

Section B: Standards for Accreditation



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Standard I | MISSION, PROGRAM ASSESSMENT AND STUDENT ACHIEVEMENT

Benchmark I.A | Mission

Benchmark I.A1 (Programmatic and Institutional Accreditation)

The institution or program has a mission statement.

Demo I.A1.1 | Provide a copy of your institution's or program's mission statement as published in the institution's catalog and/or website.

Benchmark I.B | Program Goals and Assessment

Benchmark I.B1 (Programmatic and Institutional Accreditation)

There are broad goals and specific learning outcomes for each program that falls under the grant of accreditation that reflect its mission and are commensurate to the certificate or degree awarded.

NOTE: If the institution offers a certificate in addition to degrees it must clearly list the goals and learning outcomes for each of these programs separately. An institution offering only a certificate in midwifery or only one degree will have one list of program goals and learning outcomes. An institution offering a certificate in midwifery as well as a bachelor's degree in midwifery or multiple degree programs will have a separate list of program goals for each of the certificate and the bachelor's degree programs.

Demo I.B1.1 | Provide a copy of the goals for each program. Goals should be stated as a broad and future-oriented statement and communicate the overall intent of the program.

Demo I.B1.2 | Explain how these program goals reflect the institution's/program's mission.

Demo I.B1.3 | Provide a copy of the learning outcomes for each program.

NOTE: Learning outcomes should employ active verbs and describe what the student should know and be able to do upon completion of the program. Learning outcomes should be specific, measurable, observable, and written in behavioral terms.)

Demo I.B1.4 | Describe how the learning outcomes for each program is commensurate with the certificate or degree offered. Articulate increasing levels of challenge for student performance for each of the certificates and/or degrees offered.

Benchmark I.B2 (Programmatic and Institutional Accreditation)

The institution or program department has a plan for ongoing review and assessment of the achievement of program learning outcomes for each program that falls under the grant of accreditation as a tool for quality improvement.

NOTE: If the institution offers a certificate in addition to degrees it must clearly list the goals for each of these programs separately. An institution offering only a certificate in midwifery or only one degree will

have one list of program goals. An institution offering a certificate in midwifery as well as a bachelor's degree in midwifery or multiple degree programs will have a separate list of program goals for each of the certificate and the bachelor's degree programs.

Demo I.B2.1 | Provide a copy of the institution's/program's plan for ongoing assessment of the achievement of program learning outcomes.

Demo I.B2.2 | Report the most recent results of the assessment of program learning outcomes and describe any changes made to the program(s) based on that assessment.

Demo I.B2.3 | Provide evidence of the last program review and assessment conducted for each program, including:

- a) Completed tools used to conduct this review and assessment, or reports written as part of the last completed review.
- b) Evidence of the actions taken as a result of your last program assessment process (e.g. policies, meeting minutes, etc)

Benchmark I.C | Measures of Student Achievement to Determine Program Success

Benchmark I.C1 (Programmatic and Institutional Accreditation)

Student Enrollment: Enrollment numbers for each program that falls under the grant of accreditation remain below the required threshold:

- For programs that have 10 or fewer students, 100% change (increase or decrease) from one calendar year to the next.
- For programs that have 11 to 30 students, 50% change (increase or decrease) from one calendar year to the next.
- For programs that have more than 30 students, 30% change (increase or decrease) from one calendar year to the next.

Demo I.C1.1 | For institutions or programs seeking initial accreditation, submit student enrollment data for each program using the provided worksheet.

Note: for institutions or programs undergoing reaccreditation, MEAC will refer to the data submitted during the most recent MEAC Annual Report for enrollment numbers.

Demo I.C1.2 | If enrollment change exceeds the indicated thresholds, submit a narrative and/or supplementary documentation to explain the enrollment change and the actions that have been taken or that are planned to address any needs that have arisen due to the enrollment change (e.g. updated budgets, assessment of capacity, personnel changes, etc)

Benchmark I.C2 (Programmatic and Institutional Accreditation)

Student Retention: Retention rates for each program that falls under the grant of accreditation meet the institution or program's retention goals*.

