of the upcoming semester at the end of each semester.

**Operational Hours and Holidays**
The school will be open from 9 am to 1 pm Monday through Thursday. Mercy In Action College of Midwifery will be closed for major holidays. Students and staff will be notified by email of any unexpected schedule changes.

**Mercy In Action College of Midwifery will be closed on the following holidays:**
- New Years Eve
- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

**Credit Hours**
Academic Credit Hours: One academic credit equals approximately 15 hours of formal time plus 30 hours of additional study or homework.

Clinical Credit Hours: One clinical credit equals approximately 45 clinical contact hours. Credit is only awarded for required clinical numbers on the transcript.

**Satisfactory Progress Standards**
In order to measure the student’s progress to ensure that they are moving through the program at a satisfactory pace, we evaluate the following:

**Attendance Requirements**
Attendance and participation is required at all scheduled classes. No more than 2 absences in any semester will be allowed without a written request for an emergency leave of absence. Successful completion of each semester is the requirement to advance to the next semester, in order to ultimately graduate.

Attendance and participation is required at all clinical activities as outlined by the clinical preceptor, and will include prenatal clinic, births, postpartum home visits, and could also include childbirth classes and other activities sponsored by the preceptor.

Attendance and participation at all campus sessions is mandatory. Students will spend eight days on campus in the first semester and eighth semester, and one week on campus in the third and fifth semesters.

**Course Completion**
Each semester the students are evaluated by the Academic Director to ensure that they have successfully completed and earned the credits for each course attempted. In the event that a student’s grades are below passing, the Academic Director will communicate with the student via email or phone to create a plan of action for repeating the course. Before a student may move on past the second semester, passing grades must be demonstrated in each "Provision of Care” course, as these courses contain the foundational knowledge for midwifery practice that the student will need to begin clinical courses.

**Incomplete Courses**
If a student has been doing satisfactory work until near the end of a semester, and then because of illness or other unavoidable circumstances has been prevented from completing the work, at the discretion of the Academic Director, the instructor may give the student an “Incomplete” and extend the privilege of completing the work by a later date. Instructors are responsible for entering
the grade of "I" on the grade roster. In no case will the grade "Incomplete" be given to students who, through their own fault, failed to complete the requirements of a course on time or who failed to report for a final examination as scheduled.

**Failed Courses**
All failed courses must be repeated in the next semester they are available, at the student’s expense. The cost for repeating a failed course is $175 per credit.

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**Student Preceptor Evaluations**
During the Clinical Preceptorship, the student and preceptor must complete Student Preceptor Evaluations. These evaluations are submitted at the end of each semester and reviewed by our Clinical Director to ensure that they are satisfactory. If the evaluations are unsatisfactory for any reason, including inappropriate clinical numbers, or identified lack of expected progress in learning clinical skills, the Clinical Director will arrange a meeting with the student and preceptor either face-to-face or over the phone, to discuss the areas of concern and make a plan of action to resolve the issue.

**Completion within Maximum Time Frame**
As long as both the Academic Director and the Clinical Director determine that a student is in good standing and making satisfactory progress (as outlined above) through the program, the student may remain enrolled for a maximum of six years. However, if the student does not graduate on the eight semester schedule outlined in this student handbook, the student will be responsible for both the annual student fee and an extension fee per semester.

**Student Readiness for Preceptorship**
To stay on track with our recommended 4-year midwifery program, students are encouraged to begin their clinical preceptorships around the time they begin the third semester, in order to demonstrate satisfactory progress in the program. (Exceptions will be made for students who enter the college with a clinical placement, or demonstrate they are ready sooner.) The criteria used to assess the student’s readiness for clinical training includes:

- Satisfactory Academic Progress, which is defined as passing grades, satisfactory evaluations, and timely and complete submission of assignments.
- Successful completion of the first two semesters.
- Student has upheld the Mercy In Action College of Midwifery Code of Conduct.
- No habitual unexcused tardiness or class absences.
-Tuition payments have been made according to the schedule outlined in the student Enrollment Agreement.

-Student has not engaged in any illegal activity according to state or federal laws.

Students meet with the Academic or Clinical Director in the beginning of the third semester to evaluate the student’s readiness for beginning clinical training. At that time, we want the student to verbalize readiness for clinical experience and have the opportunity to discuss any concerns they have and ask questions. This is one way we initiate an open line of communication with our students that we maintain throughout their preceptorships.

It is the student’s privilege and responsibility to research possible clinical sites. In some cases, students have already begun their clinical training prior to enrollment in the college, and that is acceptable. (See Prior Learning section in this handbook).

**Leave of Absence**

There are three categories of Leave of Absence at Mercy In Action College of Midwifery:

**LOA - Good Standing:** A student in good standing may request, in writing, up to two Leave of Absences (LOA) from Mercy In Action College of Midwifery, of up to a total of 180 days at a time, to equal 12 months total. The LOA may be taken consecutively or separately. Approval of this leave maintains the student’s enrollment status. Upon applying for the leave, the student must give an estimated date by which they will return to the program. The written request must include the reason they are applying for leave, and estimated length of time for taking a leave of absence, in order to maintain their enrolled status during a hiatus. The Academic Director and Clinical Director will meet to discuss the student’s progress in the program before approving a LOA.

**LOA - Not in Good Standing:** A student not in good standing (defined as having overdue assignments or failed courses) who requests an emergency Leave of Absence may be granted their request, and incomplete or failed courses will need to be repeated as defined previously by our Course Completion policy.

