



HERITAGE SCHOOL OF MIDWIFERY AND NATURAL HEALTH SCIENCES

STUDENT HANDBOOK

Volume SH-2026-2027

Educating Generations. Empowering Birth.

2575 N. Toledo Blade Blvd, Unit 3 • North Port, FL 34289
Phone: (941) 423-4376 • Fax: (941) 295-7015
info@heritageschoolofmidwifery.com • www.heritageschoolofmidwifery.com

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This Handbook is issued alongside **Student Catalog Volume SC-2026-27**. Where this Handbook and the Catalog describe the same policy, the Catalog governs. The most current version of both publications is posted at www.heritageschoolofmidwifery.com.

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What's New in This Edition

This edition reconciles the Student Handbook to Student Catalog Volume SC-2026-27 (revised 8/12/2026). The following changes affect currently enrolled students and should be read before the term begins.

Change	Where
Pass/No Pass grading now applies to all Midwifery Skills courses (MID101, MID102, MID103, MID211, MID212, MID213) and all Clinical Lab courses (CLI101–CLI403), effective Fall 2026	Academic Policies — Grading Scale
New grade codes added: P, NP, TC, CB, EC	Academic Policies — Grading Scale
Age requirement changed from “18 by February 1” to “18 on the first day of the term in which you enroll”	Program-Specific Policies
Anatomy & Physiology II may now be taken concurrently with your first AAS term, provided A&P I is complete before the term begins	Program-Specific Policies — AAS
Student Physical Location Policy — new section governing where CMHMA and AAS students may be located at enrollment and what to do if you move	Student Physical Location Policy
AAS clinical requirements table corrected and expanded to include Postpartum Exams	Clinical Policies & Expectations
Clinical Director assignments restructured into East Coast, West Coast, and Central Florida regions	Student Services & Support
Teaching Assistant Scholarship added (\$2,000 per semester, CMHMA and AAS)	Financial Information
Academic Calendar 2026–2027 replaces the 2025–2026 calendar; semesters are 15 weeks	Academic Calendar
Foreign Education Equivalency requirements added for transfer credit	Transfer Credit Policy
Competency-based credit now available for PHA202, RES102, and BIO103	Experiential & Competency-Based Credit
Skills Day formally described	Academic Calendar

Welcome from the Executive Director

Welcome to Heritage School of Midwifery and Natural Health Sciences (HSM). We are passionate about ensuring that the rich heritage of midwifery continues to be passed on to the next generation. Midwifery is so much more than a job or career — it is a calling, a culture, a labor of love.

This Student Handbook is your comprehensive guide to student life, policies, rights, and responsibilities at HSM. It is to be used alongside the Student Catalog, which contains full program requirements, course descriptions, and tuition information. Together, these documents represent your contract with HSM.

Please read this handbook carefully, keep it accessible throughout your enrollment, and consult the most current version — always posted at www.heritageschoolofmidwifery.com — when questions arise.

Conner J. Trombley, MBA, MAcc, JD Candidate

Executive Director & Owner, Heritage School of Midwifery and Natural Health Sciences

About Heritage School of Midwifery

Mission

HSM will preserve the art and science of quality midwifery care and secure ongoing access to excellent maternity care by educating future midwives through evidence-based practice and clinical excellence. We are committed to teaching students to integrate the best available research, clinical expertise, and client-centered values in all aspects of maternal healthcare.

Vision

Drawing from the wisdom of those who have gone before us, and utilizing the vast body of current knowledge and skill, HSM provides the highest quality of midwifery education, combining time-honored traditions with contemporary scientific understanding.

Motto

“Educating Generations, Empowering Birth”

The Midwives Model of Care™

At HSM, we teach our students to use the Midwives Model of Care™ with their clients. The Midwives Model of Care™ is centered on nurturing, holistic care of pregnant women and includes:

- Monitoring the physical, psychological, and social well-being of the mother throughout the childbearing cycle
- Providing the mother with individualized education, counseling, and prenatal care, continuous hands-on assistance during labor and delivery, and postpartum support
- Minimizing interventions
- Identifying and referring women who require obstetrical attention

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History & Ownership

HSM was founded in 2016 by Kristin and Todd Schuchmann. On August 11, 2016, the program was approved by the Florida Department of Health, Council of Licensed Midwifery. On August 12, 2016, HSM received a provisional license from the Florida Department of Education, Commission for Independent Education (CIE). In August 2018, HSM received its annual license. As of August 1, 2025, Trombley & Associates, LLC assumed full legal ownership and control of HSM.

The legal name of the institution is Heritage School of Midwifery and Natural Health Sciences, Inc.

Change of Credential — Diploma to AAS. Prior to January 2026, HSM’s direct entry midwifery program was offered as a diploma program, and students who completed it before that date were awarded a Diploma in Direct Entry Midwifery. Effective January 2026, the program is offered as the Associate of Applied Science in Direct Entry Midwifery, and students who complete it are awarded the AAS degree. The Diploma in Direct Entry Midwifery is no longer offered to new students. Both credentials satisfy the same Florida Department of Health educational requirements for Licensed Midwife (LM) licensure and NARM examination eligibility that were in

effect at the time each was awarded; graduates holding the Diploma retain that credential and are not required to complete the AAS.

Credentials & Accreditation

HSM is licensed by the Florida Commission for Independent Education, License No. 5610.

Licensing Body	Florida Commission for Independent Education, License No. 5610
CIE Contact	325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400 (888) 224-6684 www.fldoe.org/cie
Regulatory Body	Florida Department of Health, Council of Licensed Midwifery
DOH Contact	4052 Bald Cypress Way, Bin #C06, Tallahassee, FL 32399-3256 www.floridahealth.gov
CPM Certification	North American Registry of Midwives (NARM), 5257 Rosestone Dr., Lilburn, GA 30047 www.NARM.org

Licensed Midwives (LM) are licensed by the Florida Council of Licensed Midwifery and provide maternity care within Florida. Certified Professional Midwives (CPM) are certified by the North American Registry of Midwives and may practice in other states that recognize CPM certification. State regulations vary, and it is the midwife's responsibility to determine a state's requirements before practicing there.

Non-Discrimination Policy

HSM does not discriminate based on age, color, disability, gender, marital status, national and ethnic origin, race, religion, or sexual orientation. All rights, privileges, programs, and activities are made available equally to all members of the HSM community.

This policy is consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and Title IX of the Education Amendments of 1972. The Executive Director serves as the designated coordinator for complaints of discrimination, including Title IX and ADA/Section 504 complaints. Complaints against the Executive Director should be directed to the HSM Board of Trustees Disciplinary Committee at disciplinary.committee@HeritageSchoolofMidwifery.com. See the *ADA & Disability Non-Discrimination Policy* and *Sexual Harassment & Title IX Policy* sections of this handbook for full details.

Location & Facilities

2575 N. Toledo Blade Blvd. #3, North Port, FL 34289 | Phone: 941-423-4376

Office Hours: Fridays & Saturdays, 9:00 AM – 4:00 PM

The main facility spans 2,000 sq. ft. and is shared with LifeSong Midwifery. It features two active-learning classrooms equipped with anatomical models and current medical equipment, two exam rooms available for hands-on clinical practice, a quiet library for independent study, and a small kitchen. The facility is fully compliant with all local health and safety standards; documentation is available upon request at the administrative office.

HSM also occupies an additional 1,000 sq. ft. of dedicated space in the adjoining suite. This exclusive HSM area includes three classrooms, a kitchenette, a private office, a lobby, and an additional bathroom.

Classes are delivered through a hybrid model combining asynchronous online coursework, in-person skills intensives, and preceptor-based clinical experiences. Students may also attend synchronous virtual sessions via Microsoft Teams when scheduled.

Academic Programs Overview

HSM offers three distinct pathways to support your journey in maternal healthcare. Each program has specific admission requirements, curricula, and outcomes. Full details are in the Student Catalog.

Certificate in Maternal Health Medical Assisting (CMHMA)

Duration	Approximately 8 months (2 semesters, 30 weeks)
Total Credits	31 credits / 780 clock hours
Tuition	\$335/credit hour — Total: \$10,385
Format	Hybrid: online asynchronous coursework + on-campus skills labs + clinical externship
Credential	Certificate in Maternal Health Medical Assisting
Career Outcomes	Medical assistant in physician offices, birth centers, maternal health clinics; midwife/birth assistant
Pathway	Seamless advanced-standing entry into HSM's AAS program
Max Timeframe	150% of the published program length

Associate of Applied Science in Direct Entry Midwifery (AAS)

Duration	3 years (9 semesters, 135 weeks; may extend for clinical requirements)
Total Credits	93 credits / 2,505 clock hours
Tuition	\$335/credit hour — Total tuition \$31,155; tuition plus fees \$34,070; full cost estimate ~\$37,070 including textbooks
Format	Hybrid: asynchronous online + in-person skills intensives + preceptor-based clinicals
Credential	Associate of Applied Science in Direct Entry Midwifery
Post-Graduation	Eligible to sit for the NARM exam; apply for LM (Florida) and/or CPM credentials
Max Timeframe	150% of the published program length, not to exceed 6 years from the date of first enrollment

Bachelor of Science in Midwifery (BSM)

Audience	Licensed Midwives (LM) and/or Certified Professional Midwives (CPM)
Duration	Approximately 2 semesters, 30 weeks (30 upper-division credits at HSM)
Total Credits	120 total (90 transfer credits + 30 upper-division at HSM)
Tuition	\$335/credit hour — Total: \$10,050 (for 30 credits at HSM)

Format	Fully online, asynchronous
Credential	Bachelor of Science in Midwifery
Career Outcomes	Leadership, education, advocacy, global maternal health, expanded clinical roles
Max Timeframe	150% of published program length

Definitions. *Semester credit:* a single unit of credit earned over a 15-week semester. *Part time:* fewer than 9 credit hours per semester. *Full time:* 9 or more credits per semester. *Clock hour:* the time a student spends in contact with HSM staff, whether in a classroom or clinical setting; students receive a 10-minute break each hour, making a clock hour 50 minutes in length.

Program-Specific Policies

The following policies are unique to each program. Policies that apply to all students are found in later sections of this handbook.

Certificate in Maternal Health Medical Assisting (CMHMA) Policies

Admission Prerequisites

- Be 18 years of age or older on the first day of the term in which you enroll
- Hold a high school diploma or GED
- Passing grade in a 3-credit college-level Math course AND a 3-credit college-level English course, OR a CLEP score of 50 or higher in both Math and English
- Current CPR for Healthcare Professionals certification (hands-on; American Heart Association or Red Cross only)
- Current NRP (Neonatal Resuscitation Program) certification (hands-on; American Academy of Pediatrics only)

Application Requirements

- Completed application with birth certificate or driver's license
- High school diploma or transcripts
- Current NRP and CPR certifications (current as of the first day of school)
- Immunization records or signed immunization waiver
- Current physical health form (including disability accommodation requests)
- Typed 500-word essay titled "Why I Want to be in the Maternal Healthcare Field"
- 1 professional and 2 personal references
- \$150 non-refundable application fee
- Interview with the admissions committee

Upon acceptance, students must sign an Enrollment Agreement, submit a \$100 enrollment fee, and attend mandatory orientation.

Application Review

Applicants are evaluated on strong verbal and written communication skills; ability to perform the physical requirements of assisting in maternal health care; reliable transportation and flexibility for externship placements; professional demeanor and stress management skills; and demonstrated interest or experience in healthcare.

Clinical Requirements (CMHMA)

Clinical lab credits total 6 credits (360 clock hours). Required clinical experiences include:

Total Clinical Credits	6
Birth Observations	10
Required Home Births	1 minimum
Required Hospital Births	1 minimum

Required Birth Center Births 1 minimum

Transfer Credit Policy (CMHMA)

Per Florida law, students must complete at least 25% of the CMHMA program at HSM. Maximum transferable credits are governed by this 25% residency requirement.

Graduation Requirements (CMHMA)

- Complete all program courses with a grade of C or better — or a grade of P in courses graded Pass/No Pass
- Maintain a cumulative GPA of 2.5 or higher
- Complete all clinical requirements and submit documentation
- Fulfill all financial obligations to HSM

Associate of Applied Science in Direct Entry Midwifery (AAS) Policies

Admission Prerequisites

In accordance with Florida Statute 467 and HSM policy, matriculating students must, prior to enrollment:

- Be 18 years of age or older on the first day of the term in which you enroll
- Hold a high school diploma or GED
- Have passed a 3-credit college-level Math course AND a 3-credit college-level English course, OR demonstrate competency by passing CLEP with a minimum score of 50 in both Math and English, OR demonstrate competency by passing the HSM College-Level English Competency Oral Exam (which satisfies the College-Level English 3-credit prerequisite only)
- **Anatomy & Physiology I with Lab (4 credits)** — must be completed with a passing grade **before** the term begins
- **Anatomy & Physiology II with Lab (4 credits)** — **may be completed concurrently with your first term of enrollment**, provided A&P I with Lab has been completed with a passing grade before the term begins. A&P II with Lab must be completed with a passing grade by the end of that first term; students who do not may not progress to the following term.
- Current CPR for Healthcare Professionals certification (hands-on; AHA or Red Cross only — online-only courses do not count)
- Current NRP certification (hands-on; AAP only — online-only courses do not count)

Some prerequisites and/or the essay may be waived for audit or non-matriculating students on a case-by-case basis. Not all classes are available to audit and non-matriculating students.

Application Requirements

- Birth certificate or driver's license
- High school diploma or transcripts (not required if the applicant holds an earned AA, AS, Bachelor's, or higher degree from a U.S.-accredited institution)
- Official college transcripts
- Current NRP and CPR certifications (current as of the first day of school)
- Immunization records and/or signed immunization waiver
- Current physical health form (including disability accommodation requests)
- Typed 600–700-word essay titled “Why I Want to be a Midwife”

- 1 professional and 2 personal references
- \$150 non-refundable application fee
- Interview with the admissions committee

Upon acceptance, students must submit a \$100 enrollment fee. New students will meet with the Clinical Coordinator to begin the clinical placement process. A mandatory orientation is held before classes begin.

Application Review

The practice of midwifery is rewarding, but also rigorous and time intensive. The application process is designed to help prospective students evaluate their own ability and dedication to becoming a midwife. HSM treats all applicants and students fairly, and applicants are met with reasonable accommodations. Applicants are evaluated on:

- Strong verbal and written communication skills
- Capability of performing the physical requirements necessary to practice midwifery, including adequate sensory and motor systems
- Reliable transportation and willingness to travel to clinical sites
- Preparedness to devote the time and energy required at a clinical site, including willingness to be on call to attend births
- Fluency in English; classes are currently offered only in English
- Knowledge of or experience in a birth or health care setting
- The ability to handle stressful situations, make quick informed decisions, and remain professional
- A solid plan to cover the cost of midwifery school

Space is limited, and priority will be given to full-time matriculating students.

Clinical Requirements (AAS)

Students progress through three phases: Phase 1 (Observation), Phase 2 (Supervised Assistant), and Phase 3 (Supervised Primary). In all categories, the supervised assistant requirements must be completed before a student may begin as a supervised primary midwife.

Phase	Initial Prenatal	Prenatal ¹	Full CoC ²	Partial CoC ³	Sutures	Births ⁴	Newborn	Postpartum
Phase 1 — Observations	—	—	—	—	—	10	—	—
Phase 2 — Supervised Assistant	3	25	—	—	—	20	20	10
Phase 3 — Supervised Primary	20	75	5	10	5	50	30	40
TOTAL⁵	23	100	5	10	5	80	50	50

CoC = Continuity of Care. “Prenatal” is the total of all prenatal exams, inclusive of initial prenatal exams.

1. Includes Initial Prenatal Exams and all other Prenatal Exams.

2. Includes at least 5 Prenatal Exams over 2 trimesters, 1 Birth, 1 Newborn Exam, and 2 Postpartum Exams on the same woman within 6 weeks of the birth.
3. Includes at least 1 Birth and 1 Prenatal Exam on the same woman.
4. Includes all Births, whether or not they qualify as Continuity of Care.
5. Florida law requires students to care for at least 50 women in each of the antepartum, intrapartum, and postpartum periods, although the same woman does not need to be seen in all three.

Summary of AAS clinical requirements: Total Clinical Credits 24 (1,440 clock hours) · Prenatal Exams 100 · Initial Prenatal Exams 23 · Birth Observations 10 · Birth Assists 20 · Birth Managements 50 · Newborn Exams 50 · Postpartum Exams 50 · Continuity of Care 15 · Required Home Births 5 · Required Hospital Births 2.

All clinical requirements comply with Florida Statute 467 and NARM. Regulations further require:

- A minimum of **5 births conducted in the home**
- A minimum of **2 planned hospital births**, which cannot occur during an intrapartum transport but may be an antepartum transport
- **No more than 5%** of the required intrapartum managements may include transfers in active labor

Students who have completed their academic requirements but have not finished their clinical requirements must continue to register for Clinical Lab using course codes CLI401, CLI402, and CLI403 until all clinical requirements have been met.

Clinical Preceptor Policy — CNM, MD, and DO Preceptors (AAS)

Students enrolled in the AAS in Direct Entry Midwifery program are permitted and encouraged to complete clinical hours under the supervision of Certified Nurse-Midwives (CNMs), as well as Medical Doctors (MDs) and Doctors of Osteopathic Medicine (DOs) who specialize in Obstetrics and Gynecology (OB/GYN). Precepting with these providers offers valuable exposure to interprofessional practice and a broader scope of maternal healthcare settings.

However, students must be aware of the following limitations regarding how clinical experiences with these preceptors are counted toward program requirements:

- High-risk birth situations that fall outside the scope of a licensed midwife (LM) in the State of Florida may **not** be counted toward a student's required assists or primary management numbers. This includes, but is not limited to, birth events involving conditions or complications that a licensed midwife in Florida would be required to consult on, co-manage, or transfer care for under applicable Florida statutes and administrative rules.
- High-risk birth situations attended with a CNM, MD, or DO preceptor **may** be counted toward the student's required observation hours and documented as observational clinical experiences in Typhon. Students are encouraged to engage in these learning opportunities as they provide important context for understanding the full spectrum of birth outcomes and interprofessional collaboration.

Students are responsible for accurately documenting the nature of each clinical encounter in Typhon and correctly categorizing experiences as observation, assist, or primary management. If a student is uncertain whether a birth situation falls within the scope of a Florida licensed midwife, they should consult their Clinical Director before documenting. Falsification or miscategorization of clinical records is grounds for disciplinary action, up to and including dismissal.

Transfer Credit Policy (AAS)

Per Florida law, transferred credits cannot reduce a student’s time at HSM to less than two years. The maximum number of transferable credits is 45. A minimum grade of C is required for all transferred credits.

Graduation Requirements (AAS)

- Complete all program courses with a grade of C or better — or a grade of P in courses graded Pass/No Pass
- Maintain a cumulative GPA of 2.5 or higher
- Complete and document all clinical requirements (hours, experiences, skills)
- Fulfill all financial obligations to HSM

Bachelor of Science in Midwifery (BSM) Policies

Admission Prerequisites

- Be 18 years of age or older on the first day of the term in which you enroll
- Hold a qualifying diploma or associate degree in Midwifery (Diploma, AS, AAS, or OAS) or equivalent
- Hold current, or have held, an LM and/or CPM credential
- Provide an official or attested high school diploma or GED

Application Requirements

- Proof of identity (birth certificate or driver’s license)
- Official college transcripts and high school diploma
- Proof of midwifery credential (LM or CPM)
- Official transcripts verifying diploma or associate midwifery program completion or equivalent
- Typed essay (800–1,000 words) titled “Bridging Practice and Purpose: My Journey in Midwifery and Aspirations for the Future”
- 1 professional and 2 personal references
- \$150 non-refundable application fee
- Admissions interview with faculty

Upon acceptance, students must submit a \$100 enrollment fee and complete orientation.

Application Review

Applicants are evaluated on academic preparedness for upper-division work; written and verbal communication skills; prior professional practice experience; and leadership potential in maternal health and midwifery care.