**retention goals must be set at a minimum of at least 60%*

Demo I.C2.1 | Provide the institution or program's retention goals for retention rates for each program and the rationale for these numbers.

Demo I.C2.2 | For institutions or programs seeking initial accreditation, submit student retention data for each program using the provided worksheet.

Note: for institutions or programs undergoing reaccreditation, MEAC will refer to the data submitted during the most recent MEAC Annual Report for retention calculations.

Demo I.C2.3 | If retention rates fall below the goal, submit a narrative and/or supplementary documentation to explain the retention rate and the actions that have been taken (including their results) or that are planned to improve retention.

Benchmark I.C3 (Programmatic and Institutional Accreditation)

Student Completion: Graduation rates for each program that falls under the grant of accreditation meet the institution or program's graduation goals*.

**graduation goals must be set at a minimum of at least 40%*

Demo I.C3.1 | Provide the institution or program's graduation goals for graduation rates for each program and the rationale for these numbers.

Demo I.C3.2 | For institutions or programs seeking initial accreditation, submit student graduation data for each program using the provided worksheet.

Note: for institutions or programs undergoing reaccreditation, MEAC will refer to the data submitted during the most recent MEAC Annual Report for graduation calculations.

Demo I.C3.3 | If graduation rates fall below the goal, submit a narrative and/or supplementary documentation to explain the graduation rate and the actions that have been taken (including their results) or that are planned to improve graduation.

Benchmark I.C4 (Programmatic and Institutional Accreditation)

Certification Exam Pass Rate: Certification exam pass rates for each program that falls under the grant of accreditation and leads to certification by the North American Registry of Midwives (NARM) meet the institution or program's certification exam pass goals*

**certification exam pass goals must be set at a minimum of at least 70%*

Demo I.C4.1 | Provide the institution or program's certification exam pass rate goals for each program and the rationale for these numbers.

Demo I.C4.2 | For institutions or programs seeking initial accreditation, submit certification exam pass rate data for each program using the provided worksheet.

Note: for institutions or programs undergoing reaccreditation, MEAC will refer to the data submitted during the most recent MEAC Annual Report for certification exam pass rate calculations.

Demo I.C4.3 | If certification exam pass rates fall below the goal, submit a narrative and/or supplementary documentation to explain the certification exam pass rate and the actions that have been taken (including their results) or that are planned to improve certificate exam pass rates.

Demo I.C4.4 | Describe the actions, support, and resources the program takes/provides for students who don't pass the NARM exam on their first attempt.

Benchmark I.D | Continuous Quality Improvement

Benchmark I.D1 (Programmatic and Institutional Accreditation)

The institution or program department reviews and assesses student and graduate achievement for each program that falls under the grant of accreditation as a tool for quality improvement.

Demo I.D1.1 | Describe your plan for ongoing review and assessment of student and graduate achievement as a tool for quality improvement for all programs, including:

- a) All sources of data or information, including those listed under I.C1- I.C4 above, used to monitor and evaluate student achievement (i.e. student or graduate surveys, employer feedback, public comment, etc)
- b) Your process for systematically compiling and reviewing your findings
- c) Your assessment of student and graduate achievement for those specifically from underrepresented or marginalized communities.

Demo I.D1.2 | Describe how you used results from your most recent review of student and graduate achievement assessment in ongoing planning and decision making, including:

- a) Identified internal and external barriers to meeting student and graduate achievement goals, including those from underrepresented or marginalized communities.
- b) Your plan for addressing these barriers

Demo I.D1.3 | For each program, provide evidence of the last review of student and graduate achievement conducted, including:

- a) Completed tools used to conduct this review and assessment reports written as part of the review
- b) Evidence of the action taken as a result of the review (e.g. policies, meeting minutes, etc).

Standard II | CURRICULA

Benchmark II.A | Curricular Mapping

Benchmark II.A1 (Programmatic and Institutional Accreditation)

Each program that will fall within the grant of accreditation has a curriculum composed of courses of discrete units of instruction.

Demo II.A1.1 | For each program, provide a list of the modules, courses, or other discrete units of instruction and a brief description of topic(s) covered in each.