**LOA - Involuntary:** Students who cease to communicate with Mercy In Action College of Midwifery and/or fail to send in assignments will be put on Involuntary LOA. Before a student is put on Involuntary LOA, a staff or faculty member will make at least three attempts to reach the student by email or telephone, with reply requested. Once a student is put on Involuntary LOA, they will be notified via email immediately. A student on Involuntary LOA will be automatically withdrawn after 30 days if the College has received no communication from them during that time.

Once a requested LOA is approved, a contract between the student and school will be created, which the student must sign and date within 30 days of requesting the leave. If the student does not comply with this contract, they will be automatically withdrawn from enrollment in Mercy In Action College of Midwifery, retroactive to the start date of the Leave of Absence. Students are not required to pay tuition during a LOA, but they are responsible to pay the annual student fees during their LOA. Any clinical experience gained during a leave of absence will NOT be applied toward clinical credit in the program. The student returning from an LOA must resume training at the same point in the academic program that the LOA began, and pay tuition as applicable for the start of that semester.

**Readmission**

Should a student withdraw from the program, or be dismissed and want to enter again, the student would then write a letter to the Admissions department requesting re-entry. If re-entry is granted, the student would begin again where they left off, unless the maximum time limit in the school has been reached (six years total). Current tuition rates at the time of re-entry would apply. If the maximum time limit is reached without successful completion of the program, the student would have to reapply as a new enrollee and pay and go through the entire course again, except for any clinical numbers that may transfer according to NARM time limits.
Minimum and Maximum Time Frames for Program Completion
The minimum timeframe for completing Mercy In Action College of Midwifery is three years or six semesters, including a minimum of 2 years clinical experience as per NARM guidelines.

The maximum timeframe for completing both clinical and didactic requirements is six years. Students who are enrolled beyond four years will be responsible to pay the annual student fees and extension fees for each additional year of enrollment. If the maximum time limit is reached without successful completion of the program, the student would have to re-apply as a new enrollee and pay and go through the entire course again, except for any clinical numbers that may transfer according to NARM time limits.

Exceptions to Minimum Time Frame for Program Completion
An exception to the minimum timeframe may be made in the rare instance that a student applies to the Mercy In Action College of Midwifery Bachelor of Science in Midwifery program with significant college credits that are accepted for transfer, as well as significant applicable clinical experience that is accepted for transfer. If these conditions are met, the minimum timeframe exception will match the minimum clinical timeframe requirement set forth by NARM, and will be no less than two years.

There are no exceptions to the maximum timeframe of 6 years.

Credit Expiration
All credits expire if a student does not complete the program in the maximum time frame of six years from their first day of class orientation.

Teaching Methods
Teaching and evaluation of learning will be accomplished through the use of lectures, videos, directed self-study, readings, discussion and reviews, peer assessments, quizzes, Objective Structured Clinical Evaluation (OSCE) scoring, and a final written exam. A syllabus will be provided for each academic course.

Grading
Grading for each course is explained within the course syllabus, which is provided to students at the beginning of each semester. Students may access their grades throughout the semester via our learning management system.

A passing grade of 70% is required for all academic assignments and exams.

Students will be evaluated using an Objective Structured Clinical Evaluation (OSCE) method of skills evaluation throughout the program requiring competency to pass. In the event that a student fails an exam, they will be afforded an opportunity to study the skill further before being re-tested.

Mercy In Action College of Midwifery is at its core a competency based program, as are all clinical midwifery programs. Students must demonstrate mastery of skills in order to graduate, as required by the North American Registry of Midwives (NARM).

Final Exam
The final exit exam is given to students in the final semester. This is a multiple choice test covering all aspects of midwifery practice.

The North American Registry of Midwives (NARM) board exam, which is required to become a Certified Professional Midwife (CPM), can be applied for and taken after graduation. All enrolled students will complete the Mercy In Action NARM Study Retreat in the end of their final semester, at no additional charge.

Graduation Requirement
Requirement for graduation includes successful completion of all academic courses, assignments, and quizzes, mastery of all clinical skills, and meeting the minimum clinical requirements.
Students must complete the following clinical requirements set forth by NARM during their third through eighth semesters, with a preceptor of their choosing, approved by the Clinical Director. Sometimes this clinical experience will occur in the student’s own community, with a midwife they know, but it may be necessary for a student to travel or relocate for the clinical experiences. Students will be prepared for clinical preceptorship by being trained in the foundations of assisting in all areas of maternity care before they begin clinical training. NARM requires that clinical experiences be spread out over a minimum of 2 years. Please see the NARM website for requirements for graduates of a MEAC accredited program.

<table>
<thead>
<tr>
<th>Observe</th>
<th>Hours/visit</th>
<th>Required</th>
<th>Total Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Births as observer</td>
<td>24.25 hr</td>
<td>10</td>
<td>242.5 hr</td>
<td>5.40</td>
</tr>
<tr>
<td><strong>Assists Under Supervision</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Prenatal Assists</td>
<td>2 hr</td>
<td>3</td>
<td>6 hr</td>
<td>0.13</td>
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<tr>
<td>Prenatal Assists</td>
<td>1.25 hr</td>
<td>22</td>
<td>27.5 hr</td>
<td>0.61</td>
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<tr>
<td>Birth Assists</td>
<td>24.25 hr</td>
<td>20</td>
<td>485 hr</td>
<td>10.78</td>
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<tr>
<td>Newborn Exam Assists</td>
<td>1.25 hr</td>
<td>20</td>
<td>25 hr</td>
<td>0.56</td>
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<tr>
<td>Postpartum Exam Assists</td>
<td>1.75 hr</td>
<td>10</td>
<td>17.5 hr</td>
<td>0.39</td>
</tr>
<tr>
<td><strong>Primaries Under Supervision</strong></td>
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<td></td>
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</tr>
<tr>
<td>Initial Visits</td>
<td>2 hr</td>
<td>20</td>
<td>40 hr</td>
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<tr>
<td>Prenatal</td>
<td>1.25 hr</td>
<td>55</td>
<td>68.75 hr</td>
<td>1.53</td>
</tr>
</tbody>
</table>
Compensation is unique to each situation, and will be agreed upon between the student and preceptor. In some cases, students pay their preceptor; in other cases preceptors trade the student for help with their practice or other fair barter; in rare cases the preceptor pays the student to assist them (this usually only works for the Assist Under Supervision stage of training.) Mercy In Action College of Midwifery will arrange to compensate the clinical preceptor with free or reduced price CEU seminars and online courses that Mercy In Action offers once that preceptor has students in the Primary Under Supervision stage of training.

