



BIRTHINGWAY COLLEGE OF MIDWIFERY

12113 SE Foster Rd
Portland, Oregon 97266
503.760.3131

Request to Leave Core Form

Name: _____ Date: _____

Reason for Leave (please attach additional papers if necessary)

Anticipated Length of Leave (1-3 consecutive terms): _____

We strongly recommend you meet with the Midwifery Program Coordinator (MPC) before submitting this form. Please read the following policies carefully. Initial each statement and sign below. This form must be submitted to the MPC.

____ Leave from core is only granted for up to 3 consecutive terms. During your leave from core, you may continue to take supplemental, elective and clinical training coursework. If you need to take a leave from core longer than 3 terms, you must submit a letter of request to the MPC. This letter of request must be submitted to the MPC by 5 pm on the registration deadline of the term for which the extension is requested. Extensions are only granted term by term. If no letter is received, you will be withdrawn from the midwifery program and need to reapply.

____ You must continue to pay the registration fee for each term while on leave from core, whether or not you are taking credit classes. Failure to register each term will be considered a withdrawal from the midwifery program and you will need to reapply.

____ You must speak with the Financial Aid Officer to see how a leave may affect your financial aid. If you fall below half-time status, you will have to complete exit counseling. Students who withdraw from all coursework may be responsible for returning all or some of your federal financial aid funds according to the *Return of Title IV Funds* policy. Please review the Financial Aid section of the *Student Handbook and Catalog*.

____ Taking a leave from core may mean completed credits will expire prior to graduation. Please refer to the *Credit or Catalog Expiration* policy in the *Student Handbook and Catalog*.

____ To return to core, you must complete a *Notification of Return to Core* form. This form is available from the MPC and must be completed on or before the first day of registration for the term in which you would like to rejoin core.

____ Upon return, you may have to join a new cohort. The MPC will determine this upon receipt of your *Notification of Return to Core* form. The circumstances in which you may need to join a new cohort include, but are not limited to:

- taking leave from core for 3 or more consecutive terms
- missing coursework that fulfills prerequisites for future courses
- receiving an incomplete in or withdrawing from at least one core course prior to leave from core

____ If the MPC determines you may return to your cohort and core day, you may have to double up on core coursework in order to meet your graduation requirements.

____ If you are required to join a new cohort, you will be required to meet the new cohort's graduation requirements and will therefore need to sign a new enrollment agreement.

____ Birthingway cannot guarantee a spot in a new cohort. If the cohort is full (16 students), you will not be able to join the new cohort until a space becomes available or other special circumstances permit. You will be informed of an opening by the Student Affairs Coordinator should one become available.

I have read, understand and agree to the above statements.

_____ Date

Student Signature

For Office Use Only:

Date Received by MPC _____ Routing: _____ PRES _____ LIB _____ FIN _____ APC _____ MPC _____ TECH