Benchmark II.A2 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, there is a plan and a rationale for the way the curriculum is organized or sequenced and for how the theoretical and clinical components of the curriculum are integrated.

Demo II.A2.1 | For each program, provide a recommended course sequence as published in your catalog.

Demo II.A2.2 | For each program, describe your plan and rationale for the way the curriculum is organized or sequenced.

Demo II.A2.3 | For each program, describe and provide rationale for the way the theoretical and clinical components of the curriculum are integrated.

Demo II.A2.4 | For each program, state what percentage of the program is devoted to theoretical learning and what percentage is devoted to clinical practice and provide rationale for these percentages.

Demo II.A2.5 | For direct assessment programs, identify and describe the educational contribution the direct assessment program provides to student. Such contributions may take the form of syllabi, modules, engagement with faculty, assignments, assessment of student learning or other activities that advance the student's knowledge or skills above the level that the student may have already achieved prior to matriculation.

Benchmark II.A3 (Programmatic and Institutional Accreditation)

For each entry-level midwifery program that will fall within the grant of accreditation, the sequence and content of the curriculum enable the students to acquire the knowledge, skills, and abilities for midwifery practice in accordance with the MEAC Curriculum Checklist of Essential Competencies.

Demo II.A3.1 | Complete the *Curriculum Checklist of Essential Competencies Worksheet* to specify where in your curriculum these competencies are both taught/learned and assessed.

Benchmark II.A4 (Programmatic and Institutional Accreditation)

For each advanced midwifery program that will fall within the grant of accreditation, there is an identified subset of the MEAC Curriculum Checklist of Essential Competencies and the program's

curriculum sequence and content enable the students to acquire the knowledge, skills, and abilities in that subset.

Demo II.A4.1 | For each advanced midwifery program, complete the *Curriculum Checklist of Essential Competencies Worksheet* for the identified subset of competencies to specify where in your curriculum these competencies are both taught/learned and assessed.

Benchmark II.A5 (Programmatic and Institutional Accreditation)

For each entry-level midwifery program that will fall within the grant of accreditation, the curriculum guides students through their clinical skill development and preceptorships and those experiences prepare them to meet the current standard for practice of midwifery in the U.S.

Demo II.A5.1 | For each entry-level midwifery program, describe how and where students acquire the clinical experience necessary for certification by NARM.

Demo II.A5.2 | For each entry-level midwifery program, describe how the program supports the student's skill development during clinical preceptorships. Use specific examples and documentation.

Demo II.A5.3 | For each entry-level midwifery program, complete the NARM clinical experiences requirements chart which details how the school reviews and documents student acquisition and completion of the clinical experience required for certification by NARM.

Benchmark II.B | Learning Activities

Benchmark II.B1 (Programmatic and Institutional Accreditation)

All academic courses or units of instruction have a syllabus which is distributed to students and includes: learning objectives, a description of learning activities, learning materials and resources, and a description of student evaluation/assessment methods.

Demo II.B1.1 | Provide the course syllabi distributed to students for two required academic courses in each program's curriculum (from different course instructors if possible) that specify the following: learning objectives, learning activities, specific learning material and resources, and student evaluation/assessment methods.

Note: for direct assessment programs, provide the syllabus or its equivalent where learning resources, clearly defined expectations to demonstrate mastery, and a description of the methods of assessment are found for at least ten (10) competencies.

Demo II.B1.2 | Explain how these materials are distributed to students.

Benchmark II.B2 (Programmatic and Institutional Accreditation)

All clinical preceptorship courses, periods of clinical training, or practicum have a syllabus/handbook which is distributed to students and informs them of what to expect regarding the following: learning objectives, learning activities, learning materials, learning resources, and student evaluation/assessment methods.

Demo II.B2.1 | Provide the syllabi/handbook distributed to students for clinical courses/periods of clinical training/practicum that specifies the following: learning objectives, learning activities, learning materials, learning resources, and student evaluation/assessment methods.

Demo II.B2.2 | Explain how these materials are distributed to students.

Benchmark II.B3 (Programmatic and Institutional Accreditation)

Learning activities use a variety of educational approaches necessary for delivery of curriculum content to meet individual learner needs and to facilitate achievement of learning objectives.