Clinical Placement Support
Mercy In Action College of Midwifery has worked to build partnerships with preceptors in locations across the United States. Mercy In Action College of Midwifery will keep a current list of available preceptors for students who do not have a preceptor of their own choosing in their community. Students may contact the Clinical Director with questions about whether or not their state legally allows clinical apprenticeship.

It will be the responsibility of the student to apply and be accepted into a clinical Preceptorship, as well as maintaining professional relationships and behavior in order to keep a Preceptorship.

iPad COURSE CURRICULUM

<table>
<thead>
<tr>
<th></th>
<th>Birth as Primary</th>
<th>Newborn Exams</th>
<th>Postpartum Exams</th>
<th>NARM Continuity of Care</th>
<th>NARM Out of Hospital Births</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24.25 hr</td>
<td>1.25 hr</td>
<td>1.75 hr</td>
<td>N/A</td>
<td>N/A</td>
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<td></td>
<td>25</td>
<td>20</td>
<td>40</td>
<td>5</td>
<td>10</td>
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<tr>
<td></td>
<td>606.25 hr</td>
<td>25 hr</td>
<td>70 hr</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>13.47</td>
<td>0.56</td>
<td>1.56</td>
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<td>N/A</td>
</tr>
<tr>
<td><strong>CLINICAL TOTALS</strong></td>
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<td></td>
<td><strong>1613.5 hr</strong></td>
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<tr>
<td></td>
<td><strong>35.88</strong></td>
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</tr>
</tbody>
</table>

By the first day of school, each student must own an Apple iPad new enough to support the current version of iTunes U, which will be designated for their school work. The assignments require a
significant amount of typing, and each student will also need an accessory keyboard for their iPad, or a laptop computer, to complete their assignments.

Assignments
Most of the assignments will be distributed via the iTunes U application on the iPad. Courses will be viewable via an interactive iBook on the iPad. Course content can be viewed, completed, and submitted from the iPad. Instructions on how to use the iPads will be given on the first day of orientation, and technical support will be available.

STANDARDS OF CONDUCT

Philosophy on Professional Behavior
Mercy In Action College of Midwifery strives to cultivate a culture of integrity, honesty and respect among the staff, faculty and student body. Our intention is to create and maintain a positive learning environment, and a community that models the high ethical standards we believe are essential for the caregiving profession of midwifery. An education from our college is much more than passing tests and assignments; it is about becoming an excellent midwife in the holistic sense. This requires a student with integrity who is open to thinking about their actions and intentions within an ethical framework, as well as one who has excellent theoretical and clinical knowledge and skills. Each individual brings their own unique contribution to our program, including their personal strengths and weaknesses. Empathy, respect, tolerance and humility are essential for dealing with challenges as they arise, and for being open to honest, compassionate feedback from others.

Students of Mercy In Action College of Midwifery represent the College at all times. Common sense standards of appearance and behavior are expected of students, and students should behave professionally in both speech and demeanor. The public’s general impression of midwifery is created through individual impressions of midwives and students, and midwives are sensitive to the impression that clients receive from students associated with their practices. Relationships based on trust are central not only for the professional midwife-client relationship, but should also be reflected in the rapport found among students, faculty, staff and practitioners. Each member of the college community is expected to live and strive toward the ideals of trust, respect, humility, honesty, communication, and presence in relationship, with clients and each other. These ideals will be taught and discussed openly in class, as well as in individual student evaluations. Students should always endeavor to interact with midwives, clients, and others in an ethical and professional manner. Blatant disregard of professional ethics may be grounds for suspension or dismissal.

Students will be required to sign a written Enrollment Agreement which includes a Student Code of Conduct upon beginning at Mercy In Action College of Midwifery. We present this for each student to sign as a way to bring an awareness of the ethical responsibilities of each person while enrolled in the school. It is a way for us to pledge together to conduct ourselves in a way that respects each member of the community in which we are located for academic and clinical training, and the families we serve. We also want students to respect the intention of this program, and the profession of midwifery. This includes a commitment to academic honesty while enrolled at Mercy In Action College of Midwifery; and a commitment to treat others in our community in a way that places value on relationships, integrity, learning, flexibility, cooperation, transparency, honesty, and compassion.

Below you will find the expectations we have of our students, specific actions that are outside the Student Code of Conduct, and the process for dealing with violations.

Expectations of Mercy In Action College of Midwifery Students
Students are expected to:

• Utilize Non-Violent Communication (NVC) to responsibly express needs, listen with empathy, and resolve problems compassionately. Opinions should be expressed directly and kindly. Mercy In Action College of Midwifery has zero tolerance for open hostility, yelling, bullying, accusations, non-productive criticism, talking negatively behind people’s backs, faulting,
blaming, shaming, demeaning behavior, sarcasm directed toward another person, or speaking with negative or malicious intent.

- Embrace cooperation and sharing of different points of view with an open mind.