Credit Structure (BSM)

Total Credits Required	120 (90 transfer + 30 upper-division at HSM)
Transfer Credits	Up to 90 credits from an accredited midwifery diploma or associate program
HSM Residency Requirement	At least 25% of the BSM program must be completed at HSM
Clinical Requirements	None — the BSM is designed for credentialed practicing midwives
Format	Fully online, asynchronous

Graduation Requirements (BSM)

- Complete all 30 upper-division credits at HSM with a grade of C or better
- Maintain a cumulative GPA of 2.5 or higher
- Fulfill all financial obligations to HSM

Re-Enrollment & Readmission Policy

Students who withdraw, are administratively withdrawn, or are dismissed from HSM programs may apply for readmission subject to the conditions outlined below. Readmission is not guaranteed and is subject to available space, satisfactory resolution of any outstanding issues, and administrative approval.

Voluntary Withdrawal — Readmission

A student who voluntarily withdraws in good academic standing may apply for readmission within two (2) years of their withdrawal date by submitting a written readmission request to the Academic Director. Readmitted students will be subject to the current catalog year's requirements. Credits earned prior to withdrawal will be evaluated for applicability under the current program requirements. The original maximum timeframe calculation is adjusted to account for the period of non-enrollment, subject to overall program limits.

SAP Suspension — Readmission

Students suspended for failure to meet Satisfactory Academic Progress (SAP) must either file a successful SAP appeal (see the SAP section) or sit out for the required suspension period before applying for readmission. Readmitted students returning after SAP suspension are placed on a mandatory Academic Plan for their return semester and will be dismissed permanently if they fail to meet SAP at the subsequent evaluation.

Dismissal for Conduct or Academic Dishonesty — Readmission

Students dismissed for violations of the Code of Conduct, academic dishonesty, HIPAA violations, violence, or substance abuse may not be readmitted to any HSM program without the express written approval of the Executive Director. Such students may not apply for readmission until at least twelve (12) months after the date of dismissal, and only if the circumstances that led to dismissal have been fully resolved. The Executive Director's decision on readmission following dismissal is final.

Financial Holds

No student may be readmitted while carrying an outstanding financial obligation to HSM. All balances must be paid in full before a readmission application will be considered.

Re-Enrollment Conditions

All readmitted students must sign a new Enrollment Agreement; complete any required updated orientation; meet all current admission prerequisites; and provide updated immunization records, CPR/NRP certifications, and any other required documentation. Students readmitted after an absence of more than two (2) years may be required to repeat clinical preparation coursework at the discretion of the Academic Director.

See also: Re-Admission After Withdrawal in the Financial Information section, which governs application fees and course-recency requirements.

Change of Program (Major) Policy

A “Change of Program” occurs when an enrolled student wishes to transfer between HSM’s three academic programs. This policy governs the process, eligibility, and credit applicability for such transitions.

Eligible Program Changes

CMHMA → AAS	Most common. CMHMA graduates receive advanced standing into the AAS program. Up to 31 CMHMA credits may be applied.
AAS → BSM	Upon earning the AAS degree and obtaining the LM/CPM credential, students may enroll in the BSM program. AAS credits count toward the 90 transfer credits required.
BSM → AAS	Generally not applicable. Students interested in this path must meet all AAS admission prerequisites and apply as a new student.
AAS → CMHMA	Downward program change is rare but reviewed on a case-by-case basis. Credits earned in the AAS program may be applicable.

Eligibility Requirements

- Student must be in good academic standing (minimum 2.5 cumulative GPA)
- Student must have no outstanding financial obligations to HSM
- Student must meet all admission prerequisites of the new program
- Student must submit a Change of Program Request Form at least 30 days before the start of the desired semester
- Change of program may not be processed retroactively for a semester already in progress

Credit Transfer on Program Change

Credits earned in one HSM program that are equivalent to courses in the new program will be reviewed by the Academic Director. Applicable credits will be applied to the new program. Clinical Lab credits (CLI courses) are not automatically transferable between programs and are subject to individual review.

Students who change programs must meet all clinical requirements of the new program regardless of clinical experience completed in the prior program.

Tuition and Fee Implications

Students who change programs will be subject to the tuition and fee structure of the new program as of the date of the change. Any tuition already paid for the prior program that is not applicable to the new program is subject to the standard Refund Policy.

The \$100 enrollment fee is waived for intra-HSM program changes; the application fee is also waived if the student applies within 12 months of completing or withdrawing from the prior HSM program.

Process

1. Student schedules a consultation with the Academic/Clinical Coordinator to discuss the intended change.

2. Student submits a completed Change of Program Request Form to the Academic Director, including a brief written statement of reason.
3. Academic Director reviews the request within 14 days and issues a written decision, including credit applicability and any conditions.
4. If approved, the Registrar updates enrollment records. Student attends orientation for the new program if required.
5. Student signs a new Enrollment Agreement for the new program.

Important Notes

- A change of program resets the student's Maximum Timeframe calculation to that of the new program.
- Students who change programs more than once in a 12-month period require Executive Director approval.
- Changing programs does not affect disciplinary or academic standing records.

Academic Policies

Grading Scale

Grade	Value
A = 91–100%	4.0 points per credit
B = 81–90%	3.0 points per credit
C = 71–80%	2.0 points per credit
D = 61–70%	1.0 point per credit (failing)
F = 0–60%	0.0 points per credit (failing)
I = Incomplete	No credit until resolved
IP = In Progress	Clinical Labs in progress
W = Withdrawn	Before withdrawal deadline
WF = Withdrew after deadline / Academic Dishonesty	0.0 — counted in GPA
X = Audited	No credit, no GPA impact
P = Pass	Midwifery Skills and Clinical Lab courses — credit earned, no grade points, not in GPA
NP = No Pass	Midwifery Skills and Clinical Lab courses — no credit, not in GPA, treated as failing
TC = Transfer Credit	Credit earned, not in GPA
CB = Competency-Based Credit	Credit earned, not in GPA
EC = Experiential Credit	Credit earned, not in GPA

GPA is calculated by dividing total points earned by total credits attempted. Students must maintain a cumulative GPA of 2.5 or higher to remain in good academic standing.

Pass/No Pass Courses

Effective Fall 2026, all Midwifery Skills courses (MID101, MID102, MID103, MID211, MID212, and MID213) and all Clinical Lab courses (CLI101 through CLI403) are graded on a Pass/No Pass basis rather than a letter grade.

- A grade of **P (Pass)** indicates the student met all competency, attendance, and documentation requirements for the course.
- A grade of **NP (No Pass)** indicates the student did not, and must repeat the course.
- Pass/No Pass grades carry credit toward program completion but **do not carry grade points and are not included in GPA calculations**.

- P and NP are counted as **attempted** credits, and P is counted as **completed**, for the 67% completion-rate standard under Satisfactory Academic Progress.
- A grade of **NP results in Academic Warning on the same terms as a D or F**.
- Midwifery Skills and Clinical Lab courses completed **before Fall 2026** retain the letter grades under which they were awarded, and those letter grades continue to be included in the student's GPA.

Academic Standing

Honor Roll	All A's for the semester
Good Standing	Cumulative GPA 2.5+, grades of C or better (or P in Pass/No Pass courses), and completion of 67%+ of attempted credits
Academic Warning	Earned one or more D's, F's, or NP's in the prior semester
Academic Probation	Cumulative GPA below 2.5, OR completing less than 67% of attempted credits

Failing and Repeating a Course

If a student feels they are not doing well in a course, they should immediately make an appointment with the instructor or Academic Director, who will assist in finding a tutor.

A grade of **D, F, or NP** is considered failing. Failed courses must be repeated. Both the original failing grade and the new passing grade will appear on the transcript; for letter-graded courses, both factor into the cumulative GPA. Failing a course results in Academic Warning.

Students may not register for a subsequent course until its prerequisite has been passed. This may result in a student attending only part time, or more than full time. The extra time needed to make up failed and subsequent courses counts toward the maximum timeframe. Failing a class more than once, or failing more than two classes, may result in dismissal.

Incomplete Policy

If a student has completed at least 80% of a course and needs an extension at the end of a semester, an Incomplete (I) grade may be requested from the instructor. The instructor decides whether the student's reasons are compelling. If approved, the student receives an I grade and no credit until the work is completed. Student and instructor will agree on a completion plan not to exceed one semester. If coursework is not completed by the end of the next semester or within the agreed timeframe, the student may receive an F.

An Incomplete in a prerequisite course prevents registration in the subsequent course.

Auditing Courses

If space is available after matriculating students enroll, students may request to audit a course (X grade) with approval from both the Executive Director and the instructor. Prerequisites must still be met. The student is expected to participate in class, except for tests. Audited courses cost the same as credit courses; if the student has previously passed the course for credit, they may audit it for free. Audit/credit status must be changed before the add/drop date.

Grade Appeal Policy

Students who believe a final course grade was assigned in error, based on a miscalculation, or in a manner inconsistent with the course syllabus have the right to appeal. Grade appeals based solely on disagreement with a faculty member's academic judgment are not grounds for appeal; appeals must be based on a specific identifiable error or procedural irregularity.

Grounds for Appeal

A grade appeal may be submitted on one or more of the following grounds: (1) a mathematical or clerical error in grade calculation; (2) a grade assigned based on criteria not stated in the course syllabus; or (3) a grade that appears to reflect bias, discrimination, or other improper consideration unrelated to academic performance.

Process

- **Step 1 — Informal Resolution.** Within 7 calendar days of receiving a final grade, the student must first contact the course instructor directly to discuss the grade and attempt informal resolution. The instructor will respond within 5 business days.
- **Step 2 — Formal Written Appeal.** If not resolved informally, the student submits a written grade appeal to the Academic Director within 14 calendar days of receiving the instructor's response (or the end of the 5-day response window if no response was received). The written appeal must identify the course, the grade received, the specific grounds for appeal, and supporting documentation.
- **Step 3 — Academic Director Review.** The Academic Director reviews the appeal, consults with the instructor, and issues a written decision within 14 calendar days of receiving the appeal. The decision will either uphold the original grade, direct the instructor to recalculate the grade, or take other corrective action.
- **Step 4 — Final Appeal.** If the student is not satisfied with the Academic Director's decision, a final written appeal may be submitted to the Executive Director within 7 calendar days. The Executive Director's decision is final and binding.

Grade appeals do not suspend academic or clinical standing. Grades under appeal are recorded as the assigned grade until the appeal is resolved. Approved appeals resulting in a grade change will be reflected on the official transcript.

Academic Freedom Policy

Heritage School of Midwifery affirms the principle of academic freedom for all faculty. Faculty members are entitled to freedom in teaching, scholarship, and creative activities, and freedom from institutional censorship or discipline based on the content of academic work, subject to the following professional responsibilities.

Faculty Rights

Faculty have the right to present course material in accordance with their professional expertise and judgment; assign grades based on academic performance and the criteria published in the course syllabus; express professional opinions in the classroom and in scholarly work without fear of institutional retaliation; and pursue research and publication in their areas of expertise.

Professional Responsibilities

Academic freedom carries corresponding professional responsibilities. Faculty are expected to present course content that is accurate, current, and evidence-based; clearly distinguish between personal opinion and established

knowledge; maintain the published course syllabus and grading criteria; treat all students equitably; and respect the dignity and privacy of students and patients in all academic communications.

Scope

Academic freedom does not exempt faculty from compliance with HSM’s policies, applicable law, HIPAA, professional licensing standards, or the ethical obligations of the midwifery profession. Academic freedom also does not permit faculty to harass students, impose irrelevant personal views, or deviate from program requirements established by HSM administration or applicable regulatory bodies.

Academic Warning & Probation

Academic Warning. Students who receive a D, F, or NP will be placed on Academic Warning. These students must meet with the Academic Director for counseling before the following semester and again midway through the next semester. They will be encouraged to seek tutoring; tutoring services may carry an additional cost determined by the tutor.

Academic Probation. Students with a cumulative GPA below 2.5, or who do not complete 67% of cumulative attempted credits, will be placed on Academic Probation for failing to make satisfactory academic progress. Students on probation must have a performance review with the Academic Director before the start of the next semester. Students remain on probation until their GPA has risen to at least 2.5 and they are completing more than 67% of attempted credits. Students on Academic Probation for more than two semesters may be considered for dismissal.

Maximum Timeframe

CMHMA	150% of the published program length
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AAS	150% of the published program length, not to exceed 6 years from the date of first enrollment
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BSM	150% of the published program length
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If a student cannot meet graduation requirements within the applicable timeframe, the student is not making Satisfactory Academic Progress and may be dismissed.

Attendance Policy

General Policy

Students are required to attend at least **75% of the total clock hours** for each course. Students may be absent for up to 25% of the scheduled clock hours for that course. All absences within this limit must be excused, and students are responsible for arranging with their instructors to complete any missed assignments, assessments, or required activities.

Some courses are less than a semester long. See the instructor’s syllabus for details on that course’s absence policy.

Excused Absences

An absence will be excused for the following reasons:

- Illness of the student or the student’s dependent

- Death in the student's immediate family
- Observance of religious holidays (with advance notice to HSM and the instructor)
- Birth-related absence (see below)

Documentation Requirements

HSM administration or faculty may require written, verifiable documentation to support the reason for an absence. If documentation is requested but not provided, the absence may be marked unexcused. In such cases, instructors may apply grade penalties or deny make-up opportunities for quizzes or tests at their discretion.

Birth-Related Absences

A birth-related absence occurs when a student enrolled in Clinical Lab is on call for an assigned client and must attend that client's labor and birth, making the student unable to attend scheduled class sessions. For example, if a student is on call Thursday, is called to support a client at 4:00 PM, and remains with the client through 6:00 PM the following day, the student's absence from Friday's classes qualifies as a birth-related absence.

Students are required to be off call for all scheduled classes, except when attending an actively laboring client under this policy.

To qualify as a birth-related absence, all of the following conditions must be met:

- The student must be enrolled in Clinical Lab.
- The birthing individual must be a client of the student's assigned preceptor.
- Birth-related absences may be used for up to 25% of the total clock hours for each course per semester. Any birth-related absence beyond this limit is unexcused.
- The student must notify each instructor before the start of class when possible. If the instructor cannot be reached, the student must contact the Executive Director.
- All missed assignments must be made up promptly. Some assignments — such as quizzes — may not be eligible for make-up at the instructor's discretion. Review each syllabus for the instructor's specific make-up policy.
- The student must submit a **Birth-Related Absence Form** (Appendix D) to each instructor for every missed class. The form must include the preceptor's signature, the date and time of the birth, and the dates and times the student attended the birth.

Unexcused Absences

An absence will be considered unexcused if:

- The student exceeds 25% of the total clock hours allowed for absences in a course, even if the reason would otherwise be excused
- Required documentation is missing, incomplete, or not submitted as requested

Unexcused absences may result in grade penalties or inability to make up missed work, at the instructor's discretion. Excessive unexcused absences may result in failing the course.

Leave of Absence

A written request must be submitted to the Executive Director describing the reason for the request and an estimated date of return. All tests, assignments, and clinical work must be made up on a schedule approved by the faculty. The student must be in good academic standing with no Incompletes pending and must be current on all financial obligations. Leave may not exceed one year.

To ensure continuity and logical progression, students returning from a leave of absence may need to wait a semester or two until the courses they need are available.

Military Service Members

HSM values our armed forces. We will grant an extended leave of absence to all military students leaving for active duty. Upon return, the student will be readmitted as soon as in-sequence courses are available, at the same program stage, enrollment status, completed credits, and academic standing.

If more than two years have elapsed since the student left the program, the student will be tested to determine whether any core classes or other course material need to be repeated. In that case, the student will be required to attend the class but **will not be charged tuition or fees**. Course material or clinical experience that needs to be reviewed or repeated will be assessed on a case-by-case basis.

Notice of intent to return must be submitted **not later than 3 years after completion of service**, and **not later than 2 years after recovery from a service-related illness or injury**. If more than 5 years have elapsed since the student left the program, the student may need to reapply.

Transfer Credit Policy

Heritage School of Midwifery evaluates transfer credits from any institution accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). This policy governs the evaluation of all transfer credits, including credits earned by semester hour, quarter hour, or clock hour, and applies to all HSM programs. Program-specific limits and Florida residency requirements are stated in each program's policies section; in the event of a conflict between this unified policy and a program-specific provision, the more restrictive standard applies.

Eligible Sources

HSM will consider transfer credits from the following sources, subject to the evaluation criteria below:

- **Accredited colleges and universities:** credits earned at any institution accredited by a USDE-recognized or CHEA-recognized accrediting agency, including community colleges, four-year colleges and universities, and vocational or technical institutions.
- **Standardized examinations:** CLEP, AP (College Board), AICE (Cambridge), IB (International Baccalaureate), and DSST exams, at score levels consistent with institutional passing standards.
- **ACE-recommended credit:** courses evaluated and recommended for college credit by the American Council on Education (ACE), including military training and workplace learning programs.
- **Approved online and non-traditional providers:** Sophia Learning and StraighterLine courses are accepted where the course content is equivalent to an HSM required or elective course.

Non-accredited sources. Credit from vocational/career colleges, trade schools, and other non-accredited training may also be considered on a case-by-case basis, subject to individual review and evaluation by a qualified transcript evaluator. Because these sources are not covered by standard articulation or accreditation-based acceptance, applicants should expect that additional documentation may be requested, including detailed course outcomes, contact/clock hours, competencies demonstrated, and evidence of the instructor's qualifications. The transcript evaluator will determine whether the training demonstrates learning outcomes substantially equivalent to the corresponding HSM course. Acceptance is not guaranteed, and the evaluator's determination is final.

Foreign Education Equivalency

Credits and credentials earned outside the United States and its territories are accepted for transfer **only** when supported by a course-by-course foreign education equivalency evaluation prepared by a credential evaluation service that is a current member of the **National Association of Credential Evaluation Services (NACES)** or the **Association of International Credential Evaluators (AICE)**. The evaluation must establish that the coursework is equivalent to study at a regionally or nationally accredited United States institution and must state the U.S. semester-credit equivalent and grade for each course.

The student is responsible for requesting the evaluation and for any cost associated with it, and must arrange for the evaluation and official transcripts to be sent directly to HSM. Transcripts and supporting documents issued in a language other than English must be accompanied by a certified English translation.

The same standards applied to domestic transfer credit — curricular alignment, recency, and a minimum grade of C — apply to evaluated foreign coursework. Applicants presenting a secondary school credential earned outside the United States must likewise provide an equivalency evaluation establishing that the credential is equivalent to a United States high school diploma.

Credit Hour and Clock Hour Conversion

HSM will evaluate transfer credits regardless of whether they were earned on a semester-hour, quarter-hour, or clock-hour basis, and will convert them to HSM's semester credit hour system as follows:

- Semester credit hours transfer at a 1:1 ratio.
- Quarter credit hours are converted at a ratio of 2 quarter hours = 1.33 semester credit hours (multiply quarter hours by 0.667).
- Clock hours earned at clock-hour institutions are converted using the federal standard: 15 clock hours = 1 semester credit hour for lecture/theory content, 30 clock hours = 1 semester credit hour for practical lab content, and 60 clock hours = 1 semester credit hour for lab/clinical content. The Academic Director will verify equivalency before applying converted clock-hour credits to HSM program requirements.

Evaluation Criteria

All transfer credit requests are evaluated by the Academic Director using the following criteria. Meeting the procedural requirements does not guarantee that credits will be accepted; the Academic Director retains discretion to deny transfer credit if the course content does not sufficiently align with HSM program requirements.

- **Accreditation:** credits are preferably from institutions accredited by a USDE- or CHEA-recognized agency, or from approved examinations or ACE-recommended programs. Credits from non-accredited sources are not automatically disqualified and will be evaluated on a case-by-case basis.
- **Grade:** a minimum grade of C (or equivalent passing score) is required. Pass/Fail courses are accepted if the originating institution defines "Pass" as equivalent to a C or better. Transferred grades are not included in the HSM cumulative GPA calculation.
- **Content equivalency:** the course must be substantially equivalent in content, scope, and learning outcomes to the HSM course it is proposed to replace. The Academic Director will review the official course syllabus, catalog description, and any additional documentation provided by the student.
- **Recency:** in some cases, courses must have been completed within the last three to five (3–5) years to qualify. Courses completed more than five (5) years before the transfer review date may not qualify for transfer, particularly for science and clinical courses where currency of knowledge is important to patient safety. The Academic Director may approve older coursework on a case-by-case basis with appropriate justification.
- **Clinical Lab credits (CLD):** Clinical Lab credits are not eligible for transfer. All clinical hours and competencies required for HSM program completion must be earned under HSM-approved preceptors at HSM-approved sites.