Demo II.B3.1 | For each program, summarize the types of learning activities used in your academic courses and your rationale for using them. Provide specific examples of how a learning activity (or activities) supports acquisition of specific learning objectives. Please describe any activities that your program considers unique or innovative.

Benchmark II.B4 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, learning activities support a competency-based approach to education. In other words, student achievement of essential competencies for midwifery practice is the goal of the learning activities and the measure of student success.

Demo II.B4.1 | For each program, describe how the learning activities are designed to promote the achievement of competencies for midwifery practice. Give examples of learning activities that apply knowledge and skills to the provision of care. Examples of learning activities include but are not limited to: discussion, written assignments, research, hands-on skill development, role playing, simulations, problem-based learning, classroom instruction, clinical experiences.

Note: for direct assessment programs, MEAC acknowledges that achievement of essential competencies may be the only measure of student success and learning activities may be limited for academic courses in your program.

Benchmark II.B5 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, the curriculum includes learning activities and/or competencies designed to prepare students to provide midwifery care to all pregnant people, babies, and families, including individuals from populations and cultures different than their own.

Demo II.B5.1 | For each program, summarize how the curriculum values diverse experiences and qualifications, and creates a learning environment that promotes a culture of equity in individualized care plans. Include at least two examples of learning activities from your curriculum.

Note: for direct assessment programs, give two examples of competencies and their assessment for the above demonstration.

Demo II.B5.2 | If your program includes clinical training in overseas training sites or in communities where students are likely to be working with populations or cultures that are different from their own, provide information and documentation about how you prepare students for those experiences.

Benchmark II.B6 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, the curriculum includes learning activities and/or competencies designed to bring awareness of each student's own personal biases and the structural societal injustices and inequities that impact the delivery of care to a diverse population.

Demo II.B6.1 | For each program, describe the specific learning activities designed to guide students in exploring their own personal biases.

Demo II.B6.2 | For each program, describe specific learning activities designed to guide students in exploring the structural injustices and inequities that are barriers to the provision of and access to quality care during the childbearing period

Note for direct assessment programs: give two examples of competencies and their assessment for the above demonstrations.

Benchmark II.C | Assessment of Learning

Benchmark II.C1 (Programmatic and Institutional Accreditation)

For each entry-level midwifery program that will fall within the grant of accreditation, the program has developed an assessment plan by which students are regularly evaluated on their acquisition of the knowledge, skills and abilities necessary to attain the competencies specified in the *MEAC Curriculum Checklist of Essential Competencies* using valid and reliable assessment methods

Demo II.C1.1 | Describe your assessment plan by which students are regularly evaluated on their acquisition of the knowledge, skills and abilities necessary to attain the competencies specific in the *MEAC Curriculum Checklist of Essential Competencies*. If your program has a written assessment plan, include this document.

Note: the assessment plan should assure that graduates have successfully obtain all the knowledge, skills, and abilities found on the MEAC Curriculum Checklist of Essential Competencies.

Demo II.C1.2 | Describe the valid and reliable formative and summative methods used when assessing student knowledge, skills and abilities. Examples of methods for assessing student learning include but are not limited to: portfolios, oral presentations, exams, problem sets, case studies, structured and open-ended interviews, evaluation rubrics, surveys, pre-test/post-test, skills demonstration, observations, focus groups, journals.

Demo II.C1.3 | For knowledge, skills and abilities that are assessed by clinical faculty, explain when and how these assessments are performed and how the institution is assured they are valid, consistent, and reliable. Provide any documents used in your program that illustrate or support your narrative.

Demo II.C1.4 | Provide examples of all tools and/or rubrics used to assess competency for ONE knowledge competency and ONE skills competency, including:

- a. description of the formative and summative assessment methods that are used
- b. didactic and/or supervised practice courses in which assessment occurs
- c. individuals responsible for ensuring that assessment occurs

Demo II.C1.5 | For each program, complete the *MEAC Curriculum Checklist of Essential Competencies Worksheet* which requires documentation of how student achievement of each knowledge, skill and ability competency is assessed and documented.