- Manage your own educational experience and do not attempt to interfere with or manage another student.

- Acknowledge that mistakes happen, and cultivate compassion for yourself and others when mistakes occur. Be gracious if a mistake that someone else makes impacts you, and accept responsibility if you make a mistake that impacts others.

- Meet class attendance requirements, and participate in class in a way that is present, engaging, respectful, and attentive to others. No cell phones or personal computer browsing during class.

- Maintain academic honesty and integrity at all times, as defined in the Student Code of Conduct.

- Follow the Mercy In Action College of Midwifery Student Code of Conduct.

- Abide by all policies in this Handbook, including those which Mercy In Action College of Midwifery has set in place that pertain to Mercy In Action owned or controlled property.

- Follow the Grievance Procedure outlined in this handbook in the case of an unresolved conflict with another student, staff or faculty member.

Mercy In Action College of Midwifery Student Code of Conduct

Mercy In Action College of Midwifery Students must follow the Code of Conduct:

♦ Students should demonstrate integrity and professional behavior in their personal and professional conduct. This extends not only to their preceptors, but also to fellow students, families we serve, colleagues in their field, and to medical and other caregivers with whom they may interact.

♦ Students should be loving, kind, compassionate and non-judgmental when working with clients. Students will always seek to honor the client’s needs above their own.

♦ Students will make every effort to honor agreements and contracts during clinical placements, which will include making plans for a back up (if their preceptor desires) in the event they are unable to attend a delivery.

♦ Students must be available via communication/mobile device at all times when they are in the clinical portion of the program. Students are expected to provide timely response to all communications from their preceptor, whether phone or email, and to provide their preceptor with means to reach them in a timely manner.

♦ Students will not divulge confidential information received in a professional capacity from their preceptor or their clients, nor compromise their preceptor’s or their client’s confidentiality either directly or through the use of Internet media. Students must understand and follow HIPPA rules and guidelines at all times while in the college.

♦ Students will not say or do anything to undermine a client’s confidence in their caregiver.

♦ Students are not permitted to practice without direct supervision while functioning as a Student Under Supervision. Scope of practice will be determined by the phase of clinical training they are currently in: Observe, Assist under Supervision, or Primary under Supervision.

♦ Students should continue to pursue research and academic learning while in the clinical portion of the school, especially when they experience something in clinical practice that they need to understand better.
Students seek to approach all situations with a non-judgmental mindset, embrace positive mental attitudes, and build bridges amongst fellow students, instructors, clients, preceptors, and other healthcare professionals.

**Violations of the Student Code of Conduct**

The following actions may subject the student to disciplinary proceedings and are considered reasons for disciplinary probation, suspension, or expulsion. Mercy In Action College of Midwifery has a zero tolerance policy for negative interpersonal actions and/or hostile conduct, and all violations of these categories will result in disciplinary action.

- All forms of academic cheating, fraud, and dishonesty (defined in detail below).
- Disruptive behavior during class, including but not limited to: persistently late arrival that is disruptive to the class, cell phone use, interrupting instructors or other students, loud or inappropriate behavior that disrupts the flow of the class.
- Physical abuse or threat of abuse to other students, staff, faculty, clients, or their families.
- Verbal abuse or intimidation of other students, staff, faculty, clients, or their families, including shouting, use of profanity, or other displays of hostility.
- Harassment or discriminatory actions against any other person based on that person's actual or perceived race, color, ethnic origin, religion, sex, gender identity, sexual orientation, marital status, age, disability, political affiliation, or socioeconomic status.
- Harassment or bullying, defined as behavior that threatens, intimidates, humiliates, or isolates people at the College, or undermines their reputation or academic performance. Cyberbullying is included in this policy.
- Unauthorized entry, use, or possession of College-owned or controlled facilities or property, including keys, buildings, grounds, desks, files, records, or equipment.
- Theft or other intentional abuse of property, supplies, computers or computer network time.
- Knowingly providing false or misleading information to the College, or knowingly failing to provide required information to the College, or misrepresenting a person's identity to an instructor or other College official.
- Forgery, alteration, or unauthorized use of College documents, records or identification.
- Possession, use or threats of use of weapon or explosives on College-owned or controlled property.
- Use of or being under the influence of alcohol or illegal drugs on College-owned or controlled property.
- Refusal by any student while on College property to comply with an order of the Executive Director or appointed official to leave the premises due to violations that are considered a danger to others.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.
- Retaliation against a student or Mercy In Action official, or any action motivated by bias toward a student or Mercy In Action official, as a result of, or in an attempt to preclude or otherwise limit, that person's participation in any College process.
- Public indecency
- Sexual harassment or assault, or any sex act on College-owned or controlled property.
- Bias/Hate crime
- Any act that breaks the law or is deemed to be a felony or misdemeanor.
- Disruptive behavior in the area surrounding the college and attached Mercy Birth Center
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein.

Students who fail to meet or otherwise violate the Student Code of Conduct will be subject to the Disciplinary Process and subsequent disciplinary action, as relevant to the situation.

**Definitions of Academic Violations**

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

Cheating includes, but is not limited to:

- Copying from another student during an exam.
• Collaborating with another person on work when it has not been authorized.

• Using a cell phone, pager, PDA or other electronic devise to obtain unauthorized information during an exam.

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

Plagiarism includes, but is not limited to:

• Quoting another person’s words or writing without acknowledgment of the source.

• Using resources on an exercise that was to be completed without resources.

• Working with another individual on an assignment, sharing information and files, and then turning in separate copies of an assignment, as one’s own individual work.

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

Fabrication includes, but is not limited to:

• Citation of a source from which information was not actually acquired.

• Listing a source from which no information was used.