Request Process

Transfer credit requests must be submitted **at least four (4) weeks before course registration** for the semester in which the transfer credit would apply. Late requests may not be processed in time to affect registration for the upcoming semester. To submit a transfer credit request, students must provide all of the following to the Academic Director:

- Completed Credit Transfer Review Form (available from the Student Services Officer)
- Official transcripts from each originating institution (sent directly from the institution or via a verified electronic transcript service)
- Official course syllabus or catalog description for each course being evaluated
- For clock-hour programs: documentation of total clock hours completed and the accreditation status of the originating institution

The Academic Director will issue a written decision within **fourteen (14) calendar days** of receiving a complete request, and in all cases students will be notified of credit transferability **at least one week before the start of classes**. Approved transfer credits will be recorded on the student's HSM transcript as transferred credits (TC). Denied requests will include a written explanation. Students who disagree with a transfer credit decision may appeal to the Executive Director within 7 calendar days using HSM's formal appeal process.

Program-Specific Limits

In addition to the criteria above, each program has specific limits on the maximum number of transfer credits accepted and Florida residency requirements:

- **CMHMA:** students must complete at least 25% of the CMHMA program at HSM (Florida residency requirement). Maximum transferable credits are governed by this 25% residency requirement.
- **AAS in Direct Entry Midwifery:** per Florida law, transferred credits cannot reduce a student's time at HSM to less than two years. Maximum transferable credits: 45. Minimum grade of C required.
- **BSM:** up to 90 transfer credits accepted from an accredited midwifery diploma or associate program. At least 25% of the BSM program must be completed at HSM.

Transfer credit decisions are final once recorded on the student's transcript unless successfully appealed within the timeframe stated above. Accepted transfer credits count toward SAP pace calculations as both attempted and completed credits but are not factored into the HSM cumulative GPA.

Transferring out of HSM. Students transferring from HSM to another institution must verify credit transferability with that institution, as acceptance policies vary.

Experiential & Competency-Based Credit

HSM offers two pathways for students to earn credit outside of traditional enrollment, both available to CMHMA and AAS students in good academic standing (minimum 2.5 GPA) who have completed at least one semester at HSM.

Experiential Credit

Experiential Credit recognizes knowledge and skills you have built through prior work experience, professional training, military service, volunteer work, or independent study.

How it works. If you believe your background qualifies you to skip a course, you apply by submitting a portfolio that documents your prior learning and connects it to specific HSM course outcomes. Begin with a consultation with the Academic Coordinator and/or Academic Director.

Your portfolio must include: a detailed narrative describing the prior learning experience; documentation of the experience (certificates, licenses, employment records, letters of verification); a reflective essay connecting the experience to specific HSM course learning outcomes; and evidence of competency (work samples, projects, photographs, videos).

Deadline. Completed portfolios must be submitted to the Academic Director and/or Academic Dean **at least 60 days before the start of the semester** in which credit is requested.

Review. A faculty committee consisting of the Executive Director, Academic Dean, and a Core Faculty member reviews the portfolio and may request additional documentation, conduct an interview, or require demonstration of skills through testing, practical examination, or project completion. The committee may award full credit, partial credit, or deny the request. **Students are notified in writing within 30 days of portfolio submission.**

Assessment criteria. Relevance to HSM course content and learning outcomes; quality at a college level appropriate to the course; depth demonstrating comprehensive understanding rather than superficial exposure; currency (generally within the past 5 years, with exceptions for ongoing professional practice); and adequate documentation.

Limits. You may earn up to 25% of total program credits this way — **7 credits for CMHMA, 23 credits for AAS.** Clinical Lab (CLI) courses are not eligible.

Fee. A non-refundable portfolio review fee of **\$100 per course** is due at submission. If credit is awarded, you also pay the current per-credit tuition rate for the credits earned.

Transcript. Experiential credits are recorded as **EC (Experiential Credit)**, do not carry a letter grade, and do not factor into GPA.

Appeal. Students who disagree with the credit decision may submit a written appeal to the Academic Dean within 14 days of receiving the decision, including specific reasons for disagreement and any additional supporting documentation. The decision on appeal is final.

Competency-Based Credit

Competency-Based Credit lets you test out of specific eligible courses by demonstrating mastery directly, regardless of how you learned it.

Eligible courses:

- BIO110 — Anatomy & Physiology I
- BIO110L — Anatomy & Physiology I Lab
- BIO111 — Anatomy & Physiology II
- BIO111L — Anatomy & Physiology II Lab
- BIO103 — Microbiology & Epidemiology
- MED102 — Medical Terms & Charting
- DIA201 — Screening and Diagnostic Testing
- MID101 — Midwifery Skills I
- MID102 — Midwifery Skills II
- PHA202 — Pharmacology
- RES102 — Research Analysis

Not eligible: any other lab course (including BIO101L and BIO103L), any other skills course (including MID201 and MID202), and all Clinical Lab (CLI) courses. These must be completed through traditional enrollment.

Application. Submit a Competency Assessment Request Form to the Academic Coordinator and/or Academic Director **at least 30 days before the semester** in which credit is requested. The request must identify the course(s), state your prior knowledge or experience in the subject area, and explain why you are requesting competency-based credit. The designated Core Faculty course instructor and the Academic Dean review the request. If denied, you will receive an explanation and must complete the course through traditional enrollment.

Assessment components may include one or more of: a comprehensive written examination, a practical demonstration, a portfolio submission, an oral examination, or a project or paper.

Scoring. You must score **at least 85% (B) on all assessment components**. If you score below 85% on any component, credit is not awarded and you must take the course through regular enrollment. **Retakes are not permitted** — each eligible course may be attempted only once.

Timeline. All assessment components must be completed within 30 days of approval. Extensions may be granted in extenuating circumstances with the Academic Dean's approval.

Limits. A maximum of **12 credits** may be earned through competency-based assessment.

Fee. \$150 per course, non-refundable, paid at time of application.

Preparation. Students are responsible for their own preparation. HSM recommends reviewing the course syllabus and learning objectives, consulting required textbooks, using online resources and study guides, and optionally meeting with the course instructor to clarify expectations. **HSM does not provide formal instruction or tutoring for competency assessment preparation.**

Academic integrity. All competency assessments must be completed independently unless otherwise specified. Any evidence of academic dishonesty will result in immediate failure of the assessment, ineligibility for future competency-based credit, and possible disciplinary action up to and including dismissal.

Transcript. Competency credits are recorded as **CB (Competency-Based Credit)**, do not carry a letter grade, and do not factor into GPA.

Appeal. Students who disagree with the assessment outcome may submit a written appeal to the Academic Dean within 14 days of receiving results, including specific reasons for disagreement, supporting documentation, and the requested resolution. The Academic Dean issues a final decision within 14 days.

Important — Both Pathways

Neither pathway exempts you from any clinical requirements mandated by Florida Statute 467 or NARM. All clinical hours and experiences must be completed as specified regardless of credits earned through experiential or competency-based pathways.

HSM reserves the right to modify these policies at any time. Students will be notified of changes, and the policies in effect at the time of application will apply.

To start either process, contact the Student Services Officer to schedule a consultation with the Academic Coordinator and/or Academic Director.

Satisfactory Academic Progress (SAP) Policy

Federal and state regulations, as well as HSM’s own standards of academic excellence, require that all students make Satisfactory Academic Progress (SAP) toward the completion of their program. SAP is evaluated at the end of every semester for all enrolled students, regardless of whether the student receives financial assistance. Failure to maintain SAP has academic consequences and may affect a student’s eligibility for institutional scholarships and payment plans.

This policy applies to all students enrolled in the CMHMA, AAS, and BSM programs.

SAP Standards — Three Components

SAP is measured by three independent standards. A student must meet **all three** to be considered making satisfactory progress.

Component 1 — Qualitative Standard (GPA). Students must maintain a minimum cumulative GPA of 2.5 (on a 4.0 scale) at all times. A GPA below 2.5 at any SAP evaluation point constitutes failure to meet the qualitative SAP standard.

Component 2 — Quantitative Standard (Pace of Completion). Students must successfully complete at least 67% of all credits they have cumulatively attempted.

Formula: Credits Successfully Completed ÷ Credits Attempted = Completion Rate

Example: a student who has attempted 30 credits must have completed at least 21 ($30 \times 0.67 = 20.1$).

Attempted credits include all enrolled credits, W, F, WF, I, NP, and repeated courses. Grades that count toward completion: A, B, C, D, and P. Grades that do not count toward completion: W, F, WF, NP, and I (until resolved). Audits (X) are excluded from both columns.

Note on NP grades and pace. A grade of NP means the course was not passed and must be repeated. Consistent with the treatment of F and WF, an NP counts as an *attempted* credit but not a *completed* one. Students should be aware that repeating a Pass/No Pass course therefore affects the completion-rate calculation in the same way as repeating a letter-graded course.

Component 3 — Maximum Timeframe. Students must complete their program within the maximum allowable timeframe:

- CMHMA: 150% of the published 8-month program length
- AAS Direct Entry Midwifery: 150% of the published program length, not to exceed 6 years from the date of first enrollment
- BSM: 150% of the published program length

Once a student has exceeded 150% of required credits (or the 6-year AAS limit), they are no longer making SAP regardless of GPA or completion rate.

Credit Counting Rules

Category	Treatment
Counts as Attempted & Completed	A, B, C, D (passing for GPA purposes; note D is still considered failing per Academic Policy)

Category	Treatment
Counts as Attempted & Completed — no grade points	P (Pass, in Pass/No Pass courses)
Counts as Attempted, NOT Completed	F, WF, W, NP , I (until resolved with a passing grade)
Excluded from Both Columns	X (audited courses)
Repeated Courses	Both the original attempt and the repeat count as attempted. Only the passing grade counts toward completion.
Transfer Credits	TC — accepted transfer credits count as both attempted and completed for pace. Not factored into HSM GPA.
Competency-Based Credits	CB — accepted competency-based credits count as both attempted and completed for pace. Not factored into HSM GPA.
Experiential Credits	EC — accepted experiential credits count as both attempted and completed for pace. Not factored into HSM GPA.
Clinical Lab (IP grade)	IP does not count as completed until resolved. Once resolved with a passing grade, counts as completed.

SAP Evaluation Schedule

SAP is evaluated at the end of every semester after final grades are posted. For new students, the first SAP evaluation occurs after Semester 1. Students receive written SAP status notification via official HSM email within two weeks of semester end.

Status	Meaning
SAP Met	Student is in Good Standing. No action required.
SAP Warning	Student failed one or more SAP components for the FIRST time. Student may continue enrollment but must follow the SAP Warning process.
SAP Suspension	Student failed one or more SAP components for a SECOND consecutive evaluation, OR failed to follow the SAP Academic Plan. Student is suspended from enrollment.
Maximum Timeframe Exceeded	Immediate SAP Suspension regardless of GPA or completion rate.

SAP Warning

A student who fails to meet one or more SAP standards at a semester evaluation is placed on SAP Warning for the following semester. During a SAP Warning semester:

- The student remains enrolled and may continue attending classes and clinicals
- The student must meet with the Academic Director within the first two weeks of the warning semester to develop a SAP Academic Plan

- Institutional scholarships and payment plan eligibility are placed under review

If the student meets all SAP standards at the end of the Warning semester, the Warning is removed and the student returns to Good Standing. Failure to meet SAP standards at the end of the Warning semester results in SAP Suspension.

SAP Academic Plan

A SAP Academic Plan is a written agreement between the student and the Academic Director outlining specific steps to return to Good Standing. It must be signed by both parties and include:

- Identification of the specific SAP standard(s) not met
- Concrete academic actions (e.g., reduced credit load, required tutoring, course sequencing)
- A midpoint check-in scheduled at the eighth week of the semester
- A clear statement of what must be achieved by semester end to avoid suspension

Failure to attend the plan meeting, or failure to follow plan terms, accelerates the student to SAP Suspension.

SAP Suspension

A student on SAP Suspension may not enroll in the following semester unless a successful appeal is filed. During suspension:

- The student is administratively withdrawn from all registered courses for the upcoming semester
- Clinical participation is suspended in accordance with the Clinical Suspension Policy
- Institutional scholarships are suspended for the duration
- The student may not register for any courses until formal reinstatement is granted

SAP Appeal Process

A student placed on SAP Suspension may appeal if the failure was due to extenuating circumstances beyond their control. Qualifying circumstances include serious illness or injury (student or immediate family member), death of an immediate family member, or other documented extraordinary circumstances. The appeal must be submitted within 14 calendar days of the SAP Suspension notice and must include:

1. A personal statement explaining the circumstances
2. Supporting documentation (medical records, death certificates, etc.)
3. A Student Recovery Plan describing how SAP standards will be met going forward

The Academic Director and Executive Director will issue a written decision within 14 calendar days of receipt. The decision is final. An approved appeal places the student on an Academic Plan for the return semester; failure to meet SAP at that next evaluation results in permanent SAP dismissal.

Reinstatement Without Appeal

A student who does not appeal, or whose appeal is denied, may apply for reinstatement after sitting out one full semester. The student must submit a written reinstatement request, demonstrate a plan to address academic deficiencies, attend a reinstatement interview with the Academic Director, and be current on all financial obligations. Reinstatement is granted at the discretion of the Academic Director and Executive Director.

SAP and Institutional Scholarships

All HSM institutional scholarships require the recipient to be in Good Academic Standing and meeting SAP. Students on SAP Warning retain eligibility for that semester only. Students on SAP Suspension forfeit scholarship awards for the suspension period. Reinstated students may reapply for applicable scholarships in the semester following reinstatement.

SAP Notification & Student Responsibility

HSM notifies students of SAP status in writing via official HSM email within two weeks of semester end. Students are responsible for maintaining an active, monitored HSM email account. Failure to read a SAP notification does not exempt a student from the consequences of failing to meet SAP standards.

SAP Tracking Record

Student Name	_____
Program	☐ CMHMA ☐ AAS ☐ BSM
Evaluation Semester	_____
Cumulative GPA	_____ ☐ Meets Standard (2.5+) ☐ Does Not Meet
Completion Rate	_____ ☐ Meets Standard (67%+) ☐ Does Not Meet
Timeframe Status	☐ Within Maximum ☐ Exceeds Maximum
Overall SAP Status	☐ Met ☐ Warning ☐ Suspension
Academic Plan Required	☐ Yes ☐ No Plan Date: _____
Appeal Filed	☐ Yes ☐ No Decision: _____ Date: _____
Reviewed By / Date	_____

Professional Judgment in SAP Determinations

The Academic Director, in consultation with the Executive Director, may exercise professional judgment on a case-by-case basis to adjust the application of SAP standards for students experiencing unusual or extenuating circumstances not adequately addressed by standard policy. Professional judgment may be used to treat a documented period of unusual enrollment as an exception for pace or timeframe calculations; consider documented extenuating circumstances when evaluating whether a SAP Warning or Suspension is appropriate; or approve a modified Academic Plan with different benchmarks than those described in the standard SAP Warning process.

Professional judgment decisions must be (1) made on an individual, case-by-case basis; (2) documented in writing with the specific reason(s) for the adjustment; (3) signed by the Academic Director; and (4) retained in the student's permanent file. Professional judgment does not override the maximum timeframe requirements and may not be used to waive the student's obligation to maintain the qualitative and quantitative SAP standards over time. The exercise of professional judgment in one instance does not create a precedent for other students or future decisions.

Artificial Intelligence (AI) Usage Policy

Heritage School of Midwifery recognizes that artificial intelligence (AI) tools — including but not limited to large language models, AI writing assistants, image generators, and AI-powered research tools — are increasingly present in academic and clinical settings. This policy establishes guidelines for the appropriate, ethical, and transparent use of AI at HSM, effective for the 2026–2027 academic year.

Core Principles

HSM’s AI policy is grounded in three principles: **academic integrity, clinical safety, and professional responsibility**. AI is a tool, not a substitute for critical thinking, clinical judgment, or the human relationship at the heart of midwifery care.

Permitted Uses of AI

Students may use approved AI tools for the following purposes, provided they comply with all disclosure and integrity requirements below:

- Research assistance: identifying scholarly sources, summarizing literature, and generating search terms
- Brainstorming and idea generation for assignments — not submitting AI-generated text as original work
- Grammar and spelling checking of student-authored writing
- Studying and self-testing: generating practice questions, flashcards, or explanations of course concepts
- Learning software and clinical documentation systems that incorporate AI features (e.g., Typhon enhancements), when directed by the instructor or preceptor
- Administrative tasks such as drafting personal emails or scheduling reminders (not related to academic submissions)

Prohibited Uses of AI

The following AI uses are prohibited and constitute **Academic Dishonesty**, subject to the consequences outlined in the Code of Conduct section:

- Submitting AI-generated text, in whole or in part, as original student work without disclosure and instructor approval
- Using AI to complete quizzes, exams, or competency assessments
- Generating, altering, or fabricating clinical documentation, patient records, Typhon logs, or birth records using AI
- Using AI to impersonate a student in any communication with faculty, preceptors, or staff
- Inputting protected health information (PHI) into any AI tool — doing so constitutes a HIPAA violation
- Using AI to generate protocols, care plans, or clinical recommendations intended for direct use with patients without faculty review
- Using AI to misrepresent clinical skills, hours, or experiences

Disclosure Requirements

When AI use is permitted by an instructor for an assignment, students must disclose that use in the submission. The required disclosure statement is:

“This work was completed with the assistance of [AI tool name]. AI was used for [specific purpose, e.g., grammar checking, literature search]. All analysis, conclusions, and clinical judgments are my own.”

Submissions that use AI without disclosure will be treated as Academic Dishonesty regardless of the student’s intent.

Instructor Discretion

Individual instructors may establish more restrictive AI policies for their courses. Such restrictions will be stated in the course syllabus. Students are responsible for reviewing each course syllabus at the start of the semester and following the AI policy specific to that course.

AI in Clinical Settings

Clinical settings governed by preceptors follow the preceptor’s practice guidelines and the rules of the clinical site, which may restrict or prohibit AI use entirely. Students must never enter patient information into any AI tool. When in doubt, do not use AI at the clinical site. Questions should be directed to the Clinical Director.

AI and HIPAA

Entering any identifiable patient information — including names, dates of birth, addresses, diagnoses, or details that could identify a patient — into an AI tool is a HIPAA violation. This applies to all AI platforms, including those marketed as secure or private. Violations will be treated with the full severity described in the *HIPAA & Patient Confidentiality* section of this handbook.

Critical Thinking Reminder

AI tools can generate plausible-sounding but incorrect clinical, legal, or factual information. Students must verify all AI-generated content against course materials, peer-reviewed sources, and instructor guidance before relying on it. In midwifery practice, patient safety depends on accurate, evidence-based information. Never use AI-generated clinical guidance without verification from a licensed provider or instructor.

Policy Updates

AI technology and best practices evolve rapidly. HSM reserves the right to update this policy at any time. Students will be notified of significant changes via their student email. The most current AI policy is always available in the current Student Handbook found on the HSM Student Portal.

Clinical Policies & Expectations

Clinical education is where midwifery becomes lived, not just learned. It is a privilege to be welcomed into birth spaces, and with that privilege comes responsibility, professionalism, and commitment. Clinical experiences are equally as important as academic coursework.

Every semester, students enroll in Clinical Lab to gain real-world experience. Throughout these labs, each student works closely with a Licensed Midwife preceptor to learn midwifery. Students start by observing and, as they gain skills and experience, become supervised assistants and eventually act as supervised primary.

Preceptor Contract & Site Approval

Students may **NOT** begin clinical experiences until (1) a signed preceptor contract has been completed, **AND** (2) the site and preceptor have been approved by HSM. This requirement applies to home birth and birth center settings. Hospital settings are excluded (see *Hospital Placement Requirements*).

Students are responsible for initiating contact with preceptors, introducing themselves professionally, requesting interviews, and maintaining ongoing communication. Students must present themselves as future healthcare professionals at all times.

Preceptor Relationship

Preceptorship is a privilege, not a right. Preceptors are not required to teach or involve students in all aspects of care. Students must approach every clinical experience with respect, humility, and professionalism.

At the beginning of the preceptor relationship, the student and preceptor will meet to establish mutual expectations and responsibilities. Preceptors may require students to complete office duties or other tasks as part of their training. Students are responsible for all travel costs related to clinical duties, including room and board when necessary.