NOTE: this demonstration requires that you indicate the summative assessment method(s) used. This demonstration is met using the same form as Demo II.A3.1.

Benchmark II.C2 (Programmatic and Institutional Accreditation)

For each advanced midwifery program that will fall within the grant of accreditation, the program has developed an assessment plan by which students are regularly evaluated on their acquisition of the knowledge, skills and abilities necessary to attain the competencies specified in the identified subset of *MEAC Curriculum Checklist of Essential Competencies* using valid and reliable assessment methods

Demo II.C2.1 | Describe your assessment plan by which students are regularly evaluated on their acquisition of the knowledge, skills and abilities necessary to attain the competencies specific in the subset of the *MEAC Curriculum Checklist of Essential Competencies*. If your program has a written assessment plan, include this document.

Note: the assessment plan should assure that graduates have successfully obtain all the knowledge, skills, and abilities found on the identified subset of the MEAC Curriculum Checklist of Essential Competencies.

Demo II.C2.2 | Describe the valid and reliable formative and summative methods used when assessing student knowledge, skills and abilities. Examples of methods for assessing student learning include but are not limited to: portfolios, oral presentations, exams, problem sets, case studies, structured and open-ended interviews, evaluation rubrics, surveys, pre-test/post-test, skills demonstration, observations, focus groups, journals.

Demo II.C2.3 | For knowledge, skills and abilities that are assessed by clinical faculty, explain when and how these assessments are performed and how the institution is assured they are valid, consistent, and reliable. Provide any documents used in your program that illustrate or support your narrative.

Demo II.C2.4 | Provide examples of all tools and/or rubrics used to assess competency for ONE knowledge competency and ONE skills competency, including:

- a. description of the formative and summative assessment methods that are used
- b. didactic and/or supervised practice courses in which assessment occurs
- c. individuals responsible for ensuring that assessment occurs

Demo II.C2.5 | For each program, complete the *MEAC Curriculum Checklist of Essential Competencies Worksheet* which requires documentation of how student achievement of each knowledge, skill and ability competency is assessed and documented.

NOTE: this demonstration requires that you indicate the summative assessment method(s) used. This demonstration is met using the same form as Demo II.A4.1.

Benchmark II.D | Ongoing Curriculum Improvement

Benchmark II.D1 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, student assessment data is collected and reviewed annually to determine whether curricular changes are needed. If students are not achieving learning objectives and/or competencies, the program provides a plan that shows how the curriculum will be reevaluated or reviewed to assure that future students will achieve the learning objectives.

Demo II.D1.1 | Explain how student assessment data is collected and reviewed annually to determine whether curricular changes are needed.

Demo II.D1.2 | For each program, provide documentary evidence of the most recent student assessment data review. Documentation may include, but is not limited to, meeting minutes, completed review tools, correspondence, and planning documents or reports.

Benchmark II.D2 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, ongoing, formal review of the program's curriculum occurs in order to maintain or improve education quality and student success. This review must include both didactic and clinical courses and should include, at a minimum, faculty and graduate feedback.

Demo II.D2.1 | For each program, describe your plan for ongoing, formal curriculum review. Include the schedule and specific components of the review. Describe the involvement of stakeholders in this process.

Demo II.D2.2 | Provide documentary evidence of each program's most recent formal curriculum review. Documentation may include, but is not limited to, meeting minutes, completed review tools, survey results, correspondence, and planning documents or reports.

Demo II.D2.3 | For each program, describe curricular strengths and areas for improvement based on your most recent curricular review. Give examples of changes in curriculum that were made based on this review.

Benchmark II.D3 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, a process exists to identify new research, knowledge, and technology impacting midwifery practice. As part of this process, curriculum is updated and faculty are made aware of these updates.

Demo II.D3.1 | Describe how new research, knowledge, and technology impacting midwifery practice are continually identified and integrated into the curriculum. Include a list of the resources used. Identify who is responsible for assuring the curriculum is current.

Demo II.D3.2 | Provide documentary evidence of one curriculum update made in the past three years as a result of new research, knowledge, or technology obtained through the above process. Documentation may include, but is not limited to, meeting minutes, syllabi, correspondence, and planning documents or reports.