• Using false or fictitious data for an academic exercise.

• Documentation of clinical experiences in which you did not participate at all or as reported.

**Academic Misconduct:** Other academically dishonest acts.

Academic Misconduct includes, but is not limited to:

• Allowing another student to use your work and claim it as their own.

• Obtaining all or part of an exam that has not yet been administered.

• Selling, giving away, or discussing all or part of an exam that has not yet been administered.

• Attempting to change a grade for any coursework.

• Attempting to falsify an excuse to receive an extension on a deadline.

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**POLICIES, RIGHTS AND RESPONSIBILITIES**

**Student Rights and Responsibilities**

Students have the right to a quality education, with ample learning opportunities geared toward adult learners. They have the right to be fairly assessed in their skills, knowledge, and attitude, and to be given timely feedback on both their strengths and weaknesses at regular points in the program. Students have the right to help identifying their own unique learning style, and to process information, study, and ask questions according to that identified style.

Students will be expected to exhibit academic honesty and personal honesty at all times. Students will sign an academic honesty policy as part of their enrollment agreement.

Students have the responsibility to complete academic assignments to the best of their ability, spending at least twice as much time in study and reading as they spend in class. Students have the responsibility of mastering clinical skills and demonstrating those, which involves many hours of practice. Students have the right and responsibility of choosing their own clinical preceptor, and negotiating a working relationship with that practitioner in order to complete the required clinical experiences in order to graduate.
Students will be expected to make academic progress, with 70% as the minimum passing grade on academic work, and mastery being the passing requirement on clinical skills. Students will sign an academic progress policy as part of their enrollment agreement.

Students are not expected to be perfect, but they will be expected to give their personal best at all times—every class, every homework assignment, every clinic day, and at every birth they attend.

Students have a right to be involved in program planning, evaluation and policy-making, through input on semester evaluations, annual survey, suggestion cards, and the annual Collaborative Meeting.

Instructor Rights and Responsibilities
Instructors have the right to be respected. They have the right to expect assignments turned in completed and on time. Clinical Instructors have the right to place their needs, preferences, and well-being first to protect their clients, and that might mean that at times a student has to step back. Clinical faculty also have a right to know the academic and performance status of their student, and if a student in a clinical agreement with them has been suspended or expelled for any reason.

Instructors have the responsibility to help the student succeed. Instructors are responsible to teach the material in ways that will suit a wide range of learning styles. Instructors have the responsibility to give the student honest feedback about their progress throughout the program, and guide them as needed in achieving the requirements to graduate and pass the board exam.

Program Rights and Responsibilities
Mercy In Action College of Midwifery has a right to expect students to keep the conditions of their enrollment contract at all times. The program has the right to dismiss a student who does not achieve minimum requirements or grades, does not pay tuition or fees in a timely fashion, or who disregards the spirit of the program or repeatedly violates the Student Code of Conduct.

Mercy In Action College of Midwifery is responsible to meet all the requirements of the Midwifery Education Accreditation Council, and to help the student achieve success throughout the program, meeting all graduation requirements to become a Certified Professional Midwife.

Academic Advising and Tutoring
Academic advising is offered by making a request with the Academic Director. The Academic Director will keep a list of Certified Professional Midwives who are available to assist students in need of academic tutoring, and will make this list available to a student upon request. The student is responsible for hourly fees charged by the midwife for her tutoring services.

**New Student Orientation**
All students who are attending Mercy In Action College of Midwifery for the first time are required to attend an orientation class. The orientation class is an 8-hour class scheduled at the beginning of the first semester.

**Required Technical Skills**
Students are expected to possess the following technical skills in order to fully participate in this course:

1) Have a google email (gmail) account and the ability to send and receive e-mail and e-mail file attachments.

2) Type proficiently on a keyboard. There is no required typing speed or style, but an average of 30 words per minute or faster is recommended.

3) The ability to use a web browser to navigate the Web, the ability to navigate among multiple open windows, and the ability to open, close, save, and back up files and attachments.

4) The ability to download iTunes U and iBooks for iPad from the iTunes App Store, as well as navigate the apps for features and use access codes to enroll in classes.

5) The ability to use a word processor program such as Microsoft Word, Apple Pages, Google Docs or others in order to create, save, and send assignment files.

**Research Orientation**
Students are taught during classroom sessions the differences in study design, the hierarchy of evidence, and how to evaluate evidence for credibility. Students are then directed towards research databases and taught how to use them to search for midwifery topics. Proper methods for research are then incorporated into future midwifery assignments. Ongoing research support includes disseminating new online resources as they are discovered by a member of the faculty, such as new studies, databases or medical news outlets.

**Technical Support Services**
Students who have difficulty with the technological aspects are identified on the first day of instruction and given extra attention and training until they are competent to move onto their assignments. Students also have ongoing access to technical support throughout their program as needed.

**Student Services**
Student services include but are not limited to: academic advising, tutoring, financial aid advisement, clinical placement support, personal counseling, career placement services, and social support services.
A list of services is available at this [link](#).

Office hours for students services will be 9 am-2pm Monday through Thursday, and by appointment as needed. Office will be closed on week-ends and major holidays. In case of an emergency, student services is always available on an on-call basis for students.

**Social Support Services**

Social support services include keeping students connected by cohort and developing virtual or in-person learning communities. Students are assigned to small cohort groups which they will remain connected to for the duration of their education with Mercy In Action College of Midwifery. These cohort groups allow for in-person and online interaction and sharing of resources through group briefings, group assignments, mandatory online discussion boards, and a student Google group.

**Confidentiality and Privacy**

Students are afforded the right to privacy of their education records under The Family Educational Rights and Privacy Act (FERPA). These rights can be found U.S. Department of Education website.