Student Clinical Responsibilities

Students will:

- Keep CPR and NRP certifications current at all times
- Follow all rules and policies set by the preceptor and clinical site
- Wear their HSM student ID badge whenever working in a clinical capacity
- Maintain a reliable means of communication (cell phone preferred)
- Maintain reliable transportation to and from clinical sites
- Abide by HIPAA regulations at all times
- Observe all Florida midwifery statutes
- Maintain professionalism: punctuality, appropriate dress, positive attitude, respectfulness
- Maintain ethical conduct and honesty at all times

Students will not:

- Practice midwifery without a preceptor present, except in an emergency
- Use the title “midwife” before being licensed
- Falsify any clinical records, Typhon logs, or documentation

- Practice while under the influence of drugs or alcohol, or when otherwise impaired (debilitating illness, medication, etc.)
- Fail to appear at a birth while on call

If anyone requests that you perform clinical duties that violate Florida statutes or these policies, decline, discuss the matter privately with your preceptor, and inform the Clinical Coordinator within 24 hours.

Clinical Documentation — Typhon

All clinical experiences must be documented in Typhon **within 7 days** of the encounter (weekly entry is expected, to allow ample time for preceptor review). **Typhon will not accept entries more than 2 weeks after the encounter date. There are no exceptions.** Documentation must be complete, accurate, and professional. Failure to document may result in delayed or denied approvals and/or failure of the Clinical Lab course.

The Clinical Coordinator audits student case logs monthly and each semester to monitor progress. Discrepancies will be investigated.

All documentation must comply with HIPAA. Use client codes or code names — never real patient names — in all Typhon entries, forms, emails, or other communications.

Clinical Hours

60 clinical hours equal one Clinical Lab credit. All hours must be recorded in Typhon within one week. Clinical hours do not include drive time to the clinic, hospital, or birth site. Students must complete the minimum required hours based on their Clinical Lab credit registration — for example, a student registered for 3 Clinical Lab credits must complete 180 Clinical Lab clock hours. Most students complete more than the required number of hours each semester, based on arrangements made with their preceptor.

Request for Extension

If a student does not complete all required Clinical Lab hours, the student may meet with the Clinical Coordinator to request additional time. The student must provide adequate reason for the request, which is granted at the Clinical Coordinator's discretion. A grade of **IP (In Progress)** is given until the hours are completed. If the hours are not completed by the deadline set by the Clinical Coordinator (one semester or less), the student will fail the course.

Clinical Course Grading

Effective Fall 2026, all Clinical Lab courses (CLI101–CLI403) are graded Pass/No Pass. To earn a Pass, students must (1) meet required hours, (2) complete all documentation, and (3) submit all evaluations. Failure to meet these requirements results in a grade of NP and the course must be repeated. See *Pass/No Pass Courses* under Academic Policies.

Clinical Check-Ins & Progress Reports

Students are required to attend **monthly check-ins** with their Clinical Director to review progress and discuss clinical experiences. In addition, the Clinical Director conducts a **formal clinical progress review with each student at the end of every semester.** New students and students on clinical probation may be required to meet more frequently. Contact your regional Clinical Director if you need to reschedule.

Clinical Preparedness & Equipment

Once you begin attending clinical sites regularly, you are expected to come prepared and present yourself as a future healthcare professional. The following are required:

- Stethoscope
- Watch with a second hand (for assessing fetal heart tones and vital signs)
- Professional dress in compliance with your preceptor site's standards
- Current CPR for Healthcare Professionals certification (hands-on; AHA or Red Cross)
- Current NRP (Neonatal Resuscitation Program) certification (hands-on; AAP only)

Additional equipment requirements will be communicated by the instructor and/or preceptor.

If you allow your CPR or NRP certification to lapse, you will be placed on temporary Clinical Probation immediately. You may not participate in any clinical activities until updated certification is on file with HSM. If you arrive at a clinical site with a lapsed certification, your preceptor is required to send you home and notify the Clinical Director.

Supervision Levels

Your clinical progression is structured across three supervision levels, assigned by the Clinical Coordinator and/or Clinical Director and adjusted based on your performance.

Level 1 — Observation. Your preceptor performs all clinical tasks. You observe and assist only when directed. This stage builds foundational understanding of midwifery care in a real-world setting.

Level 2 — Assisted Practice. You perform clinical skills under direct preceptor presence with real-time guidance. Your preceptor is physically present and actively supervising every interaction.

Level 3 — Supervised Independence. You perform clinical skills with your preceptor available but not necessarily at your side at all times. **However, your preceptor must be physically present at all births — remote availability is never sufficient for any birth event.**

You must complete all supervised assistant requirements before beginning as a supervised primary midwife. Do not advance ahead of your assigned level without approval from the Clinical Coordinator and/or Clinical Director.

Student-to-Preceptor Ratio

A maximum of two students may be present at any single clinical event. When two students are present, the preceptor will assign clearly differentiated roles before the event begins — one student serves as primary and the other observes. **You may never act as the sole attendant at any birth or clinical event regardless of your supervision level.**

Clinical Site Change Policy

You may not change clinical sites without prior written approval from the Clinical Coordinator and/or Clinical Director. If you change sites without permission, you will not receive credit for any hours spent at the unapproved site and will be required to attend a mandatory performance review. If you are aware of any need to change sites, contact the Clinical Director as early as possible to begin the approval process.

Hospital Placement Requirements

Hospital and OB clinical placements require significant advance preparation. A **minimum 60-day lead time** is required before any hospital placement can begin, to allow for Affiliation Agreement negotiation and institutional review. Contact the Clinical Coordinator or Clinical Director as early as possible to initiate this process.

In hospital settings, you must:

- Always be introduced as a “student midwife” or “student clinician” — never in any way that implies independent licensure
- Wear your HSM-issued student identification and any required institutional badges at all times
- Access the Electronic Health Record (EHR) only for assigned clients and only within your authorized access level. You may not document as the responsible provider.
- Have all EHR documentation co-signed by your supervising preceptor per institutional policy and Florida law
- Never independently order medications, diagnostics, or procedures. All orders must be entered or co-signed by your preceptor.
- Participate in high-acuity situations (emergent cesarean, shoulder dystocia, maternal hemorrhage, neonatal resuscitation) only as a supervised participant — never as the primary responder
- Complete all required hospital orientation modules and institutional credentialing requirements before your first clinical day

Clinical Probation

Students may be placed on Clinical Probation for failure to appear at a birth while on call; poor performance at the clinical site; or allowing CPR/NRP certifications to lapse.

Students on Clinical Probation may not continue clinical work until the following semester, which may result in failing the Clinical Lab course. The following semester, the student’s preceptor may be required to submit weekly or monthly progress reports to the Clinical Coordinator. Students on Clinical Probation will meet with the Clinical Coordinator to discuss how they will improve and may be assigned to a different preceptor. Any further violations during probation will result in dismissal from the program.

Issues at the Clinical Site

If a problem arises between a preceptor and a student, either party may contact the Clinical Coordinator for mediation. If the problem is not resolved by the end of the semester, the student may be withdrawn from that site and a new preceptor secured for the following semester.

Preceptors have the right to dismiss students from the site for poor performance or refusal to appear at a birth while on call. If a student is dismissed from a clinical site, the student must attend a disciplinary performance review with the Clinical Coordinator. Following that review, the Clinical Coordinator may:

- Dismiss the student from the midwifery program;
- Place the student on Clinical Probation and assign a failing grade for the current Clinical Lab; or
- Require the student to retake relevant coursework.

Any further issues while on probation will result in dismissal from the midwifery program.

Professional Liability Insurance

Students enrolled in clinical programs are charged a mandatory insurance fee that provides coverage under HSM’s professional liability (malpractice) insurance policy to assist students with legal expenses related to professional liability claims arising from participation in clinical training or activities required by the program.

VBACs (Vaginal Birth After Cesarean) in homebirth settings are excluded from coverage.

If you become aware of any incident, occurrence, or situation that may reasonably give rise to a malpractice or professional liability claim, you must notify the Clinical Coordinator **in writing within 24 hours** of the incident, or as soon as practicable. Failure to report an incident in a timely manner may affect your eligibility for coverage.

HSM’s professional liability insurance is subject to the terms, conditions, and limits of the policy. While HSM provides coverage for most clinical activities, it cannot guarantee that sufficient funds will always be available to cover all legal expenses in the event of multiple claims or significant litigation. **If coverage limits are exceeded, the student will be personally responsible for any additional legal costs, settlements, or judgments arising from professional liability claims.**

Given these limitations, HSM strongly recommends that students obtain individual malpractice insurance policies to supplement school coverage.

NARM Exam

During the third year, AAS students take a course to prepare for the NARM exam. This exam is required for both the CPM and LM credentials. Students first apply to the Florida Department of Health, then register for and take the exam. Certification and licensure are granted upon passing the exam and paying all required fees. More information: <http://narm.org/category/testing/>

Certification — CPM vs. LM

Upon graduation, students may apply to the Florida Department of Health to become an LM. Once the Florida midwifery license (LM) is received, students can use it to apply to NARM for the CPM credential through the LM equivalency application.

The CPM (Certified Professional Midwife) credential is accepted in most states, but Florida is not one of them. To practice in Florida, students must apply for the LM (Licensed Midwife) credential. Both credentials require testing, and Florida accepts NARM test results as part of the LM application. Because the application processes are similar and the test qualifies for both credentials, many students apply for both after graduation.

Employment

After graduating and receiving an LM and/or CPM, graduates have several options for employment. Some new midwives join a birth center; many start their own practices close to home. HSM’s curriculum covers the steps necessary to start a practice in Florida. Although HSM cannot guarantee employment, our administrative staff will help students explore their employment options.

Clinical Director Contact Information

Region	Contact
Clinical Director – East Coast	Jordan Hall, LM, CPM JHall@HeritageSchoolofMidwifery.com

Region	Contact
Clinical Director – West Coast	Abby Reichardt, LM AReichardt@HeritageSchoolofMidwifery.com
Clinical Director – Central Florida	Melissa Conord-Morrow, LM, IBCLC MConord-Morrow@HeritageSchoolofMidwifery.com
Academic/Clinical Coordinator – West Coast	Rose Trombley, LM, CPM ClinicCoordWC@HeritageSchoolofMidwifery.com
Academic/Clinical Coordinator – East Coast	Vacant ClinicCoordEC@HeritageSchoolofMidwifery.com
Clinical Mentor	Tammy Verdegem, LM, CPM TVerdegem@HeritageSchoolofMidwifery.com
Clinical Mentor	Susan Oshel, LM, CPM Susan@HeritageSchoolofMidwifery.com

HIPAA & Patient Confidentiality

Students must comply with HIPAA (Health Insurance Portability and Accountability Act) at all times — in the classroom, at the clinical site, and in all written and electronic communications.

Core Requirements

- Protect all patient health information (PHI) in all forms: written, electronic, verbal
- Never share identifying details about patients outside the clinical setting
- Follow all clinical site privacy policies in addition to federal HIPAA requirements
- Use client codes or code names — never real patient names — in all documentation, Typhon entries, emails, or messages
- Redact all names when submitting forms that verify clinical experiences to HSM or NARM
- Never input patient health information into any AI tool, personal device, or unauthorized software

Consequences of HIPAA Violations

A HIPAA violation will result in a mandatory performance review with the Clinical Coordinator. The student may be:

- Placed on Clinical Probation and removed from Clinical Lab work for the remainder of the semester
- Subject to disciplinary action up to and including dismissal from the program

If a formal complaint is issued by a preceptor or client, the student may be dismissed from the midwifery program. HIPAA violations are also reportable to the Florida Department of Health, which may deny an LM license application.

Student Physical Location Policy

Applies to: All Programs — CMHMA, AAS, and BSM

Heritage School of Midwifery and Natural Health Sciences is committed to ensuring that all students are enrolled in programs that meet the educational requirements applicable to their intended state of licensure, credentialing, or employment. This policy governs how the institution determines a student's physical location, how students notify the institution of a change to their physical location, and the potential impact of physical location on program completion and employment eligibility.

Determination of Physical Location at Enrollment

A student's physical location at the time of enrollment is determined using the following documentation, required from all applicants as part of the admissions process:

- Government-issued photo identification (birth certificate or driver's license); **and**
- Current mailing address provided on the admission application and signed Enrollment Agreement.

The state reflected in the submitted identification and the address provided on the admission application and Enrollment Agreement together establish the student's official physical location at the time of enrollment. This information is recorded by the Registrar in RosarioSIS as part of the student's official enrollment record. This process is applied consistently to all students regardless of program or delivery method.

Geographic Enrollment Restriction — CMHMA and AAS Programs

The CMHMA and AAS programs are open only to students who are physically located in the State of Florida at the time of enrollment, OR who intend to relocate to Florida and become licensed in Florida upon program completion.

This restriction reflects the institution's determination that:

- The AAS program satisfies the educational requirements for Licensed Midwife (LM) licensure in the State of Florida under Florida Statutes Chapter 467, as approved by the Florida Department of Health, Council of Licensed Midwifery.
- Medical assisting is not a licensed profession in Florida; no state license is required to practice as a medical assistant in Florida. The CMHMA is designed to prepare graduates for the Florida maternal healthcare employment market.
- HSM has not made a determination regarding whether the CMHMA or AAS curriculum satisfies the educational requirements for licensure or credentialing in states other than Florida. Accordingly, HSM does not enroll students who are physically located outside Florida unless they meet the relocation attestation requirement described below.

BSM Program. The Bachelor of Science in Midwifery is a fully online program for students who already hold an active or prior LM and/or CPM credential. Because the BSM does not independently confer initial licensure rights and is available to already-credentialed practitioners, the geographic enrollment restriction applicable to the CMHMA and AAS does not apply to the BSM program. BSM students may be physically located in any state at the time of enrollment.

Enrollment of Students Located Outside Florida — CMHMA and AAS

A prospective CMHMA or AAS student who is physically located outside the State of Florida at the time of application may be considered for enrollment only if the student provides a signed and dated **Student Location and Relocation Attestation** prior to enrollment confirming all of the following:

1. The student has received and reviewed HSM’s disclosure that the CMHMA and AAS programs are designed to satisfy Florida educational requirements for employment and licensure, and that HSM has not made a determination regarding whether these programs satisfy the educational requirements for licensure or credentialing in the student’s current state of residence;
2. The student intends to relocate to the State of Florida before or upon program completion for the purpose of seeking employment or licensure in Florida; and
3. The student understands and acknowledges that the AAS program satisfies the educational requirements for Florida LM licensure under Florida Statutes Chapter 467, and that the CMHMA prepares graduates for maternal healthcare medical assisting roles in Florida, where medical assisting is not a licensed profession.

The Student Location and Relocation Attestation must be signed, dated, and submitted to the Admissions & Student Services Director **before any offer of enrollment is extended**. HSM maintains a campus-level validation policy requiring the Admissions & Student Services Director and Executive Director to jointly verify that the attestation is authentic, complete, and consistent with the student’s stated application information before the student may be enrolled. Attestations are maintained in the student’s permanent admissions file.

Notification of Change in Physical Location

All enrolled students in all programs are required to notify the Registrar in writing of any change to their physical location — including a change of permanent address or state of residence — within 30 days of the change occurring. Notification must be submitted by email to OfficeofRegistrar@heritageschoolofmidwifery.com or by completing a Change of Address form available from the Registrar’s office.

Upon receipt of a change notification, the Registrar will:

1. Update the student’s address and physical location in RosarioSIS;
2. Forward the updated information to the Admissions & Student Services Director and Executive Director for review; and
3. Initiate the applicable response procedure described below.

For CMHMA and AAS students who relocate outside Florida during enrollment. If an enrolled CMHMA or AAS student notifies HSM of a change in physical location to a state outside Florida, and the student does not attest to an intent to return to Florida for employment upon graduation, HSM will provide direct written notice to the student **within 14 days** of receiving the change notification, stating that completion of the program may not be sufficient to meet the licensure, credentialing, or employment requirements applicable in the student’s new state of residence, and that the student should independently verify their state’s requirements with the applicable state licensing authority before continuing enrollment. The student will be required to meet with the Admissions & Student Services Director to review their enrollment status and options.

For AAS students completing clinical hours. A change in physical location that affects access to an approved preceptor site must also be reported to the Academic/Clinical Coordinator within the same 30-day window so that continued placement at an HSM-approved clinical site in the student’s location can be arranged.

Impact of Physical Location on Program Completion and Employment

A student's physical location — and any change to that physical location — may impact the student's ability to complete the program or to gain employment in the field for which they are trained, including eligibility for state licensure and credentialing requirements for employment. Specifically:

- **AAS graduates** must hold a Florida LM license to practice midwifery in Florida. Florida LM licensure requires passage of the NARM Written Examination and Practical Skills Assessment. Midwifery licensure requirements vary by state; students who relocate to another state after graduation must independently verify that state's requirements through NARM.org and the applicable state licensing board.
- **CMHMA graduates** may practice as medical assistants in Florida without a state license, as medical assisting is not a licensed profession in Florida. Students who relocate to a state that regulates medical assisting must independently verify that state's requirements before seeking employment.
- **BSM graduates** hold an advanced academic credential building upon an existing LM and/or CPM. The BSM does not independently confer licensure rights in any state. Students should consult their state licensing board regarding any impact of the BSM degree on their existing licensure or scope of practice.

Students are encouraged to contact the Admissions & Student Services Director with any questions regarding the impact of their physical location on program completion, licensure eligibility, or employment opportunities before and during enrollment.

Sexual Harassment & Title IX Policy

Heritage School of Midwifery is committed to maintaining an educational and work environment free from sexual harassment and all forms of sex discrimination. This policy applies to all students, faculty, staff, and third parties participating in HSM programs or activities, regardless of program format (in-person, hybrid, or online).

Policy Statement

HSM prohibits sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, domestic violence, and any other form of sex-based misconduct. Such conduct violates HSM policy and may also violate Title IX of the Education Amendments of 1972, which prohibits sex discrimination in any educational program or activity receiving federal financial assistance, and applicable Florida law.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to: (1) **quid pro quo harassment** — conditioning an educational benefit or opportunity on submission to unwelcome sexual conduct; (2) **hostile environment harassment** — unwelcome conduct of a sexual nature that is sufficiently severe, pervasive, or objectively offensive that it effectively denies a person equal access to HSM’s educational program or activity; and (3) **sexual assault, dating violence, domestic violence, or stalking** as defined under applicable federal and Florida law.

Designated Title IX Coordinator

HSM has designated the Executive Director as its Title IX Coordinator, responsible for overseeing compliance with Title IX and this policy, including coordinating the investigation and resolution of all reports of sex discrimination or sexual harassment.

Title IX Coordinator: Executive Director Email: Conner@HeritageSchoolofMidwifery.com Phone: (941) 423-4376 Address: 2575 N. Toledo Blade Blvd. #3, North Port, FL 34289

If the complaint involves the Executive Director/Title IX Coordinator, contact the HSM Board of Trustees Disciplinary Committee at disciplinary.committee@HeritageSchoolofMidwifery.com.

How to Report

Any student, faculty member, or staff member who experiences, witnesses, or becomes aware of sexual harassment or sex-based misconduct is encouraged to report it to the Title IX Coordinator. Reports may be made in person, by phone, by email, or in writing. Anonymous reports may be submitted through the anonymous concern box on the HSM Student Portal; however, the ability to investigate and respond to anonymous reports may be limited.

Reports may also be made to the U.S. Department of Education’s Office for Civil Rights (OCR): 400 Maryland Ave. SW, Washington, DC 20202 | (800) 421-3481 | OCR@ed.gov | www.ed.gov/ocr

Confidentiality

HSM will handle all reports with appropriate sensitivity and will protect the privacy of all parties to the extent possible and consistent with its legal obligations. HSM cannot guarantee complete confidentiality but will limit disclosure to those with a legitimate need to know.

Grievance Process

Upon receipt of a report, the Title IX Coordinator will conduct an initial assessment and, where appropriate, initiate a formal grievance process that provides: written notice of the allegations; an investigation conducted by a trained, impartial investigator; equal opportunity for both parties to present evidence and witnesses; written findings; and the right to appeal. Both parties will receive equal written notice of outcomes and any sanctions.

Prohibition on Retaliation

Retaliation against any person who reports, assists in reporting, or participates in an investigation under this policy is strictly prohibited and is itself a violation of this policy. Anyone who experiences retaliation should report it immediately to the Title IX Coordinator.