Benchmark II.E | Additional Curriculum Requirements for Degree-Granting Institutions

Benchmark II.E1 (Institutional Accreditation)

The curriculum incorporates general education components appropriate to the degree(s) offered.

Demo II.E1.1 | Provide your state post-secondary education authority's requirements for general education components.

Demo II.E1.2 | If general education components are not specified by the state post-secondary education authority, describe how you have determined that your required general education components meet the generally accepted standards in higher education for each degree offered.

Demo II.E1.3 | List and describe the general education courses required by the institution for each degree offered.

Demo II.E1.4 | Describe how students obtain the required general education components, specifying which components are and are not offered by the institution.

Benchmark II.E2 (Institutional Accreditation)

The level of study and quality of work required are appropriate to the degree(s) offered.

Demo II.E2.1 | List the criteria used for assessing that the rigor of study and what students should know and be able to do are congruent with the level of the degree(s) offered.

Demo II.E2.2 | Cite the resources used to develop the above criteria and give your rationale for using these criteria.

Demo II.E2.3 | Using the criteria above, provide evidence of your evaluation of two courses from each degree level offered that shows that the rigor of study and what students should know and be able to do are congruent with the level of the degrees offered.

Benchmark II.E3 (Institutional Accreditation)

Doctoral degree programs must include successful completion and defense of a major independent project, thesis or dissertation involving research and application of knowledge.

Demo II.E3.1 | List the curriculum components that prepare students to meet this benchmark.

Demo II.E3.2 | List the criteria used to assess that the independent project, thesis, or dissertation requirements meet generally accepted standards in higher education for each doctorate degree offered. Include the process used to monitor, review, and approval all research involving human subjects that is conducted for the completion of a project or thesis,

Demo II.E3.3 | Cite the resources used to develop the above criteria and give your rationale for using these criteria.

Demo II.E3.4 | Provide a syllabus or other document that outlines the process used and the structure in place to approve, guide, oversee, and evaluate a student's independent project, thesis or dissertation for each of the doctorate degrees offered.



Demo II.E3.5 | Provide a completed rubric or grading form used to evaluate one student's independent project, thesis, or dissertation from each doctorate degree offered. The rubric or grading form must show that the stated criteria were used to assess the appropriateness of the level of student and quality of work required for that degree.

Benchmark II.F | Additional Curriculum Requirements for Distance Education Programs

Benchmark II.F1 (Institutional Accreditation)

Distance education programs ensure regular and substantive engagement between students and academic faculty.

Demo II.F1.1 | Describe how students in the distance education program engage with faculty. This may include, but is not limited to, email communication, office hours, instruction and activity schedules, etc.

Standard III | **FACULTY**

Benchmark III.A | Faculty Qualifications, Hiring, and Promotion

Benchmark III.A1 (Programmatic and Institutional Accreditation)

All academic faculty who are teaching core midwifery courses and clinical faculty members who are midwives must be qualified as follows:

- a. Nationally certified midwife (CPM, CM, CNM) and/or legally recognized in a jurisdiction, province and state; AND
- b. Have at least three years of work experience in clinical midwifery practice -OR- a minimum of 50 births as the primary attendant.

If any exceptions are made to the experience requirements, the institution must provide a rationale with supporting documentation.

Benchmark III.A2 (Programmatic and Institutional Accreditation)

All academic or clinical faculty members who are teaching non-core courses (i.e. supervising students who are conducting well-person care, history courses, complementary healthcare modalities) must hold certificates, degrees, or recognized professional credentials appropriate to their area of instruction or, when certificates, degrees, or professional credentials are not available in this subject area, have a minimum of three years' experience in the relevant field.

Benchmark III.A3 (Programmatic and Institutional Accreditation)

The majority (51% or more) of all academic faculty members in each program that will fall in the grant of accreditation must be CPMs, CMs, CNMs, and/or midwives legally recognized in a jurisdiction, province or state AND who have out-of-hospital birth experience.

Demo III.A1.1, III.A2.1, III.A3.1 | Complete the *Academic Faculty Table* and the *Clinical Faculty Table*, listing all academic and clinical instructors.