Students are also responsible to abide by the federal Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality and security of patient healthcare information. HIPAA information can be found at the U.S. Department of Health and Human Services website.

**Student Records and Transcripts**

Student records and transcripts are kept throughout each semester. Students have the right to request a copy of their records or transcripts.

**Evaluation Policy**

Students are encouraged to fill out evaluation forms at the end of each semester, evaluating the class content, if learning objectives were met, their instructor’s teaching methods and abilities, and the general learning conditions. Completed evaluations are discussed by the staff at the end-of-semester meeting to evaluate if changes should be made to the program. During semesters 3–8, students and their preceptors fill out end-of-semester clinical evaluations together.

**Drug and Alcohol Policy**

Smoking of any substance, possession or use of alcohol, and unlawful possession or distribution of illegal drugs are prohibited on or near any Mercy In Action College of Midwifery owned or controlled property, and at clinical preceptor sites. Students are prohibited from being under the influence of drugs or alcohol while in class, at clinical sites, or while on-call for births. Any violation of this policy will initiate disciplinary action by the Academic Director or Clinical Director.

**Social Media Policy**

- Students may not post confidential or proprietary information about the School, staff, faculty, preceptors, clinical facilities, clients, students, or others with whom one has contact in their role at Mercy In Action College of Midwifery.

- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of Mercy In Action College of Midwifery.

- Students may not use Mercy In Action College of Midwifery logos or graphics unless granted written permission from Mercy In Action College of Midwifery to do so.

- Students may not finance nor solicit on behalf of Mercy In Action College of Midwifery without receiving written permission from Mercy In Action College of Midwifery to do so.

- Students may not post on any social media sites or elsewhere sharing information nor requesting fundraising for other students without their express, written permission.

- Students must consider that they are associated with the Mercy In Action College of Midwifery, and should take care when using online social media networks to represent views as their own. Students should not claim nor imply that they are speaking on behalf of Mercy In Action College.
• HIPPA guidelines must be followed at all times. Identifiable information regarding patients/clients, clinical facilities, and Preceptors must not be posted on any social media site.

• Birth related postings should be avoided at all times as even vague references may accidentally identify clients or preceptors, particularly in small communities.

• Students may not use ethnic slurs, personal insults, obscenity, and pornographic images or engage in any conduct that could be deemed defamatory or libelous in nature.

• Social media posts or shares by a student while serving as an intern or apprentice should not contradict the stated values or mission statement of their preceptor and the organization they are working under. Posts that are political in nature should be avoided while working for and representing a practice or organization other than the student’s own.

Physical Campus Policy
Students who are physically present on any Mercy In Action College of Midwifery owned or controlled property must abide by the following guidelines.

• Behavior at all times must be professional, ethical, and appropriate for a professional learning environment.
• During non-classroom times, students will have access to the Study Hall only, and shall not be permitted in clinical rooms or classrooms.
• Students must be respectful of the fact that the campus is located in a residential neighborhood. At no times should students be disruptive, loud, or disrespectful of neighbors.
• Students are expected to clean up after themselves and share in assigned duties to keep the classroom clean while on campus.
• Students may not abuse the internet privileges at Mercy In Action College of Midwifery by using excess data, for example video games, streaming movies such as Netflix, Amazon, etc. College faculty reserves the right to ask students to shut off wifi on their devices during class times.

Disciplinary Policies and Procedures
Mercy In Action College of Midwifery strives for excellence in all aspects of our midwifery program. We value the individual differences and diversity that students bring to the program, and we support the right of all people to live and learn in a safe and respectful environment that promotes the free expression of ideas. Students are expected to conduct themselves in a manner consistent with these principles. Violations of the Student Code of Conduct, and/or violations of any other institutional policies will be subject to the disciplinary process. The disciplinary procedures for violations of institutional policies are intended to be educational in nature and to lead to self-evaluation and accountability. For this reason, Mercy In Action College of Midwifery practices a stepped process of disciplinary intervention whenever possible.

The Executive Director and Academic Director have full authority to determine whether a violation of the Student Code of Conduct has occurred, and to issue sanctions accordingly. If there is a conflict of interest with the case in question, the Academic or Executive Director will appoint another staff member to act in their place. In the case of multiple or repeated violations, or a particularly severe violation of the Code of Conduct, the case will be reviewed by a full committee of at least three people, which will consist of Mercy In Action College of Midwifery staff, board or advisory board members. Members of the disciplinary committee will not have a conflict of interest or bias for or against the parties involved.

Academic or Personal Misconduct Disciplinary Process
Institutional policies with additional or specific disciplinary proceedings may take precedence over this policy. All complaints brought to the College must be documented in writing before the disciplinary process will begin.
Mercy In Action College of Midwifery reserves the right to skip any step based on the specific situation and the severity of the policy violation.

1. **Warning and Investigation**

It is the responsibility of all students, faculty, and staff to report any violations of Policy to the course instructor or the Academic Director.

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

- Investigate the suspected violation and document any findings.
- Complete a violation report and give the report to the Academic Director.
- Notify the student, in writing, that a report has been filed, and allow the student a chance to respond.

The investigation should be completed within two weeks from the incident.

2. **Disciplinary Sanctions**

If the Academic Director determines as a result of the investigation that misconduct has not occurred, the matter will be concluded.