Supportive Measures

Regardless of whether a formal complaint is filed, the Title IX Coordinator may offer supportive measures — such as schedule adjustments, no-contact directives, or counseling referrals — to protect the safety and well-being of the parties involved.

ADA & Disability Non-Discrimination Policy

Heritage School of Midwifery complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). HSM does not discriminate against qualified individuals with disabilities in any aspect of its educational programs, activities, or employment.

Scope

This policy applies to all students, applicants, faculty, staff, and visitors. A “disability” under applicable law means a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

Designated ADA / Section 504 Coordinator

The Executive Director serves as HSM’s designated ADA/Section 504 Coordinator. The **Disability Resource Coordinator** (see *Student Services & Support*) is the primary point of contact for students seeking accommodations. Students with concerns about disability discrimination that are not resolved through the accommodation process should contact the ADA Coordinator.

ADA / Section 504 Coordinator: Executive Director Email:
Conner@HeritageSchoolofMidwifery.com Phone: (941) 423-4376

If the concern involves the Executive Director, contact the HSM Board of Trustees Disciplinary Committee at disciplinary.committee@HeritageSchoolofMidwifery.com.

Student Accommodation Process

Students seeking academic accommodations must:

1. Submit a written request to the Disability Resource Coordinator;
2. Provide written documentation from a licensed healthcare provider identifying the disability and recommending specific accommodations; and
3. Meet with the Disability Resource Coordinator to discuss and establish an individualized accommodation plan.

Requests should be submitted before the first week of the semester in which accommodations are needed; late requests will be considered but may not be implemented retroactively. The Disability Resource Coordinator can also guide students through the Florida Department of Education Vocational Rehabilitation (VR) application process.

Confidentiality

All disability-related information is treated as confidential and maintained in separate, secure files. Disability information will not be disclosed to faculty, staff, or clinical preceptors beyond what is necessary to implement an approved accommodation.

Grievance Procedure

Students who believe they have been subjected to disability discrimination or denied a reasonable accommodation may file a grievance using HSM’s internal complaint process (see *Formal Complaints, Appeals & Grievances*).

Students may also file a complaint with the U.S. Department of Education’s Office for Civil Rights: 400 Maryland Ave. SW, Washington, DC 20202 | (800) 421-3481 | OCR@ed.gov.

Social Media & Electronic Communications Policy

Heritage School of Midwifery students, faculty, and staff are expected to conduct themselves professionally in all electronic communications, including social media, email, text messaging, online forums, and any other digital platform. This policy applies to communications made in a personal capacity when those communications may reasonably be associated with HSM, its students, patients, preceptors, or clinical sites.

General Principles

- **Professionalism.** All online communications should reflect the professional standards expected of a healthcare professional. HSM's Code of Conduct applies in digital spaces.
- **Patient Privacy.** HIPAA applies to all electronic communications. Students must never share patient information — including photos, videos, descriptions, or any identifying details — on any social media platform or in any electronic format, regardless of privacy settings. **This prohibition applies even with patient permission.**
- **Clinical Site Confidentiality.** Do not photograph, record, or post content from clinical sites without explicit written approval from the site and HSM.
- **HSM Representation.** Students may not post content that implies they are speaking on behalf of HSM, or that misrepresents HSM's programs, policies, or outcomes, without written authorization.
- **Respectful Conduct.** Online interactions involving faculty, staff, fellow students, preceptors, or patients must be respectful. Harassment, defamation, threats, or discriminatory content directed at any member of the HSM community is prohibited.

Electronic Communications

All official communications from HSM will be sent to students' Heritage School email addresses. Students are required to monitor their HSM email regularly. Personal email accounts should not be used for official HSM business or for communicating patient or clinical information. Communications containing patient information must be conducted through approved, HIPAA-compliant channels only.

Cell Phone Policy

Cell phones and personal electronic devices must be silenced during all synchronous class sessions, skills intensives, and clinical experiences. Device use during class is limited to course-related activities unless the instructor expressly permits otherwise. At clinical sites, device use is governed by the preceptor site's policies; students must adhere to the host site's rules at all times.

Photography or video recording of patients, clinical procedures, or clinical environments using personal devices is strictly prohibited without explicit written consent from both the patient and the clinical site. Violations constitute a HIPAA breach and are grounds for disciplinary action up to and including dismissal.

Violations

Violations of this policy are subject to disciplinary action under HSM's Code of Conduct and may result in written warning, probation, suspension, or dismissal, depending on the severity of the violation. Violations that constitute HIPAA breaches may also carry federal and state legal consequences.

Drug & Alcohol Policy

Heritage School of Midwifery is committed to providing a safe, healthy, and professional educational environment. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, and the use of alcohol in violation of this policy, is prohibited on HSM premises, at HSM-sponsored events, and at all clinical sites.

Prohibited Conduct

- Attending class, a clinical experience, a birth, or any HSM-sponsored activity while under the influence of alcohol or any controlled substance.
- Possessing, using, selling, distributing, or being in the presence of illegal drugs or alcohol on HSM property or at any clinical site.
- Misusing prescription medications in a manner that impairs academic or clinical performance.

Florida Law

Students are required to comply with all applicable federal, state, and local laws regarding the use, possession, and distribution of alcohol and controlled substances. Florida statutes governing substance use, including Chapter 893 (Florida Comprehensive Drug Abuse Prevention and Control Act), apply to all HSM students.

Health Risks

The use of alcohol and controlled substances poses significant health risks, including addiction, impairment of judgment and coordination, organ damage, and risk of overdose. Students struggling with substance use are encouraged to seek support through HSM's counseling referral services (see *Student Services & Support*) or through community resources including the Substance Abuse and Mental Health Services Administration (SAMHSA) helpline: **1-800-662-4357** (available 24/7, free and confidential).

Consequences

Violations of this policy are grounds for disciplinary action up to and including immediate dismissal, as outlined in the Code of Conduct. HSM will refer cases involving illegal conduct to appropriate law enforcement authorities. Students dismissed for drug or alcohol violations may not be readmitted to HSM programs.

Student Support

Students who voluntarily disclose a substance use concern and seek assistance before a policy violation occurs may be referred to appropriate support resources. Voluntary disclosure does not exempt a student from responsibility for conduct that has already occurred or for maintaining safe professional standards.

Dress Code & Professional Appearance Policy

Heritage School of Midwifery students are expected to present themselves professionally in all academic and clinical settings. Professional appearance reflects respect for the communities we serve and is an integral component of professional identity development as a future midwife or maternal health professional.

General Standards

- Clothing must be clean, neat, and in good repair. Torn, excessively worn, or inappropriate attire is not permitted in academic or clinical settings.
- Clothing should be modest and appropriate for a professional healthcare setting. Revealing, tight-fitting, or offensive attire — including clothing with obscene, discriminatory, or unprofessional graphics or language — is prohibited.
- Footwear must be closed-toe at clinical sites and skills intensives. Open-toe shoes or sandals are not permitted at any birth or clinical setting.
- Strong perfumes, colognes, or scented body products should be avoided, as clinical settings often include individuals with chemical sensitivities or nausea.
- Hair should be secured away from the face during clinical experiences and skills intensives.
- Jewelry should be minimal and should not pose a safety risk in clinical settings. Long, dangling earrings and large rings or bracelets are not appropriate at clinical sites.
- Fingernails must be short and clean at all times during clinical experiences. Artificial nails are not permitted at clinical sites.

Clinical Site Dress Codes

Individual clinical sites may have their own dress code requirements, including specific scrub colors, institutional ID requirements, or other appearance standards. Students are required to comply with all host site dress code policies in addition to HSM's standards. If a conflict arises between site and HSM policies, the more restrictive standard applies. Students should confirm site-specific requirements with their preceptor before beginning a new placement.

Virtual and Synchronous Class Sessions

Students attending synchronous virtual class sessions are expected to dress appropriately for an educational setting — as though attending class in person. Students should appear on camera in an appropriate, professional, and non-distracting manner.

Non-Compliance

Students who arrive at a clinical site or skills intensive in violation of this dress code may be sent home and required to return in appropriate attire. Repeated violations of this policy may result in disciplinary action under the Code of Conduct.

Code of Conduct

Expected Behavior

HSM students are expected to maintain the highest ethical standards in the classroom, at clinical sites, and in all professional interactions. **Suspected violations should be reported to the Academic or Clinical Coordinator.** Violations include but are not limited to:

- **Illegal activities.** Students will act in a professional and ethical manner and will observe all laws and regulations, inside and outside the classroom. Students will become familiar with and observe HIPAA laws to protect patient confidentiality. *The Florida Department of Health may deny Licensed Midwife applicants who have a criminal record.*
- **Cheating.** Cheating of any kind will not be tolerated.
- **Plagiarism.** Plagiarism is claiming someone else's work as one's own, failing to properly cite sources, or claiming that a previously existing work is new and original. All assignments must be original works created by the student with sources properly cited.
- **Unauthorized AI use** (see *Artificial Intelligence (AI) Usage Policy*).
- **Deception.** It is not permitted to mislead others, by either action or omission. This is especially important in clinical settings, where a client's choices are often based on the information given to them by medical staff.
- **Unprofessionalism.** Students will dress and act professionally in the classroom, at the clinical site, and when with clients. Disrespectful or unprofessional behavior may result in dismissal from the preceptor site.
- **HIPAA violations** (see *HIPAA & Patient Confidentiality*).
- **Showing up to class, clinic, or a birth under the influence of drugs or alcohol.**

Annual Performance Review

Every year, students attend a performance review with the Clinical Coordinator and/or Academic Director evaluating academic and clinical performance over the past year. Disciplinary Performance Reviews may also be scheduled as needed. Areas the review may cover include:

- Grades
- Classroom behavior
- Ethics and professionalism
- Respect for preceptors, instructors, staff, and students
- Respect for clients and their families
- Progress learning clinical skills
- Punctuality and attendance
- Preserving confidentiality and observing HIPAA regulations
- Maintaining a positive attitude
- Dressing appropriately
- Consistent and effective communication

A poor review may result in probation, dismissal, or non-placement with a preceptor until any issues are resolved.

Conditions for Dismissal

- Failing more than two classes
- Failing more than one clinical exam
- Violating Academic Probation requirements
- Violating the Code of Conduct
- Failure to appear for a birth while on call
- Being dismissed by more than one preceptor for poor performance or behavior
- Attending class, clinic, or a birth under the influence of drugs or alcohol
- Not improving after a poor performance review
- Failure to meet financial obligations in a timely manner
- HIPAA violations (depending on severity)
- Committing Academic Dishonesty (AI misuse, plagiarism, falsification of records)

Dismissal & Re-Admission

Upon dismissal, the student meets with the Academic and/or Clinical Coordinator to discuss the reason for dismissal and the possibility of readmission. **Students dismissed for violence, HIPAA violations, drug or alcohol abuse, or illegal activity may not be readmitted.**

Other dismissed students may reapply one year after dismissal — or, if dismissed for failure to meet financial obligations, after those obligations have been met. The re-application requires all standard entrance requirements, including interview, application fee, and enrollment fee, plus an essay titled “**My Plan for Success**” describing steps taken to address past violations and plans to prevent future ones. Readmission is at the discretion of the Executive Director, Academic Dean, and Clinical Dean.

A re-admitted student is placed on Academic Probation for the first semester. **Any violations during that probationary period may be cause for permanent expulsion.**

Formal Complaints, Appeals & Grievances

HSM is committed to fair, transparent, and timely resolution of all student concerns.

Definitions

Complaint. A written or verbal expression of dissatisfaction with an HSM policy, procedure, action, or decision that a student believes has adversely affected them. Complaints may relate to academic matters, clinical experiences, administrative decisions, financial matters, faculty or staff conduct, or any other aspect of the student's experience at HSM.

Grievance. A formal, written allegation by a student that HSM, or a representative of HSM, has violated a specific written policy, procedure, or legal requirement, or has treated the student in a manner that is arbitrary, capricious, or in bad faith, and that this violation or treatment has caused the student demonstrable harm. A grievance is distinguished from a general complaint by its formal nature, the specificity of the alleged policy violation, and the requirement that it be submitted in writing with supporting documentation. All grievances must: (1) identify the specific policy, procedure, or legal requirement alleged to have been violated; (2) describe the harm caused; (3) state the remedy sought; and (4) be accompanied by any available supporting documentation. Grievances are documented by HSM, investigated by an appropriate administrator, and resolved with a written decision. All grievance records are retained for seven (7) years.

Appeal. A formal request by a student asking a higher authority within HSM to review and reverse or modify a specific academic or administrative decision — such as a grade, a SAP determination, a disciplinary action, or a denial of a transfer credit request — that the student believes was made in error, without proper basis, or in violation of published policy.

Note: A student is not required to file an internal grievance or exhaust HSM's internal process before contacting an external regulatory agency. However, HSM encourages students to attempt internal resolution first, as this often leads to a faster and more personalized outcome.

Internal Process

1. Submit the complaint or appeal in writing to the Academic/Clinical Coordinator.
2. The Academic Director and/or Clinical Director investigates and attempts resolution.
3. Unresolved matters are escalated to the Clinical Dean, Academic Dean, or Executive Director, as appropriate.
4. The Executive Director may call for mediation. All complaints will be addressed within 60 days of filing.
5. If unsatisfied, the student may file a formal grievance with the Executive Director.

If the complaint is against the Executive Director, contact the Disciplinary Committee of the Board of Trustees: disciplinary.committee@HeritageSchoolofMidwifery.com

Anti-retaliation and confidentiality. Discrimination or retaliation against students, staff, or faculty who file complaints is not permitted. Any discrimination or retaliation will be documented and could be grounds for dismissal or termination of employment. HSM maintains confidentiality whenever legally and ethically possible. The Executive Director will notify other staff members of an issue only if such notification is essential to resolving it. Issues will not be shared outside of school employees, except as required by law and for accreditation purposes.

Formal complaints, appeals, grievances, and their resolutions are kept on file for 7 years.

External Grievance — Florida Commission for Independent Education

If not satisfied 60 days after filing with the Executive Director, students may contact the Commission for Independent Education, which acts on all written and signed complaints. Submit a signed letter or email including:

1. Name of student (or individual wishing to voice the concern)
2. Address of student
3. Phone number
4. Name of institution
5. Location of the institution (city)
6. Dates of attendance
7. A full description of the problem and any other documentation that will support the claim, such as enrollment agreements and correspondence
8. Note that the Commission's process involves contacting the institution to obtain its response. If you do not want the Commission to contact HSM, you must state so in your documentation; however, doing so will greatly hinder the Commission's ability to assist you.

Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Email: CIEINFO@fldoe.org | Fax: 850-245-3238

Note: Documents received by the Commission are considered public record. Confidentiality cannot be guaranteed. The Commission cannot give legal advice to any individual or take legal action on behalf of any individual.

Student Services & Support

HSM provides ongoing support to ensure student success. Please contact the appropriate staff member for assistance.

Role	Services	Contact
Student Services Officer	Registration, financial counseling, general information, tutoring coordination, counseling referrals	studentservices@heritageschoolofmidwifery.com
Admissions & Student Services Director	Admissions oversight, student onboarding, student support coordination, policy guidance, compliance	SEvans@HeritageSchoolofMidwifery.com
Academic Dean (Interim) – BSM	Academic advising, grade appeals, curriculum guidance	Sandra Lobaina SandraL@HeritageSchoolofMidwifery.com
Co-Academic Dean (Interim) – AAS & CMHMA	Academic advising, grade appeals, curriculum guidance	Connie Mullen Connie@HeritageSchoolofMidwifery.com
Co-Academic Dean (Interim) – AAS & CMHMA	Academic advising, grade appeals, curriculum guidance	Sandra Lobaina SandraL@HeritageSchoolofMidwifery.com
Co-Clinical Dean (Interim)	Clinical placement oversight, clinical performance review, remediation planning	Jordan Hall JHall@HeritageSchoolofMidwifery.com
Co-Clinical Dean (Interim)	Clinical placement oversight, clinical performance review, remediation planning	Abby Reichardt AREichardt@HeritageSchoolofMidwifery.com
Academic Director – West Coast	Academic progress, course guidance, academic warning counseling	Connie Mullen Connie@HeritageSchoolofMidwifery.com
Academic Director – East Coast	Academic progress, course guidance, academic warning counseling	Sandra Lobaina SandraL@HeritageSchoolofMidwifery.com
Academic Director – Central Florida	Academic progress, course guidance, academic warning counseling	TBD

Role	Services	Contact
Clinical Director – East Coast	Clinical competency evaluation, student coaching, preceptor interaction support, graduation preparation	Jordan Hall JHall@HeritageSchoolofMidwifery.com
Clinical Director – West Coast	Clinical competency evaluation, student coaching, preceptor interaction support, graduation preparation	Abby Reichardt AReichardt@HeritageSchoolofMidwifery.com
Clinical Director – Central Florida	Clinical competency evaluation, student coaching, preceptor interaction support, graduation preparation	Melissa Conord-Morrow MConord-Morrow@HeritageSchoolofMidwifery.com
Academic/Clinical Coordinator – West Coast	Academic coaching, skill support, NARM preparation, job placement assistance, personal counseling	Rose Trombley ClinicCoordWC@HeritageSchoolofMidwifery.com
Academic/Clinical Coordinator – East Coast	Academic coaching, skill support, NARM preparation, job placement assistance, personal counseling	Vacant ClinicCoordEC@HeritageSchoolofMidwifery.com
Clinical Mentor	One-on-one clinical support, birth experience processing, clinical milestone planning	Tammy Verdegem TVerdegem@HeritageSchoolofMidwifery.com
Clinical Mentor	One-on-one clinical support, birth experience processing, clinical milestone planning	Susan Oshel Susan@HeritageSchoolofMidwifery.com
Academic Mentor	Coursework assistance, study skills, academic recovery, writing and research guidance, exam preparation	Kristin Schuchmann Kristin@HeritageSchoolofMidwifery.com
Disability Resource Coordinator	Accommodation planning, faculty and site coordination, VR liaison	Contact the Student Services Officer to be connected
Registrar	Transcripts, enrollment records, FERPA requests, change of address	OfficeofRegistrar@HeritageSchoolofMidwifery.com

Role	Services	Contact
Administrative Coordinator	General administrative support, payment coordination, records	Amanda Alter AAlter@HeritageSchoolofMidwifery.com
IT Help Desk	24/7 technical support for all HSM platforms	IT@heritageschoolofmidwifery.com

Clinical Mentor

The Clinical Mentor provides one-on-one support to students navigating the clinical training environment. Drawing from direct midwifery practice experience, the Clinical Mentor serves as a bridge between classroom learning and real-world birth work, helping students build confidence, process their clinical experiences, and stay on track toward their clinical requirements.

- **Skill Development Support.** Guidance on hands-on clinical techniques; help identifying areas for growth and bridging gaps between didactic knowledge and practical application.
- **Birth Experience Processing.** A safe space to debrief difficult, complex, or emotionally significant birth experiences, including fetal loss, emergency transfers, and unexpected outcomes.
- **Clinical Milestone Planning.** Help mapping out a realistic plan for meeting clinical hour and experience requirements, particularly for students who are behind or approaching program milestones.
- **Preceptor Relationship Support.** Coaching on professional communication and expectations when challenges arise at the clinical site.
- **Encouragement and Accountability.** Regular touchpoints to track progress, celebrate growth, and address concerns before they escalate.

Academic Mentor

The Academic Mentor provides individualized academic support to students who need additional guidance outside of the classroom, working alongside faculty and the Academic Director.

- **Coursework Assistance.** Help understanding difficult course material, breaking down complex concepts, and approaching assignments with clarity.
- **Study Skills and Time Management.** Development of effective study strategies, organizational systems, and time management suited to the demands of a hybrid midwifery program.
- **Academic Recovery Support.** Assistance for students who have received an Academic Warning or are on Academic Probation in creating a structured plan to improve GPA and course completion rate.
- **Writing and Research Guidance.** Feedback on written assignments, research skills, and proper citation and academic integrity practices.
- **Exam Preparation.** Support for in-course assessments, Skills Day evaluations, and the NARM exam through review sessions and practice strategies.

Tutoring

Students experiencing academic difficulty should contact the Student Services Officer for tutoring referrals. Tutoring services may incur an additional cost, to be determined by the tutor.