Demo III.A1.2, III.A2.2, III.A3.2 | If a faculty member does not meet the stated qualifications, name the faculty member and provide a rationale as to why this exception was made. Include supporting documentation that may include, but is not limited to:

- a. Curriculum Vitae
- b. Letters of reference
- c. Recent student or school evaluation of preceptor
- d. Current Practice Guidelines
- e. Current Informed Consent and Emergency Care Plan
- f. Current NRP/CPR verification

Benchmark III.A4 (Programmatic and Institutional Accreditation)

Curriculum that includes courses that the student completes independently is designed and revised by individuals who meet one of the above qualifications.

Demo III.A4.1 | Complete the Independent Study Course Tab within the *Academic Faculty Table* listing the qualifications of each course designer and/or reviser.

Benchmark III.A5 (Programmatic and Institutional Accreditation)

All faculty members are recruited, appointed, and promoted without discrimination, harassment, retaliation, or discipline against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, state or local law.

Demo III.A5.1 | Provide a copy of your policies and procedures that clearly show how faculty are recruited, appointed, and promoted without discrimination, harassment, retaliation, or discipline.

Demo III.A5.2 | Explain how this non-discrimination policy is implemented and made known to current and prospective faculty.

Benchmark III.A6 (Programmatic and Institutional Accreditation)

Efforts are made to develop and retain a diverse faculty.

Demo III.A6.1 | Describe and give examples of your efforts to develop a diverse faculty.

Demo III.A6.2 | Describe and give examples of your efforts to retain a diverse faculty.

Demo III.A6.3 | Summarize the resources used to guide your efforts and rationale for using them.

Benchmark III.B | Faculty Orientation and Professional Development

Benchmark III.B1 (Programmatic and Institutional Accreditation)

All academic and clinical faculty members are provided initial orientation and ongoing training in:

- a. The mission, goals, values, and educational philosophy of the midwifery program
- b. Principles of adult teaching and learning (in the classroom, virtual classroom, and in the clinical setting as appropriate)
- c. Competency-based education and assessment
- d. Concepts of cultural humility, anti-racism, and inclusivity as they relate to midwifery education and practice

Demo III.B1.1 | Provide a copy of your policies and procedures that address how academic and clinical faculty are provided orientation to and training in a-d above within the first three months of teaching and in an ongoing manner.

Demo III.B1.2 | Provide examples of training and orientation tools used with all faculty.

Demo III.B1.3 | Provide documentary evidence that academic and clinical faculty have received orientation to and training in a-d above. This evidence can be in the form of minutes of meetings, certificated of completion, attendance records, etc.

Benchmark III.B2 (Programmatic and Institutional Accreditation)

All academic faculty are provided initial orientation to and ongoing training in relevant legal and ethical concepts.

Demo III.B2.1 | Describe how academic faculty are provided with resources and participate in training related to relevant legal concepts, including but not limited to:

- a) Doctrine of Fair Use (Copyright)
- b) Plagiarism
- c) Health Insurance Portability and Accountability Act (HIPAA)
- d) Family Educational Rights and Privacy Act (FERPA)
- e) Sexual harassment (Note: Title IV schools should refer to Title IX and the Clery Act for training requirements)

Demo III.B2.2 | Describe how academic faculty are provided with resources and participate in training related to relevant ethical concepts, including but not limited to:

- a) Informed decision-making
- b) Race and other forms of privilege, inequities, and implicit bias as it relates to education and healthcare delivery

Demo III.B2.3 | Provide evidence that all academic faculty have participated in training as described in III.B2.1 and III.B2.2. This evidence can be in the form of school-sponsored in-service attendance records, certificated of training completion, continuing education documents, etc.

Benchmark III.B3 (Programmatic and Institutional Accreditation)

All clinical faculty are provided initial orientation to and ongoing training in relevant legal and ethical concepts.