If the investigation determines that misconduct has occurred, the student will be given a written warning notice of misconduct, and the following disciplinary sanctions may be imposed at the discretion of the Academic Director:

- An assignment to repeat coursework or complete educational project
- A lower or failing grade on the assignment, test or course
- Letter of apology or community service
- Professional Conflict Mediation and / or Professional Counseling at the student’s own expense
- Disciplinary probation

3. **Repeated Violations**

Two policy violations may result in suspension. If the problem continues to occur after the first act of misconduct, the instructor will bring the matter to the Academic Director’s attention, along with supporting documentation. The Academic Director and Executive Director will impose the following sanctions, depending on the severity of the misconduct:

- Disciplinary probation or suspension
- Negative notation on transcript

4. **Expulsion**

There is a “three strikes you’re out” rule for repeated violations of policy. Two previous warnings may result in expulsion from the program, at the discretion of the Mercy In Action College of Midwifery Board of Directors.

Students have the right to appeal a decision of disciplinary suspension or expulsion, using the institutional Student Appeals and Grievances processes.

**Criteria for Dismissal**
**Dismissal from a Course:**
- Violation of the Mercy In Action College of Midwifery Student Code of Conduct.
- Habitual unexcused tardiness or class absence.
- Unsatisfactory academic progress (failure to maintain passing grades, satisfactory evaluations, or repeatedly having late or missing assignments).

**Dismissal from Clinical Setting:**
- Breach of Student Preceptor Contract.
- Unsatisfactory Student Preceptor Semester Evaluation(s).
- Violation of the Mercy In Action College of Midwifery Student Code of Conduct.

**Dismissal from Program:**
- Failure to pay tuition according to the schedule outlined in the student Enrollment Agreement.
- Repeated violations (3) of the Mercy In Action College of Midwifery Student Code of Conduct.
- Repeated Unsatisfactory Student Preceptor Semester Evaluation(s).
- Unsatisfactory academic progress (repeated failure to maintain passing grades, satisfactory evaluations, or repeatedly having late or missing assignments).

**Dismissal from Program for Causes Unrelated to student performance:**
Any illegal activity according to state or federal laws may be reason for immediate dismissal from Mercy In Action College of Midwifery.

**Student Appeals Process**
A student who is suspended for a violation of the Student Code of Conduct may appeal the decision if they believe there is just cause for doing so. The student must notify the Academic Director that they are appealing the decision within 10 days of the original action report being filed. This notification must be in writing, and must include the date and brief summary of the alleged incident, and the student’s reasons for appealing.

The process includes several steps in order to allow for an individual to have their grievance addressed in multiple settings and with a varied group of individuals. Each step of the process, with the exception of Step One, must be requested in writing to the Academic Director no later than 14 calendar days following the conclusion of the previous step. If a request is not received, the individual with a grievance may be required to begin again at Step One of the process. The Academic Director will respond in writing to each request within 14 calendar days of receiving it to schedule the next step.

A committee will meet within 10 days of the notification to review the faculty decision. This grievance committee will be made up of a minimum of three staff and faculty members appointed by the Executive Director, as appropriate to the situation. If the grievance involves the Executive Director, the Academic Director will appoint the committee members. No members of the grievance committee selected at the time will have a conflict of interest with the case in question.

**Step One:**
Every attempt should be made to first resolve grievances informally through a dialogue with those immediately concerned.

**Step Two:**
If informal dialogue is unsuccessful in resolving the dispute, a facilitated conversation will be scheduled. The facilitator will take enough notes from the conversation to make a statement should the dispute progress to later steps in the progress.

**Step Three:**
Individual submits a written grievance with supporting documentation to the Academic Director.
the grievance involves the Academic Director, the written grievance will be directed to the Executive Director. Neither staff member should have a conflict of interest.

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

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

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

**Committee Members**
- Shall give at least 5 days notice of the hearing to all parties involved.
- Shall make a decision by majority vote
- Shall keep minutes of the proceedings, and make these minutes available to all involved parties within 10 days.
- Shall notify the student of the committee’s decision within 10 days.

**Right of Appeal**
Students have the right to appeal any academic policy or requirement if either of the following conditions is present:

1) Extenuating circumstances make it impossible for the student to comply with the policy or requirement.

2) An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond the students control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

**Student Complaint and Grievance Policy**
If a student has an issue that needs to be resolved, the first step is to bring the issue up to the Academic or Clinical Director and ask for a meeting. This can be verbally or in writing. At the time of the meeting, the student must, in writing, submit documentation on event dates and details. Grievance may be school related or personal, and may encompass student harassment, bullying, etc. If it cannot be resolved to the satisfaction of all parties involved, the matter will be brought to the Executive Director at the next scheduled meeting. If the matter cannot be resolved within the Mercy In Action College of Midwifery staff, the student may submit the complaint in writing, including the date, time and a brief description of the event, and it will be brought to the attention of our Mercy In Action Board of Directors. The Director of Midwifery Education for Mercy In Action College of Midwifery also sits on the Corporation Board of Directors, therefore in the case of
a complaint regarding the college, the Director of Midwifery Education may recuse herself from the board meeting in order to ensure that complaints and grievances are applied fairly and consistently. Other members of the board may recuse themselves if personal bias is a concern. In the event this is necessary, we will assign a local midwife to replace the board member in hearing the complaint. The student will be informed in writing of the decision of the Mercy In Action Board of Directors, concerning the complaint and any action to be taken. All grievances are dealt with in a timely manner not to exceed 60 days. Copies of all written complaints and grievances along with their resolution are kept in secure files in our Administrative Office for a minimum of seven years.