Counseling Referrals

HSM will provide a list of available counseling options to students who need mental health support. Personal counseling related to clinical experiences (e.g., processing difficult births, grief, secondary trauma) is also available through the Academic/Clinical Coordinators and the Clinical Mentor.

Students with Disabilities

Academic accommodations will be made for students with documented physical, emotional, or learning disabilities in accordance with the ADA, ADA Amendments Act, and Section 504 of the Rehabilitation Act. See the *ADA & Disability Non-Discrimination Policy* for full details on rights, the accommodation process, and the grievance procedure.

HSM has a dedicated **Disability Resource Coordinator** on staff who serves as the primary point of contact for all disability-related accommodations and support. The Disability Resource Coordinator assists students in navigating the accommodation process, helps coordinate approved accommodations with faculty and clinical sites, and provides guidance and support for students pursuing Florida Department of Education (FL DOE) Vocational Rehabilitation (VR) services. VR may cover tuition, fees, and other educational costs for eligible students — the Disability Resource Coordinator can guide students through the VR application process and serve as a liaison with the FL DOE VR office. Students seeking accommodations or VR assistance should contact the Student Services Officer to be connected with the Disability Resource Coordinator.

Job Placement Assistance

After graduation, HSM will assist students in exploring employment options — identifying local birth centers or providing guidance on starting a private practice. **HSM cannot guarantee employment.** NARM application preparation guidance is available through the Academic/Clinical Coordinators.

Financial Information

Financial Policy

Tuition and fees are subject to change with notice. Tuition and fees for all registered classes each semester are due by the first day of the semester. After the first day of class, a **\$50 late fee per course** will be charged. **If tuition and fees are not paid in full by the add/drop date, the student will be automatically dropped from the course(s).**

Payment may be submitted to the Executive Director by cash, check, or Stripe. Payment made through Stripe via debit, credit, or ACH bank transfer incurs a **4% electronic processing fee per transaction**. Paying by cash or check carries no additional fee, unless an NSF occurs. Please make checks payable to Heritage School of Midwifery.

Tuition & Fees

Fee	Amount
Application Fee (non-refundable)	\$150
Enrollment Fee	\$100
Tuition	\$335 per credit hour
Technology Fee	\$70 per semester
Insurance Fee (AAS & CMHMA only)	\$100 per semester
Equipment Fee	\$115 per semester
Diploma Fee (includes 3 transcripts)	\$100 upon graduation
Transcript Fee	\$12 per extra copy
Late Payment Fee	\$50 per course
Textbooks & Supplies (estimate)	~\$3,000 total program (not purchased from school)
Electronic Processing Fee (Stripe)	4% per transaction

Example — First Semester Cost (AAS, full-time, no transfer credit)

Item	Calculation	Amount
Application Fee	$1 \times \$150$	\$150
Enrollment Fee	$1 \times \$100$	\$100
Technology Fee	$1 \times \$70$	\$70
Insurance Fee	$1 \times \$100$	\$100
Equipment Fee	$1 \times \$115$	\$115

Item	Calculation	Amount
Tuition	$12 \times \$335$	\$4,020
Total		\$4,555

The first semester has the highest cost because of the application and enrollment fees.

AAS Tuition Plus Fees by Semester (full-time, no transferred credits)

Year	Semester	Credits	Cost
1	1	12	\$4,555 (includes Application and Enrollment fees)
1	2	12	\$4,305
1	3	12	\$4,305
2	1	12	\$4,305
2	2	11	\$3,970
2	3	11	\$3,970
3	1	10	\$3,635
3	2	9	\$3,300
3	3	4	\$1,725 (includes Diploma Fee)
Total tuition plus fees			\$34,070
Estimated textbooks & supplies			\$3,000
Total program cost			\$37,070

Students are charged only for the classes they take, so tuition may be less than shown for students with transfer credits.

Full Program Cost Estimates

Program	Estimate
CMHMA	~\$10,385 tuition + fees
AAS	~\$37,070 (tuition + fees + estimated textbooks)
BSM	~\$10,050 tuition (30 credits at HSM)

Payment Options

- **Payment in full** by the first day of each semester

- **Institutional Payment Plan:** four monthly installments per semester, interest-free, beginning at the start of each term. A typical monthly payment for a full-time student not receiving additional aid is approximately **\$1,000/month** during the first year.
- **Monthly payments in advance:** ongoing monthly payments toward the upcoming semester; no interest. A full-time student not receiving other aid can expect to pay around **\$968/month** for the first year. Semester tuition must be paid in full by the start of each semester. Because there is no interest, the total cost is significantly less than a loan and there is no balance due upon graduation.
- **Florida Department of Education Vocational Rehabilitation (VR):** HSM is an Approved Vendor with the Florida Department of Education’s Vocational Rehabilitation Program. If eligible, VR may cover your full program cost, including tuition and required fees. To begin, visit <https://www.rehabworks.org> and contact your area’s representative, or email the Student Services Officer for assistance.
- **Crowdfunding:** student-created and promoted campaigns. It is the student’s responsibility to create and promote the campaign and ensure sufficient funds for tuition and expenses.
- **Private and/or personal loans:** from banks, credit unions, or individuals. Note that loans usually carry interest and will increase the overall cost of tuition. Requirements vary by lender.

Note: HSM is not eligible for Title IV federal financial aid funds at this time.

Scholarships

HSM offers the following institutional scholarships:

Scholarship	Award
Student Referral Scholarship	\$500 one-time — refer an applicant who applies, is accepted, enrolls, and successfully completes the first two weeks of their first term
Teaching Assistant Scholarship	Recurring \$2,000 per semester (CMHMA & AAS) — competitive; serve as a Teaching Assistant for HSM
Student Ambassador Scholarship	Recurring \$2,000 per semester (AAS only) — competitive; serve as Student Ambassador
Preceptor Scholarship	\$1,000 per semester (BSM specific) — for approved preceptors providing clinical education support
Faculty Scholarship	\$1,000 per semester (BSM specific) — for active HSM faculty teaching in any program

Students interested in learning more about scholarship eligibility, application procedures, and award conditions should contact the Student Services Officer for current policies and procedures. All institutional scholarships require the recipient to be in Good Academic Standing and meeting SAP (see *SAP and Institutional Scholarships*).

HSM Shop

The HSM Shop is available at www.heritageschoolofmidwifery.com/category/all-products. Every purchase matters: 100% of profits from shop items go directly to Heritage School of Midwifery institutional scholarships, helping future midwives thrive.

When you shop with us, you're not just wearing your support — you're funding it. Every hoodie, tote, tee, or mug contributes to the education and empowerment of the next generation of compassionate birth workers. Students, family members, and supporters are all encouraged to visit the shop.

HEART Foundation

Heritage Educational Advancement & Resource Trust Foundation, Inc. (HEART Foundation)

The HEART Foundation is a 501(c)(3) nonprofit organization dedicated to removing financial barriers for aspiring midwives and maternal health professionals. The Foundation supports students at Heritage School of Midwifery through scholarships, academic resources, and institutional development initiatives — ensuring that passion and calling, not financial means, determine who can pursue this vital profession.

All administrative costs are covered by Heritage School of Midwifery, which means **100% of every donation goes directly to supporting students and educational programs**. Students, alumni, preceptors, and supporters are encouraged to visit and donate at <https://heart-foundation.us/>.

Enrollment Agreement

Upon registration, each enrolling student will receive a copy of their signed Enrollment Agreement. The Enrollment Agreement is a binding contract between the student and Heritage School of Midwifery that outlines: the specific program of enrollment; total program tuition and fees; the payment plan selected; the cancellation and refund policy (including the 3-business-day cancellation right); the expected program start and anticipated completion dates; and any conditions of enrollment. Students should retain their Enrollment Agreement for their records throughout their enrollment.

Cancellation of the Enrollment Agreement

A student may cancel the Enrollment Agreement **within three (3) business days of signing** and receive a full refund of all monies paid, including tuition and fees, except for the non-refundable application and enrollment fees. This right applies regardless of whether instruction has begun.

After the three-day period but before the program start date, a student is entitled to a refund of all monies paid, excluding:

- The non-refundable application and enrollment fees; and
- A registration fee not to exceed 10% of the contract price or \$100, whichever is less.

Cancellations must be submitted in writing via certified mail, email, or hand delivery to the Executive Director or Administrative Coordinator. For students under legal age, the cancellation must be submitted by a parent or legal guardian.

Program Outcomes Disclosure

In accordance with consumer disclosure requirements, Heritage School of Midwifery publishes the following program outcome data for the most recent reporting period. These figures reflect students who were enrolled and eligible for graduation, placement, and retention during the period stated.

Reporting Period July 1, 2024 – June 30, 2025

Graduation Rate 100.00%

Retention Rate 100.00%

Placement Rate 100.00%

Placement rate reflects graduates who obtained employment in the midwifery or maternal health field, established an independent practice, or otherwise entered the workforce in a field directly related to their HSM program within 12 months of graduation. HSM does not guarantee employment. Updated outcome data is published annually and is available upon request from the Student Services Officer.

Drop/Add Period & Refunds

The drop/add period ends at the close of the **second week** of the term. Students may drop courses without financial penalty during this period and are entitled to a 100% refund of all tuition and refundable fees, including charges for books, supplies, or equipment returned in unused and resalable condition.

Withdrawing after the add/drop date but before the withdrawal deadline results in a **W** grade with no refund. Withdrawing after the withdrawal deadline results in a **WF** grade with no refund.

Withdrawals must be submitted in writing to the Executive Director.

Timing	Refund
Within 3 business days of signing the Enrollment Agreement	Full refund of all monies paid (except non-refundable fees)
Before program start date	Full refund of tuition and refundable fees (excluding application and enrollment fees, and a registration fee not to exceed 10% of contract price or \$100, whichever is less)
By end of Week 2 of instruction	100% of tuition paid
After Week 2 of instruction	No refund of tuition

All refunds are processed within 30 days of withdrawal. The application fee (\$150) is always non-refundable. Textbooks and supplies are purchased from independent suppliers and are subject to those suppliers' refund policies.

Determining Withdrawal

HSM determines a student's withdrawal status using:

- **Last Day of Attendance (LDA):** the last day the student engaged in any academic activity, such as class attendance, exams, clinical participation, or submitting assignments.
- **Date of Determination (DOD):** the date HSM identifies that the student is no longer enrolled, either via written notice or through administrative review (e.g., faculty reports or inactivity).

This process is used whether or not the student submits formal notice of withdrawal. The date of withdrawal is determined by the date the Executive Director receives written notice of withdrawal, the add/drop date if the student fails to pay full semester tuition, or the dismissal date if a student is dismissed.

Refund Calculation and Processing

- Refunds are calculated based on the LDA and DOD
- HSM does not consider all tuition “earned” after minimal enrollment
- Refunds are processed and disbursed within 30 days of the DOD

Course or Program Cancellation Policy

HSM reserves the right to cancel or postpone classes for any reason; however, we will do our best to ensure such decisions are made well before the first class. If classes are canceled, all affected students will receive a **100% refund** of all related tuition and refundable fees within 30 days of cancellation.

Re-Admission After Withdrawal

To be considered for enrollment after withdrawal, a student must be in good academic standing and current in all financial obligations to HSM.

- A student who returns **within 1 year** of their withdrawal date will not need to submit a new application or pay associated fees. They will be required to sit for an interview with the admissions committee and sign a new Enrollment Agreement.
- A student who returns **more than 1 year** after their withdrawal date must complete all re-application paperwork and pay associated application and enrollment fees.
- A student may need to retake certain academic courses if **more than 5 years** have passed since they last completed them.
- If the student did not complete their clinical externship requirements prior to withdrawing, they will continue where they left off.
- If the student **had completed** their clinical externship requirements and **more than 3 years** have passed since their last Clinical Lab course, they must register for an additional Clinical Lab course and attend **10 additional out-of-hospital births as primary under supervision**.

Student Records & FERPA Rights

Student records are kept on file at HSM. Students may view their grades by accessing their RosarioSIS account. Official transcripts may be ordered by submitting a Transcript Release form to the office; the charge is \$12 per copy. Students receive 3 copies of their official transcripts upon graduation.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. **The right to inspect and review** the student’s education records within 45 days after the day HSM receives a request for access. A student should submit to the Executive Director a written request identifying the record(s) the student wishes to inspect. The Executive Director will arrange access and notify the student of the time and place where the records may be inspected.
2. **The right to request amendment** of an education record the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask HSM to amend a record should write to the Executive Director, clearly identify the part of the record the student wants changed, and specify why it should be changed. If HSM decides not to amend the record as requested, HSM will notify the student in writing of the decision and of the student’s right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided when the student is notified of the right to a hearing.
3. **The right to provide written consent** before HSM discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

HSM discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by HSM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of HSM who performs an institutional service or function for which HSM would otherwise use its own employees and who is under the direct control of HSM with respect to the use and maintenance of PII from education records — such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for HSM.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by HSM to comply with the requirements of FERPA:

Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

Disclosures Permitted Without Consent

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, §99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

HSM may disclose PII from education records without prior written consent:

- To other school officials, including teachers, within HSM whom HSM has determined to have legitimate educational interests, including contractors, consultants, volunteers, or other parties to whom HSM has outsourced institutional services or functions, provided the conditions in §99.31(a)(1)(i)(B)(1)–(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, subject to §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for enforcement of or compliance with Federal legal requirements related to those programs. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or received, if the information is necessary to determine eligibility, amount, or conditions of the aid, or to enforce its terms and conditions. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, HSM to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information HSM has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to §99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the public, the results of a disciplinary proceeding, subject to §99.39, if HSM determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of HSM’s rules or policies with respect to the allegation. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of HSM, governing the use or possession of alcohol or a controlled substance, if HSM determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information

FERPA requires that HSM, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, HSM may disclose appropriately designated “directory information” without written consent, unless you have advised HSM to the contrary in accordance with HSM procedures.

The primary purpose of directory information is to allow HSM to include this type of information in certain school publications — for example, honor roll or other recognition lists, and graduation programs. Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent.

If you do not want HSM to disclose directory information from your education records without your prior written consent, you must notify HSM in writing before the first day of classes.

HSM has designated the following as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- The most recent educational agency or institution attended
- Degrees, honors, and awards received
- Student ID number used to communicate in electronic systems that cannot be used to access education records without a password
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

Student Records Retention

Heritage School of Midwifery maintains student records in accordance with applicable federal and Florida law, including FERPA, and applicable accreditation standards. The following retention schedule governs HSM's maintenance and disposition of student records.

Record Type	Retention Period
Academic Transcripts and Degree/Certificate Records	Permanent — maintained for as long as HSM exists
Enrollment Agreements and Financial Records	Seven (7) years from the date of last attendance or separation
Student Academic Files (grades, coursework, evaluations)	Five (5) years from the date of graduation, withdrawal, or dismissal
Clinical Records (Typhon logs, preceptor evaluations, clinical documentation)	Seven (7) years from the date of graduation, withdrawal, or dismissal, or as otherwise required by Florida Department of Health regulations
Formal Complaints, Grievances, and Disciplinary Records	Seven (7) years from the date of final resolution
SAP Records and Academic Progress Files	Five (5) years from the date of last attendance
Financial Aid and Scholarship Records	Five (5) years from the date of the award or the date of any final audit, whichever is later

After the applicable retention period, records will be securely destroyed in a manner that protects student privacy. Students wishing to obtain copies of their records before destruction should contact the Registrar. Requests for student records are governed by FERPA.

In the event HSM ceases operations, all student records will be transferred to the Florida Department of Education in accordance with Florida law and applicable licensing requirements. Students will be notified of the transfer and how to access their records.

Academic Calendar 2026–2027

Fall 2026 Semester (August – December)

Application Period	April 20 – July 31, 2026
Enrollment	August 3 – August 10, 2026
Orientation	August 21, 2026
Classes Begin	August 28, 2026
Drop/Add Ends	September 11, 2026
Last Day to Withdraw (W)	October 17, 2026
Fall Break	November 22–28, 2026
Last Day of Fall Semester	December 12, 2026

Spring 2027 Semester (January – April)

Application Period	August 3 – December 12, 2026
Enrollment	December 14 – December 17, 2026
Orientation	December 18, 2026
Classes Begin	January 8, 2027
Drop/Add Ends	January 22, 2027
Last Day to Withdraw (W)	February 20, 2027
Spring Break	March 21 – March 27, 2027
Last Day of Spring Semester	April 23, 2027

Summer 2027 Semester (May – August)

Application Period	December 14, 2026 – April 17, 2027
Enrollment	April 19 – April 23, 2027
Orientation	April 30, 2027
Classes Begin	May 7, 2027
Drop/Add Ends	May 21, 2027
Last Day to Withdraw (W)	June 25, 2027
Summer Break	July 6 – July 11, 2027

Last Day of Summer Semester August 20, 2027

There are 3 semesters every year. **Each semester is 15 weeks long.** In the event of a hurricane, the week following the last day of the fall semester is designated for make-up classes to ensure that all missed sessions are rescheduled.

Schedule Format

HSM uses a hybrid model:

- **Asynchronous online coursework** for all didactic classes, available on a flexible schedule via Moodle LMS.
- **In-person Skills Intensives** held typically two days per month (Thursday, Friday, and/or Saturday), based on cohort availability and faculty scheduling.
- **Clinical experiences** arranged directly between the student and their approved preceptor, offering maximum flexibility. Most students begin with 1–3 clinical days per week during Year 1, increasing to 3–5 days per week by the final year.

Class Breaks

Students are given 10 minutes of break time for each 50 minutes of instruction. Instructors choose when students take their allotted breaks. This is why a clock hour at HSM is 50 minutes in length.

Skills Day

Skills Day is conducted each semester during the final in-person session of the Midwifery Skills course for that term. This structured assessment evaluates student progress from the beginning of the program to the present, ensuring the development of competencies required for safe and effective midwifery practice. Assessments are administered by Clinical Directors and/or Deans and incorporate multiple modalities:

- **Oral examinations** to assess clinical reasoning, communication, and critical thinking
- **Written examinations** to measure theoretical knowledge, comprehension, and application of evidence-based practice
- **Practical examinations** to evaluate hands-on proficiency in essential midwifery skills within a supervised or simulated clinical setting

Skills Day functions as a formative competency checkpoint, allowing faculty to verify student progress toward program learning outcomes and ensure alignment with professional standards for Licensed Midwives. Results guide ongoing instruction, remediation where necessary, and support students in their trajectory toward independent practice.

Course Drop/Add

A current schedule of classroom hours for each semester is available on RosarioSIS before the beginning of classes. Students must pay tuition in full by the start of their first class or pay a \$50 late payment fee per course. Students have until the end of the second week of the semester to drop classes without financial penalty.

To add or drop a course after the first week has started, students must complete the appropriate form, have it signed by the Executive Director, and submit it (plus applicable late fees) to the office.

Students may not attend classes at HSM unless they have registered and paid for those courses. Students who do not attend at least one of the first two meetings of a class or clinical experience may be dropped from the course with refund.

Students must purchase their own supplies and textbooks. Before class starts, instructors publish syllabi containing the textbooks and supplies required for each class.

Non-Matriculating Students

If space permits, non-matriculating students may register for classes the week before class starts. They will be billed full tuition for all classes taken, plus equipment and technology fees. Not all courses are open to non-matriculating students. Contact the Executive Director before registering.

Credit Hour Policy & Student Workload Expectations

Understanding how credit hours translate to time commitment helps you plan effectively and succeed in your program. HSM follows federal, state, and accrediting body standards to ensure instructional time is equivalent and measurable across all course delivery methods.

Credit Hour Definitions

One credit hour of instruction corresponds to the following minimum time commitments per week over a 15-week semester:

- **Lecture / Theory (1 credit):** approximately 50 minutes of direct instruction per week, plus a minimum of 2 hours of student work outside of class (reading, assignments, discussions, assessments). This equals approximately **15 clock hours** of instruction and 30 hours of independent work per semester.
- **Laboratory / Skills (1 credit):** approximately 2 hours of instructional or hands-on activity per week, plus a minimum of 1 hour of preparation or practice outside of class. This equals approximately **30 clock hours** of lab activity and 15 hours of preparation per semester.
- **Clinical / Preceptorship (1 credit):** equivalent to **60 clock hours** of supervised clinical practice. Students registered for 3 Clinical Lab credits must complete a minimum of 180 supervised clinical hours per semester.

Asynchronous Courses

For asynchronous online courses, instructional time is measured through structured, faculty-initiated learning activities that require regular and substantive engagement. These may include required readings and lecture videos, timed assignments and quizzes, discussion forums with required student participation, case studies and practice scenarios, and written work with faculty feedback. The expected student workload is always documented in the course syllabus.

What to Expect from Your Syllabus

Your syllabus is a contract between you and your instructor. It outlines course objectives, grading policies, assignment due dates, and workload expectations. Syllabi are provided at least two weeks before each semester begins via Moodle. Review your syllabus carefully at the start of every course and contact your instructor with any questions.

Faculty are expected to provide feedback on assignments by the next class meeting (for in-person courses) or within two weeks of the due date (for asynchronous courses). Final grades are due one week after the last in-person session, or two weeks after the final assignment due date for asynchronous courses.

Grade Entry & Moodle

All assignment grades and final grades are entered in Moodle LMS. Students are encouraged to monitor their grades in Moodle throughout the semester. If you notice a discrepancy or missing grade, contact your instructor promptly. The Academic Director is available to assist with Moodle-related questions.

Academic Progress Warning & Clinical Suspension Policy

HSM is committed to student success. This policy establishes a clear, fair, and consistent process for identifying students who fall behind academically, providing structured support, and — when necessary — temporarily suspending clinical participation to protect both the student and the patients they serve. Clinical experiences require students to be current with all coursework; incomplete academic preparation poses a direct risk to safe clinical practice.

Scope

This policy applies to all matriculating students enrolled in the CMHMA and AAS programs. BSM students are governed by academic standing policies and faculty advisor communication; clinical suspension is not applicable to the BSM program.

Grounds for Issuing a Warning

An Academic Progress Warning may be issued when a student meets one or more of the following conditions:

- Has one or more outstanding or incomplete assignments past the original due date
- Has failed to submit required documentation in Typhon within the 7-day window
- Is at risk of falling below a 2.5 cumulative GPA based on current semester performance
- Has not responded to prior outreach from faculty or academic/clinical staff within 5 business days
- Has missed more than 15% of scheduled clock hours for any course in the current semester without an approved excuse

Step 1 — Initial Outreach (Informal)

Before issuing a formal written warning, faculty or the Academic/Clinical Coordinator will attempt informal contact with the student via phone, email, or text to offer support and identify barriers. A minimum of one documented outreach attempt is required before a formal warning is issued. The date, method, and outcome of this contact must be logged in the student's file.

Step 2 — Academic Progress Warning Notice (Formal Written Warning)

If informal outreach does not result in resolution within 5 business days, the Academic Director or Clinical Director issues a formal Academic Progress Warning Notice to the student. This notice:

- Identifies the specific outstanding assignments or documentation requirements
- Sets a clear written deadline for completion (minimum 5 calendar days from the date of notice, maximum 14 calendar days)
- States explicitly that failure to meet the deadline will result in temporary clinical suspension
- Invites the student to respond and confirm receipt within 48 hours
- Is delivered via the student's official HSM email address and logged in the student's file

The formal warning notice is documented on the student's internal tracking record. Issuance of a warning does not automatically trigger Academic Probation, but the underlying grade impact may do so under the Academic Standing policy.

Step 3 — Deadline Review

Upon the deadline stated in the warning notice, the Academic/Clinical Coordinator reviews the student's submission status. Three outcomes are possible:

Outcome	Result
All requirements met	Warning is resolved and closed. No clinical suspension. A written confirmation is sent to the student and logged.
Partial completion with communication	At the Academic Director's discretion, a brief extension of no more than 7 additional calendar days may be granted once. A Final Notice is issued concurrently. No further extensions will be granted.
No completion / no response	A Final Notice is issued immediately and clinical suspension takes effect on the effective date stated in the Final Notice.

Step 4 — Final Notice & Clinical Suspension

The Final Notice serves as the last formal communication before clinical suspension is enacted. The Final Notice:

- States the effective date of clinical suspension
- Lists all outstanding requirements that must be completed for reinstatement
- Requires the student to respond within 48 hours confirming their plan to complete the work
- Is delivered via official HSM email and documented in the student's file

Clinical Suspension means the student is immediately and temporarily prohibited from:

- Attending any scheduled clinical shifts or preceptor site visits
- Attending or assisting at births in any capacity
- Logging clinical hours in Typhon for the period of suspension

The preceptor is notified of the suspension by the Clinical Director. The student's on-call schedule is paused for the duration of the suspension.

Reinstatement from Clinical Suspension

A suspended student may be reinstated only after all of the following conditions are met:

1. All outstanding assignments identified in the notice are completed and submitted.
2. The student notifies the Academic/Clinical Coordinator in writing that work has been submitted.
3. Faculty reviews the submitted work and confirms it meets academic standards.
4. The Academic Director or Clinical Director issues written clearance to return to clinicals.

Reinstatement is **not automatic** upon submission — faculty review is required. The typical turnaround for faculty review is 3–5 business days. Students should plan accordingly and communicate with their preceptor about their anticipated return date.

Impact on Clinical Hours & Course Grades

Clinical hours missed during a suspension period are not excused and do not count toward Clinical Lab requirements. If the suspension results in a student failing to meet the minimum clinical hours for the semester, the student will receive an **IP (In Progress)** grade and must request an extension from the Clinical Coordinator per the standard Clinical Hours Extension process. Repeated suspensions within a semester may result in a grade of **NP** for the Clinical Lab course.

Escalation to Dismissal

A student who fails to respond to the Final Notice within 48 hours, or who fails to complete the outstanding work within the extended deadline, will be referred to the Academic Director and Executive Director for a formal performance review. Depending on the outcome of that review, the student may be placed on Academic Probation, receive a failing grade, or be dismissed from the program per the *Conditions for Dismissal* section of this handbook.

Internal Tracking Requirements

All steps of this process must be documented in the student's internal file. The following tracking record must be completed for each warning issued:

Date of Informal Outreach	_____ Method: ☐ Phone ☐ Email ☐ Text
Response Received	_____ ☐ Yes ☐ No
Date Warning Notice Issued	_____
Deadline Given	_____
Student Acknowledgment Received	_____ ☐ Yes ☐ No
Deadline Outcome	☐ Completed ☐ Partial ☐ Not Completed
Final Notice Issued	_____ ☐ Yes ☐ No
Clinical Suspension Effective	_____
Reinstatement Clearance Issued	_____ By: _____

Note: This tracking record must be signed by the issuing administrator and kept in the student's file for the duration of enrollment. A copy is provided to the student upon request.

Copyright & Use of Course Materials

As a student at HSM, you regularly interact with copyrighted materials — textbooks, articles, handouts, videos, and digital resources. Understanding copyright law and your responsibilities protects you, your instructors, and HSM from legal risk.

What Is Copyright?

Copyright is a form of legal protection that grants creators of original works — including books, journal articles, photographs, videos, software, and other materials — the exclusive right to reproduce, distribute, and display their work. Almost every creative work you encounter is protected by copyright, including digital content, online articles, and materials posted in Moodle. Copyright law does not protect ideas, data, or facts, but it does protect the specific expression of those ideas.

For works created on or after January 1, 1978, copyright generally lasts for the author’s lifetime plus 70 years. Works created by organizations typically have a copyright term of 95 years.

Permitted Uses (Fair Use)

U.S. copyright law includes a “fair use” provision that allows limited use of copyrighted materials without permission in educational settings. The following are generally considered fair use for students:

- Making a single photocopy of an article from a journal, or a small portion of another work, for your own research, scholarship, or private study.
- Quoting short passages from a work in an academic paper, properly cited.
- Summarizing or paraphrasing published material in your coursework, with proper citation.

Not Permitted

The following uses are not considered fair use and may constitute copyright infringement:

- Photocopying all the assignments from a required textbook instead of purchasing it.
- Making and distributing multiple copies of articles or book chapters to classmates.
- Reproducing material from consumable workbooks.
- Uploading or sharing copyrighted course materials (textbook chapters, handouts, videos) outside the course platform.
- Submitting another person’s work or any AI-generated text as your own (see also the *Artificial Intelligence (AI) Usage Policy* and *Code of Conduct*).

Course Materials and Moodle

Course materials posted in Moodle — including lecture videos, handouts, articles, and course packs — are provided for your educational use within the course only. You may not download, reproduce, redistribute, or share these materials outside of the course without written permission from the instructor or copyright holder.

If you use materials in an assignment or paper that were not created by you, always cite your source. Failure to properly attribute sources may constitute plagiarism under HSM’s Code of Conduct and may result in academic or disciplinary consequences.

Reporting Suspected Infringement

If you believe that anyone at HSM — including another student — is using copyrighted material without permission, report it to the Academic Director. HSM takes copyright compliance seriously and is committed to maintaining integrity in all academic activities.

Questions

If you are unsure whether a particular use of a copyrighted work is permissible, consult your instructor or the Academic Director before proceeding. When in doubt, cite your source and seek permission.

Approved Clinical Preceptor Sites

The following clinical sites have been reviewed and approved by HSM's Clinical Coordinator and Clinical Directors. **Students may only complete clinical hours at approved sites with approved preceptors.** Sites and preceptors are subject to annual renewal; the most current list is maintained in the HSM Typhon Clinical Tracking System. Contact your Clinical Director before beginning any new clinical placement.

Sites marked ★ **Approved In-Class Skills Intensive Site** are additionally approved to host HSM's in-person skills intensive sessions in addition to standard clinical preceptorship.

Abundant Life Birth Center LLC

611 SW Federal Highway, Ste. M, Stuart, FL 34994 | Home Birth Practice | www.thealbc.com

★ Approved In-Class Skills Intensive Site

Approved Preceptor(s):

- Tammy Verdegem, LM
- Karina Aguirre, LM

Agape Birth

160 Prestige Dr., Royal Palm Beach, FL 33411 | Home Birth Practice | www.agapebirths.com

Approved Preceptor(s):

- Erika Lampkin, LM

Barefoot Birth

2740 N Florida Ave, Tampa, FL 33602 | Home Birth Practice | www.barefootbirth.com

Approved Preceptor(s):

- Charlie Young, LM, CPM

Beachside Midwifery

316 Dunlawton Ave, Port Orange, FL 32127 | Home Birth Practice | www.beachsidemidwifery.com

Approved Preceptor(s):

- Karen Kennedy, LM

Beautiful Beginnings Midwifery, LLC

3150 N Wickham Rd, Ste. 1, Melbourne, FL 32935 | Birth Center | beautifulbeginningsmidwifery.com

Approved Preceptor(s):

- Rachel Powers, LM, CPM
- Susan Testerman, LM

Being Born

17499 Hanna Rd, Lutz, FL 33549 | Home Birth Practice

Approved Preceptor(s):

- Glenda Datsko, LM

Birth Cottage

2951 Huntington Dr., Tallahassee, FL 32308 | Birth Center | www.thebirthcottage.com

Approved Preceptor(s):

- Layla Swisher, LM

Birthways Family Birth Center

4222 McIntosh Ln, Sarasota, FL 34232 | Birth Center / Home Birth Practice | www.birthwaysfamily.com

Approved Preceptor(s):

- Aliaja Allison, LM
- Christy Hersey, LM, CPM
- Christina Lavender, CPM, LM

Cape Coral Midwifery

6325 Presidential Court, Ste. 1B, Fort Myers, FL 33919 | Home Birth Practice | www.capecoralmidwifery.com

Approved Preceptor(s):

- Maureen Berning, LM, CPM

Celebrate Birth Midwifery

1525 Edgewater Beach Dr., Lakeland, FL 33805 | Birth Center | www.celebratebirth.info

Approved Preceptor(s):

- Melissa Conord-Morrow, LM
- Michelle Hannah, LM

Community Birth & Wellness Center

14 N Eustis Street, Eustis, FL 32726 | Birth Center | communitybirthcenterfl.com

Approved Preceptor(s):

- Rebecca Luckey, LM
- Delmari Howell, LM

Earthside Midwifery Care

3511 5th Ave N., Saint Petersburg, FL 33713 | Home Birth Practice | earthsidemidwiferycare.com

Approved Preceptor(s):

- Sarah Waugh, LM

East Coast Midwifery

2263 NW 2nd Ave, Ste. 206, Boca Raton, FL 33431 | Home Birth Practice | eastcoastmidwifery.com

Approved Preceptor(s):

- Michelle Cerami, LM

Fruitful Vine Midwifery Service

2221 University Blvd. West, Jacksonville, FL 32217 | Birth Center | fruitfulvine.com

Approved Preceptor(s):

- Sharon Schmidt, LM

Guardian Midwifery

275 S Charles Richard Beall Blvd, DeBary, FL 32713 | Home Birth Practice | guardianmidwife.com

Approved Preceptor(s):

- Rhonda Huggins, LM

Guiding Star Tampa Bay Birth & Wellness Center

1900 E Bay Dr., Largo, FL 33771 | Birth Center | guidingstartampa.org

Approved Preceptor(s):

- Tammy Masut, RN, CNM, APRN

Health First Medical Group

2325 Vidina Dr., Melbourne, FL 32940 | Hospital / OB Practice | www.hf.org

Approved Preceptor(s):

- Alanna Colon, CNM, ARNP

Heart 2 Heart Birth Center

1110 Lexington Green Lane, Sanford, FL 32771 | Birth Center | www.h2hbirthcenter.com

Approved Preceptor(s):

- Robin Coon, LM

Hollywood Birth Center

2316 Hollywood Blvd., Hollywood, FL 33020 | Birth Center | www.hollywoodbirthcenter.com

Approved Preceptor(s):

- Gelena Hinkley, LM, CPM

Illuminated Midwifery

215 Lithia Pine Crest, Brandon, FL 33511 | Home Birth Practice | www.illuminatedmidwifery.com

Approved Preceptor(s):

- Kitty Lakey, LM, CPM, CLC

In Due Season

5036 7th St, Zephyrhills, FL 33542 | Home Birth Practice

Approved Preceptor(s):

- Lucie Bryant, LM

Jacksonville Community Midwives

1616 Jork Rd., Jacksonville, FL 32068 | Home Birth Practice | jacksonvillecommunitymidwives.com

Approved Preceptor(s):

- Jennifer Stone, LM, CPM

Jen Roberts Midwifery and Massage

7120 Okeechobee Blvd., West Palm Beach, FL 33411 | Home Birth Practice | jenrobertsmidwife.com

Approved Preceptor(s):

- Jennifer Roberts, LM

Joyful Birth Midwifery Care

6225 Presidential Ct., #170, Fort Myers, FL 33919 | Home Birth Practice | joyfulbirthandbaby.com

Approved Preceptor(s):

- Sabrina Hennessy, LM

LifeSong Midwifery

2575 Toledo Blade Blvd #3, North Port, FL 34289 | Home Birth Practice | www.LifeSongMidwiferyCare.com

Approved Preceptor(s):

- Kristin Schuchmann, CPM, LM
- Rose Trombley, CPM, LM

Magnolia Birth House

16821 NE 6th Ave, North Miami Beach, FL 33162 | Birth Center | www.magnoliabirthhouse.com

Approved Preceptor(s):

- Dawna Insua, LM, CPM
- Audrey Luck, LM
- Tamara Taitt, LM

Midwife Love

126 43rd Ave SW, Vero Beach, FL 32968 | Home Birth Practice | midwifelove.com

Approved Preceptor(s):

- Angela Dawn Love, CNM, ARNP

Midwife of Miami

9621 SW 163rd Ave., Miami, FL 33196 | Home Birth Practice | www.themidwivesofmiami.com

Approved Preceptor(s):

- Melanie Yepez, RN, APRN

Midwife360

2135 S. Congress Ave 1C, Palm Springs, FL 33406 | Home Birth Practice | midwife360.com

Approved Preceptor(s):

- Fadwah Halaby, LM

Modern Midwives

2344 3rd St. South, Jacksonville Beach, FL 32250 | Home Birth Practice

Approved Preceptor(s):

- Malu Critchley, LM
- Amanda (Mandi) West, LM

My Mom Glow

513 Melaluca Dr., Margate, FL 33063 | Home Birth Practice | www.mymomglow.com

Approved Preceptor(s):

- Sandra Lobaina, LM, CPM

Natural Birthworks LLC

513 Melaleuca Drive, Margate, FL 33063 | Home Birth Practice | www.naturalbirthworks.com

Approved Preceptor(s):

- Gelena Hinkley, LM, CPM

Nourish Her Birth Services

12310 NW 52nd Court, Coral Springs, FL 33076 | Home Birth Practice | www.nourishherbirthservices.com

Approved Preceptor(s):

- Layali Etayem, LM

Palms Birth House

236 SE 23rd Ave, Boynton Beach, FL 33435 | Birth Center | palmsbirthhouse.com

Approved Preceptor(s):

- Elizabeth Charron, LM

Pauline Carr Midwife LLC

4835 Red Oak Drive, Milton, FL 32583 | Home Birth Practice | www.paulinecarrmidwife.com

Approved Preceptor(s):

- Pauline Carr, LM, CPM

Peaceful Beginnings North

13129 Broadhurst Lp, Ft. Myers, FL 33919 | Home Birth Practice | www.pbnmidwifery.com

Approved Preceptor(s):

- Jamie Musich, LM, CPM

Sacred Birth Midwifery

230 Benmore Drive, Winter Park, FL 32792 | Home Birth Practice | sacredbirthfl.com

Approved Preceptor(s):

- Michelle Isla, LM

Sarasota Holistic Midwifery

Sarasota, FL | Home Birth Practice

Approved Preceptor(s):

- Shivani Lash, CPM, LM

Shugapott Birth & Wellness

747 SE 2nd Pl., Unit J, Gainesville, FL 32601 | Birth Center | www.shugapott.com

Approved Preceptor(s):

- Sherlonda McNeil LM

Summit Maternity Care

950 Tamiami Tr., Unit 101, Port Charlotte, FL 33953 | Birth Center | www.summitmaternitycarecenter.com

Approved Preceptor(s):

- Deborah Fuentes, LM

Sweet Child O' Mine

215 Lithia Pine Crest, Brandon, FL 33511 | Home Birth Practice | www.sweetchildbirth.com

Approved Preceptor(s):

- Kimberly Veda (Verbarg), LM

Triple Cord Midwifery

15369 Briarcrest Cir, Ft. Myers, FL 33912 | Home Birth Practice | www.triplecordmidwifery.com

Approved Preceptor(s):

- Nicole Gawel LM

Technology Systems & Student Resources

HSM uses several integrated technology platforms to deliver coursework, track clinical progress, and support student success. Access to these systems is provided at orientation. This section explains each platform, how to log in, and how each one is used in your program.

Heritage Email & Microsoft 365

Your Heritage School email account is your primary student identity at HSM. It gives you access to Microsoft 365 apps (Word, Excel, PowerPoint, Teams, OneDrive, and more), your Moodle LMS account, and your LIRN library account. All official communications from HSM faculty, staff, and administration will be sent to your Heritage email. Check it regularly.

Format: first initial + last name @heritageschoolofmidwifery.com. For example, a student named John Smith would be jsmith@heritageschoolofmidwifery.com.

Login: <https://outlook.com/heritageschoolofmidwifery.com>

Your Heritage email credentials are the same credentials used to sign in to Microsoft Teams for virtual class sessions, OneDrive for file storage, and any other Microsoft 365 service. If you have not received your login credentials, contact the Student Services Officer.

You are responsible for maintaining access to your Heritage email throughout your enrollment. **Failure to monitor your student email does not excuse missed communications, deadlines, or policy notices.**

Moodle Learning Management System (LMS)

Moodle is HSM's learning management system. All course materials, lecture videos, assignments, quizzes, discussion forums, syllabi, and grades are housed in Moodle. For asynchronous courses, Moodle is where your entire course is conducted. For in-person and skills intensive courses, Moodle supplements in-person instruction with digital resources and grade tracking.

Login: <https://heritageschoolofmidwifery.org/>

Access is via Single Sign-On (SSO) using your Heritage School email credentials — no separate username or password is needed. Simply click “Log In” and authenticate with your Heritage email.

In Moodle you will find your course shells, the syllabus for each enrolled course, assigned readings, lecture videos and slide decks, assignment submission portals, quizzes and timed assessments, faculty announcements and discussion forums, a gradebook with real-time grade updates, and Turnitin-integrated writing submission tools.

Faculty are required to post syllabi to Moodle at least two weeks before the semester begins. Grades for asynchronous course assignments must be entered within two weeks of the due date. If you experience a technical issue with Moodle, contact the Academic Director or Student Services Officer.