Concerns that are not met by the steps above may be addressed in writing to:
Mercy In Action Board of Directors, Kristen Benoit, 3018 West Overland Road, Boise, ID 83705

Students also have several options for how to have their concerns addressed, depending on the severity of the issue. A written complaint signed by the student may be handed to any staff member during on campus intensives. A complaint may also be made anonymously through the Suggestion Box in the college library, through an anonymous form submitted on the college website, or in the semester end evaluations which are required to be completed by all students. Complaints are considered less serious in nature, such as a suggestion on changes to class content or feedback on an instructor. Grievances are very serious and therefore much rarer. To submit a grievance is to engage in a formal process where the concern must be made in writing, with details on dates, individuals involved and other pertinent information. Grievances will involve the Board of Directors. Every effort will be made to protect the student from any discrimination as a consequence of making a complain or filing a grievance.

In the event that a student is not satisfied with the resolution of the grievance process through Mercy In Action College of Midwifery, the student may file an appeal, in writing, with one of the agencies listed below. The student must simultaneously give notice to Mercy In Action College of Midwifery of the actions taken. MEAC encourages parties to pursue informal grievance mediation attempts with each other, or with the college staff or board members, in an attempt to resolve grievances informally before commencing a formal written complaint process with MEAC. If those attempts fail, MEAC will review complaints received against an institution or program if it is in writing and complies with the guidelines set forth in the Accreditation Handbook, Section G III(P) found on the MEAC website.
Appeals may be addressed to: MEAC Midwifery Education Accreditation Council, 1935 Pauline Blvd, Suite 100B, Ann Arbor, MI 48103. Or: Idaho Board of Education, P.O. Box 83720, Boise, Idaho 83720.

Non-Discrimination Policy
Mercy In Action College of Midwifery prohibits discrimination in faculty or student opportunities on the basis of sex, gender identity, race, national origin, creed, veteran status, color, marital status, ethnic origin, religion, age, sexual orientation, or disability.

A Note About the Use of Language
Mercy In Action recognizes the rights and dignity of all people and strives to teach compassion and respect for all birthing families. On an individual basis, we teach that midwives should use the terms and gender pronouns they are requested to use by individuals in their care. As a globally-focused organization, in our curriculum, we primarily use the globally recognized language of woman, man, mother, and father. We also recognize that there are many areas in which American English and British English are different. We have chosen to use American spelling in our curriculum, acknowledging that some of our textbooks are written in British spelling. We sincerely hope we do not confuse or offend anyone with our choice of language.

CAMPUS TIME

Boise, Idaho
Boise has been described as a city dedicated to sustaining the harmony between nature and culture. A capital city situated in the shadow of the foothills of the Rocky Mountains, it has a small town feel and offers plenty of outdoor recreation possibilities. The beautiful Boise River runs through town with a continuous “Greenbelt” of public lands stretching for miles along the entire length of the community. There are numerous hiking trails and biking access in and around the town, and many fun activities for all ages, including a world-class Ann Frank Human Rights Memorial Park.

Facilities
For the short period of time you are on campus each year, you will find our set-up enjoyable and well suited for learning. The teaching and learning areas consist of a classroom, a library and study hall for students, sim-labs set up like prenatal clinic and birth rooms, and access to a kitchen.

Classes take place in a comfortable and relaxed atmosphere. Coffee and tea are always available and welcome in the classroom. The classroom is equipped with a whiteboard and mounted LED projector to view multi-media presentations, and free wifi is accessible throughout the school building. Students have access to teaching aids and a library full of reference books to enhance their learning.

Teaching Aids, Equipment and Supplies
Mercy In Action College of Midwifery has a wonderful supply of teaching aids and medical/midwifery equipment for students to learn on, including Mama Natalie and Mama BIRTHie childbirth simulators, Neo Natalie and Preemie Natalie newborn simulators, Laerdal IV Arm and injection pads, Cervical Dilation teaching aids for learning internal exams and fetal position, a full size replica of a human skeleton, several replicas of full size pelvic bones, and many more. In addition, students have access to a full range of
midwifery tools of the trade and medical equipment to practice skills.

Student Library
Students have access to the EBSCO Medline Complete online database through a college subscription. While on campus, students have access to teaching aids and a library full of reference books. Most of the library books are available for check-out and can be mailed back by non-local students.

Personal vehicles / Public Transportation Policy
The bus system in Boise allows easy access to downtown shopping and parks during on-campus intensives. If you are not planning on bringing a personal vehicle, you should be fine walking or riding the bus to get wherever you need to go, but please do not plan on asking to borrow a car from another student or staff. There are grocery stores and coffee shops within walking distance of the campus, and many students appreciate the benefits of exercise on the body and brain. Bike lanes are everywhere and bikes are a popular means of transportation in Boise.

TO THE JOURNEY
The journey towards midwifery is a long road filled with joys and hardships. To those who are drawn to this field, the benefits outweigh the difficulties, but we understand that those brave midwife students who walk this road need support, the same kind of support they will eventually provide to others during pregnancy and childbirth. Our goal is to equip and train more midwives to meet the desperate global need for compassionate and skilled maternity care, both in the industrialized world and in low-resource, high-mortality developing countries. We have every confidence that our graduates will effect positive change in maternity care around the world.

Global Health Opportunities After Graduation
After graduation, students will have the opportunity to apply for a Post-Graduate Diploma in International Midwifery & Maternal/Child Health with our parent non-profit organization Mercy In Action, if they so choose. This will prepare the graduate for global service in a developing country, or for advocacy work on behalf of the global maternity care crisis. Some of the coursework completed in the college will transfer to this post-graduate program.
Acknowledgements:

Mercy In Action College of Midwifery would like to thank two MEAC accredited schools for granting us permission to use their policies as a framework for our own: Birthwise Midwifery School for granting us permission to use their Honor Code, and Birthingway College of Midwifery for granting us permission to use their Student Code of Conduct and Disciplinary Processes. Two lawyers and a professional conflict mediator were also consulted during the creation of these policies.

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