LIRN Library & Research Database

LIRN (Library and Information Resources Network) is HSM's online library system. It provides access to peer-reviewed research databases, supplemental textbooks, clinical reference materials, nursing and midwifery journals, and other academic resources needed to support evidence-based coursework and research assignments.

Login: <https://proxy.lirn.net/HeritageSchoolOfMidwifery?groupID=3>

Access is via Single Sign-On (SSO) using your Heritage School email credentials. You do not need a separate LIRN account.

LIRN resources include multiple academic research databases (including health sciences and nursing collections), full-text journal access, e-books and reference texts, citation and bibliography tools, and interlibrary loan options for materials not immediately available. When completing research-based assignments, you are expected to use peer-reviewed sources. LIRN is your primary resource for meeting that requirement. If you have difficulty locating a specific resource, contact the Academic Director for library assistance.

Typhon Clinical Tracking System

Typhon is HSM's online platform for documenting, tracking, and verifying all clinical experiences. Every clinical case, birth, prenatal visit, postpartum exam, skill, and hour you complete must be entered in Typhon. Your preceptors review and approve your entries, and your Clinical Directors use Typhon to monitor your progress toward graduation requirements.

Login: <https://www3.typhongroup.net/np/data/login.asp> **Username:** provided to you at orientation by HSM clinical staff. **Password:** created by you on your first sign-in. Choose a secure password you will remember.

Typhon is not optional. All clinical experiences must be documented in Typhon — paper logs and self-reported hours are not accepted as a substitute. Failure to maintain current Typhon documentation will result in delayed graduation, a grade of NP in Clinical Lab courses, or Academic Progress Warnings.

Key Typhon policies to know:

- All clinical case logs must be entered within 7 days of the encounter.
- Typhon will not accept entries more than 2 weeks after the encounter date. There are no exceptions.
- Your preceptor must approve or reject all submitted skill entries within 7 business days.
- Clinical hours do not include drive time to or from the clinical site.
- 60 verified Typhon hours equal 1 Clinical Lab credit.
- The Clinical Coordinator audits Typhon case logs monthly and each semester. Discrepancies will be investigated.
- If you have a technical issue accessing Typhon, contact the Clinical Coordinator immediately.

Students who fall behind on Typhon documentation will be contacted first informally, then via a formal Academic Progress Warning. Students placed on Clinical Suspension may not log new Typhon hours during the suspension period.

RosarioSIS Student Information System

RosarioSIS is HSM's student information system. Students use RosarioSIS to view their official grades, semester schedule of classroom hours, and enrollment record, including the address and physical location on file with the Registrar. Students are taught the basics of using RosarioSIS during orientation.

HSM Student Portal

The HSM Student Portal is your central hub for school resources, tools, and information. The portal is accessible from the HSM website at www.heritageschoolofmidwifery.com by clicking "Log In" and signing in with your

Heritage School email credentials. The portal uses Single Sign-On (SSO) — no separate username or password is needed beyond your Heritage email login.

Once logged in, the Student Portal provides access to:

- **Links to All Applications** — direct links to Moodle, Microsoft 365, LIRN Library, Typhon, RosarioSIS, and other HSM platforms, along with the IT Help Desk.
- **Student Resource Guides** — comprehensive resource guides with contact information for support services organized by major city throughout Florida.
- **Current Academic Schedule** — the up-to-date academic calendar and semester schedule for the current enrollment year.
- **Anonymous Student Concern Box** — a confidential submission form for students to raise concerns, provide feedback, or flag issues without identifying themselves.
- **HSM Directory** — contact information for all HSM faculty, staff, clinical directors, and administrators.

IT Help Desk & Technology Support

For any technology issues — including problems accessing Moodle, Microsoft 365, LIRN, Typhon, RosarioSIS, your Heritage email, or the Student Portal — contact the HSM IT Help Desk. **Support is available 24 hours a day, 7 days a week.**

- **Help Desk Portal:** <https://heritageschoolofmidwifery.org/local/helpdesk/>
- **Email:** IT@heritageschoolofmidwifery.com
- **Availability:** 24/7 — every day, including weekends and holidays

The Help Desk is also accessible directly through the HSM Student Portal. When submitting a ticket, include your name, student ID, program, and a brief description of the issue.

Technology Quick Reference

System	Access	Link
Heritage Email / Microsoft 365	SSO	outlook.com/heritageschoolofmidwifery.com
Moodle LMS (course materials, grades, assignments)	SSO	heritageschoolofmidwifery.org
LIRN Library (research databases, e-books)	SSO	proxy.lirn.net/HeritageSchoolOfMidwifery?groupID=3
Typhon (clinical documentation)	Username given at orientation	www3.typhongroup.net/np/data/login.asp
RosarioSIS (grades, schedule, enrollment record)	Credentials given at orientation	Linked from the HSM Student Portal
HSM Student Portal	SSO via Heritage email	www.heritageschoolofmidwifery.com → Log In

System	Access	Link
IT Help Desk (24/7)	—	heritageschoolofmidwifery.org/local/helpdesk/ IT@heritageschoolofmidwifery.com

For login issues with Heritage Email or Moodle: contact the Student Services Officer. **For Typhon access issues:** contact your Clinical Coordinator or Clinical Director.

Hybrid & Virtual Learning Requirements

HSM offers a hybrid distance learning option for theory courses. Students may attend synchronously via Microsoft Teams or access course materials asynchronously through Moodle LMS.

Technology Requirements

- Computer (laptop preferred) with audio and a functioning webcam
- Reliable internet connection (minimum 3 Mbps DSL; 50 Mbps high-speed preferred)
- Ability to navigate Microsoft 365, email, and a word processing program
- Willingness to learn and use Moodle LMS and other school-required programs

Virtual Classroom Conduct

- Be on time and fully present during Teams sessions
- Participate from a quiet, distraction-free environment
- Students may **not** attend class while driving or in an unsuitable environment; failure to comply may result in removal from the session

Distance Education Policies & Guidance

A significant portion of HSM’s coursework is delivered through distance education — both asynchronous online courses and synchronous virtual sessions. This section describes the requirements, expectations, and student rights specific to distance education delivery. These policies apply in addition to all academic policies in this handbook.

What Is Distance Education at HSM?

HSM uses three instructional formats:

- **Asynchronous Online Courses.** All instruction is delivered through pre-recorded lectures, readings, assignments, and discussion forums in Moodle. There are no scheduled meeting times. Students complete coursework on their own schedule within weekly or module-based deadlines.
- **Synchronous Virtual Sessions.** Real-time instruction delivered via Microsoft Teams at a scheduled day and time. Attendance is required as it would be for an in-person class.
- **In-Person Skills Intensives.** Hands-on lab sessions held at HSM’s facility in North Port or at an approved skills intensive site. Attendance is mandatory.

Your program’s course schedule and delivery format for each course are listed in your semester registration materials and in each course syllabus on Moodle.

Technology Requirements for Distance Education

- A computer (laptop or desktop preferred) with a functioning webcam and microphone
- A reliable internet connection (minimum 3 Mbps; 50 Mbps or higher recommended for video sessions)
- Ability to access Microsoft Teams for synchronous sessions and Moodle for all coursework
- A valid Heritage School email address
- Proficiency with word processing, file upload/download, and online communication tools

If you experience consistent technology barriers that affect your ability to participate in coursework, notify the Academic Director immediately. HSM does not grant extensions for avoidable technology issues, but documented hardship cases may be reviewed.

Asynchronous Course Expectations

Asynchronous courses are **not self-paced**. While you have flexibility in when you complete work during the week, every course has structured deadlines that must be met.

- Review the course syllabus on the first day of each semester. All assignment due dates are listed there.
- Log in to Moodle at least several times per week to check for announcements, new content, and grade updates.
- Discussion forums require active, substantive participation — not just acknowledgment. Treat discussion posts as you would professional written communication.
- Written assignments submitted through Moodle are processed through Turnitin for plagiarism detection. Similarity reports are reviewed by faculty. **Do not reuse your own prior work without disclosure; self-plagiarism is treated as academic dishonesty.**
- Timed quizzes and exams in Moodle have specific windows and durations. Technical issues during a timed exam must be reported to the instructor immediately and documented.

- Asynchronous attendance is tracked automatically through Moodle. **Logging in without completing assigned work does not constitute attendance.**

Synchronous Virtual Session Expectations

When a course includes scheduled virtual sessions via Microsoft Teams:

- Attend on time. Log in 5 minutes early to test audio and video.
- Participate from a quiet, professional, distraction-free environment. **You may not attend class while driving.**
- Keep your camera on unless the instructor states otherwise. Virtual presence mirrors in-person classroom expectations.
- Use your full legal name as your display name in Teams.
- Do not record sessions without explicit instructor permission.
- If you must miss a synchronous session, notify the instructor in advance and follow the attendance policy outlined in your syllabus.

Faculty Interaction & Feedback in Distance Education

Distance education courses are not independent study. Faculty are required to maintain regular and substantive interaction with students throughout the semester. This includes:

- Responding to student questions within a reasonable timeframe (generally within 2–3 business days)
- Providing individualized feedback on written assignments through Moodle’s Turnitin and gradebook tools
- Monitoring student activity and progress through Moodle and reaching out to students who appear disengaged
- Initiating contact (not just responding) through announcements, discussion posts, or direct messages

If you are not receiving timely responses or feedback from your instructor, contact the Academic Director. Faculty are held to interaction standards consistent with ABHES accreditation requirements (ABHES IX.E.2).

Faculty-to-Student Ratio

HSM adheres to a maximum **25:1** faculty-to-student ratio in all distance education courses. This ensures that faculty can provide meaningful interaction and individualized feedback within each course.

Course Access & Syllabus Availability

Your course shell in Moodle will be published and available to students at least two weeks before the semester begins. This gives you time to review the syllabus, purchase required textbooks, and prepare before the first assignment is due. Contact the Academic Director if your course shell is not accessible by that time.

Privacy & FERPA in Distance Education

All FERPA protections apply equally in distance education settings. Additional privacy considerations include:

- Do not share your Heritage email login credentials with anyone.
- Do not share Moodle login credentials or course materials with non-enrolled individuals.

- When participating in discussion forums or case study assignments, never use real patient names, identifying details, or protected health information. Use client codes at all times.
- If your course involves video sessions, be mindful that others may be visible or audible in your physical environment. Do not conduct sessions in clinical settings without prior instructor approval.

Academic Dishonesty in Online Courses

Online course delivery does not reduce academic integrity expectations. The following are prohibited:

- Submitting AI-generated text as your own work without disclosure
- Sharing quiz questions, exam content, or assignment responses with other students
- Accessing unauthorized materials during timed exams
- Misrepresenting asynchronous attendance or activity
- Submitting work completed by another person, including tutors, family members, or AI tools

Violations of academic integrity in distance education are subject to the same consequences as in-person violations, up to and including dismissal.

Technical Issues & Support

Students are responsible for maintaining working technology for course participation. For platform-specific issues:

- **Moodle access issues:** contact the Academic Director or Student Services Officer
- **Heritage Email or Microsoft 365 issues:** contact the Student Services Officer
- **LIRN access issues:** contact the Academic Director
- **Typhon issues:** contact your Clinical Coordinator or Clinical Director
- **Microsoft Teams issues during a scheduled session:** email the instructor immediately and contact Student Services

Planned maintenance and outages will be communicated via your Heritage email whenever possible. Unplanned outages affecting assignment deadlines should be reported to the instructor immediately with documentation (e.g., screenshots of the error).

Student Clinical Acknowledgment Statement

I, _____, acknowledge that I have received, read, and understand the Heritage School of Midwifery Student Handbook for the **2026–2027** academic year, including the Clinical Policies and Expectations Guide.

I understand this document does not replace the full HSM Student Catalog and agree to review the Catalog, speak with my preceptor(s), and seek guidance when needed.

Please initial each acknowledgment:

- ☐ I am responsible for initiating my clinical placements.
- ☐ I will not begin clinical experiences until a signed preceptor contract AND site approval is completed.
- ☐ I understand preceptorship is a privilege, not a right.
- ☐ I will conduct myself professionally at all times.
- ☐ I will complete all Typhon documentation within 7 days.
- ☐ I understand failure to document may delay or deny approvals.
- ☐ I understand clinical requirements are minimums; I must meet or exceed them.
- ☐ I understand that, effective Fall 2026, all Midwifery Skills and Clinical Lab courses are graded **Pass/No Pass**, and that a grade of NP requires me to repeat the course and places me on Academic Warning.
- ☐ I agree to attend monthly clinical check-ins and my end-of-semester clinical progress review.
- ☐ I agree to follow HIPAA and protect all patient information at all times.
- ☐ I have read and understand the AI Usage Policy and will comply with all AI guidelines.
- ☐ I have read and understand the Change of Program policy.
- ☐ I have read and understand the **Student Physical Location Policy**, and I agree to notify the Registrar in writing within 30 days of any change to my physical location or state of residence.

Entering your name below and selecting the date is a statement that you have read and understand HSM policies and expectations listed throughout this Handbook.

Student Name (Printed): _____

Student Signature: _____

Program Enrolled In: ☐ CMHMA ☐ AAS Direct Entry Midwifery ☐ BSM

Date: _____

Appendix A — Academic Progress Warning Notice (Template)

Note: Complete all bracketed fields before sending. Deliver via the student's official HSM email. Retain a copy in the student file. This notice corresponds to Step 2 of the Academic Progress Warning & Clinical Suspension Policy.

HERITAGE SCHOOL OF MIDWIFERY

ACADEMIC PROGRESS WARNING NOTICE

Step 2 — Formal Written Warning

Date: _____

To (Student Name): _____

Program: _____

Issued By: _____

Delivery Method: ☐ Email ☐ Hand Delivered ☐ Both _____

Dear [Student Name],

We hope you are doing well. We are reaching out regarding your current academic progress in the program. At this time, our records indicate that you have outstanding or incomplete assignments that require your immediate attention.

As outlined in the program's Code of Conduct and Academic Policies, students are expected to remain current with all coursework in order to safely and effectively participate in clinical experiences and births.

We want to acknowledge that we have previously attempted to connect with you via [phone / email / text] to offer support and discuss ways to help you stay on track. We are always committed to meeting students where they are and providing guidance when needed.

However, at this stage, we must ensure accountability and fairness across the program. Faculty members are actively progressing through course material, and it is not sustainable to continue reopening assignments or extending deadlines without completion.

REQUIRED ACTION Please complete the following outstanding assignments by the deadline listed below.

Deadline: _____

Outstanding Assignments / Modules:

1. _____
2. _____
3. _____
4. _____

Additional notes: _____

IMPORTANT NOTICE If the above requirements are not met by the stated deadline:

- You will be temporarily suspended from attending clinicals and births.
- Clinical participation will resume only once coursework is brought up to date and formally reviewed.

This policy is in place to ensure that all students are adequately prepared and meet the academic standards required for safe clinical practice.

We are here to support you and encourage you to reach out if you need assistance creating a plan to complete your work. Please confirm receipt of this message and provide an update on your plan to meet the deadline within 48 hours.

We look forward to supporting you in getting back on track.

Administrator Signature: _____

Title: _____

INTERNAL TRACKING — Step 2 Date Warning Issued: _____ Student Response

Received: _____ Response Deadline: _____ Outcome: ☐ Completed by deadline ☐

Partial — extension granted ☐ Not completed — proceed to Final Notice Staff Initials: _____

Appendix B — Final Notice & Clinical Suspension (Template)

Note: Issue only after the Step 2 deadline has passed without full completion. Deliver via official HSM email. Clinical suspension is effective on the date stated below. Notify the preceptor separately. This notice corresponds to Step 4 of the Academic Progress Warning & Clinical Suspension Policy.

HERITAGE SCHOOL OF MIDWIFERY

FINAL NOTICE — ACADEMIC STANDING & CLINICAL SUSPENSION

Step 4 — Final Notice

Date: _____

To (Student Name): _____

Program: _____

Issued By: _____

Delivery Method: ☐ Email ☐ Hand Delivered ☐ Both _____

Dear [Student Name],

This message serves as a final notice regarding your academic standing in the program. Despite prior outreach and support efforts, your required coursework remains incomplete. As previously communicated in the Academic Progress Warning Notice dated [original warning date], maintaining current academic progress is a requirement for participation in clinicals and births.

CLINICAL SUSPENSION — EFFECTIVE DATE Effective Date of Suspension:

- You are suspended from ALL clinical activities and birth attendance effective this date.
- This suspension will remain in place until all outstanding assignments are completed and reviewed.
- Your preceptor has been notified. Your on-call schedule is paused.

Outstanding assignments that must be completed prior to reinstatement:

1. _____
2. _____
3. _____
4. _____

Additional notes: _____

TO BE REINSTATED, YOU MUST:

1. Complete all pending assignments listed above.
2. Notify faculty upon completion for review.
3. Await written clearance from the Academic or Clinical Director before returning to clinicals.

Note: Reinstatement is not automatic. Faculty review is required (typically 3–5 business days).

We value your place in this program and want to see you succeed. However, maintaining academic and clinical standards is essential for both student success and patient safety.

Please respond within 48 hours to confirm your plan moving forward. Failure to respond within 48 hours will result in referral to the Academic Director and Executive Director for a formal performance review, which may include Academic Probation or dismissal.

Administrator Signature: _____

Title: _____

INTERNAL TRACKING — Step 4 Date Final Notice Issued: _____ Student Response
Received: _____ Deadline Given for Completion: _____ Clinical Suspension Initiated:
_____ Reinstatement Clearance Issued: _____ Issued By: _____ Escalated to
Performance Review: ☐ Yes ☐ No Date: _____ Staff Initials: _____

Appendix C — Full Continuity of Care Form

Complete one form per client for whom the student served as supervised primary midwife through the full continuity of care requirement (**5 prenatal exams spanning at least 2 trimesters, birth, newborn exam, and 2 postpartum exams within 6 weeks of the birth**). Submit to your Clinical Director. All client codes must match Typhon entries.

Student Name	_____
Client Code	_____
Preceptor Name	_____
Clinical Site	_____
Prenatal Exam 1 — Date / Trimester	_____ / _____
Prenatal Exam 2 — Date / Trimester	_____ / _____
Prenatal Exam 3 — Date / Trimester	_____ / _____
Prenatal Exam 4 — Date / Trimester	_____ / _____
Prenatal Exam 5 — Date / Trimester	_____ / _____
Birth — Date / Setting	_____ / ☐ Home ☐ Birth Center ☐ Hospital
Newborn Exam — Date	_____
Postpartum Exam 1 — Date	_____
Postpartum Exam 2 — Date	_____
Typhon Entries Complete	☐ Yes ☐ No
Preceptor Signature / Date	_____
Clinical Director Verification / Date	_____

Appendix D — Birth-Related Absence Form

Complete this form when a birth prevents a student from attending a scheduled class. **The preceptor must sign and date the form confirming the student's presence at the birth.** Submit to the Academic Director or instructor as soon as possible after the birth.

Student Name	_____
Program	☐ CMHMA ☐ AAS
Clinical Lab Course & Credits	_____
Preceptor Name	_____
Client Code	_____
Date & Time Called to Birth	_____
Date & Time of Birth	_____
Date & Time Student Departed	_____
Class(es) Missed — Course / Date / Clock Hours	_____
Instructor(s) Notified — Method / Date	_____
Cumulative Birth-Related Absences This Course (clock hours)	_____ of _____ allowed (25% maximum)
Make-Up Plan Agreed With Instructor	_____
Preceptor Signature / Date	_____
Student Signature / Date	_____
Instructor Acknowledgment / Date	_____

Appendix E — Partial Continuity of Care Form

Complete one form per supervised primary experience that includes **at least 1 prenatal exam and the birth for the same client**. Each client may only be logged once. Submit to your Clinical Director. All client codes must match Typhon entries.

Student Name	_____
Client Code	_____
Preceptor Name	_____
Clinical Site	_____
Prenatal Exam — Date / Trimester	_____ / _____
Birth — Date / Setting	_____ / ☐ Home ☐ Birth Center ☐ Hospital
Student Role	☐ Supervised Primary
Typhon Entries Complete	☐ Yes ☐ No
Previously Logged for This Client?	☐ No (required) ☐ Yes — this form is not eligible
Preceptor Signature / Date	_____
Clinical Director Verification / Date	_____