Demo III.B3.1 | Describe how clinical faculty are provided with resources and participate in training related to relevant legal concepts, including but not limited to:

- a) Sexual harassment
- b) Professional liability as related to working with students
- c) Student documentation of care
- d) Health Insurance Portability and Accountability Act (HIPAA)
- e) Family Educational Rights and Privacy Act (FERPA)

Demo III.B3.2 | Describe how clinical faculty are provided with resources and participate in training related to relevant ethical concepts, including but not limited to:

- a) Informed decision-making
- b) Race and other forms of privilege, inequities, and implicit bias as it relates to education and healthcare delivery
- c) Patient's rights
- d) Ethics of cross-cultural or service-learning models

Demo III.B3.3 | Provide evidence that all clinical faculty have participated in training as described in III.B3.1 and III.B3.2. This evidence can be in the form of school-sponsored in-service attendance records, certificated of training completion, continuing education documents, etc.

Benchmark III.B4 (Programmatic and Institutional Accreditation)

All academic faculty members have ongoing opportunities for professional development and training as appropriate for midwifery faculty in higher education.

Demo III.B4.1 | Provide a copy of your policies and procedures that address how academic faculty have opportunities for ongoing professional development, including but not limited to:

- a) Training and support in developing course materials and curriculum
- b) Training in adult learning and teaching methods in the classroom setting
- c) Best practices in student assessment techniques in the classroom setting
- d) Training in current classroom-educational technologies

- e) Opportunities to keep up-to-date on current research in midwifery practice and perinatal care

Demo III.B4.2 | Provide evidence that academic faculty have had opportunities for ongoing professional development in the areas a-e above. This evidence can be in the form of minutes of meetings, school-sponsored in-service notifications, training tools, newsletters, etc.

Benchmark III.B5 (Programmatic and Institutional Accreditation)

All clinical faculty members have ongoing opportunities for professional development and training as appropriate for midwifery clinical faculty in higher education.

Demo III.B5.1 | Provide a copy of your policies and procedures that address how clinical faculty have opportunities for ongoing professional development, including but not limited to:

- a) Training in adult learning and teaching methods in the clinical setting
- b) Best practices in student assessment techniques in the clinical setting
- c) Opportunities to keep up-to-date on current research in midwifery practice and perinatal care

Demo III.B5.2 | Provide evidence that clinical faculty have had opportunities for ongoing professional development in the areas a-c above. This evidence can be in the form of minutes of meetings, school-sponsored in-service notifications, training tools, newsletters, etc.

Benchmark III.B6 (Programmatic and Institutional Accreditation)

In distance and education programs, academic faculty receive training and support for the successful pedagogical and technical delivery of courses.

Demo III.B6.1 | Provide a description of the training given to academic faculty in the pedagogical and technical delivery of distance courses.

Demo III.B6.2 | Provide a description of support provided to academic faculty in the pedagogical and technical delivery of distance courses.

Demo III.B6.3 | Provide evidence that all academic faculty teaching distance courses have received training in the pedagogical and technical delivery of those courses.

Benchmark III.B7 (Programmatic and Institutional Accreditation)

In direct assessment programs, qualified academic faculty must provide academic expertise and support to students beyond what coaches, academic mentors, or other program staff provide, including:

- a) Directing and evaluating the assessment of competencies
- b) Being available to students for assistance and support with academic issues
- c) Providing regular and substantive interaction with students

Demo III.B7.1 | Describe how qualified faculty provide academic expertise and support to students as described in a-c above.

Demo III.B7.2 | Provide evidence that qualified faculty provide academic expertise and support to students as described in Demo III.B7.1.

Benchmark III.C | Evaluation and Supervision

Benchmark III.C1 (Programmatic and Institutional Accreditation)

The program must have a process for the on-going performance review of all academic and clinical faculty.

Demo III.C1.1 | Provide a copy of your policy and procedures for evaluating academic and clinical faculty performance, including your rationale for the frequency of the review.

Demo III.C1.2 | Describe how individual faculty weaknesses discovered through the evaluation process are addressed and remediated.

Demo III.C1.3 | Provide at least two examples, one academic and one clinical, of the most recent faculty performance evaluations. Examples may include, but are not limited to, completed evaluation tools or minutes from conferences.

Demo III.C1.4 | Provide at least one example of how individual faculty weaknesses discovered through the evaluation process were addressed and remediated. Examples may include, but are not limited to, improvement plans, meeting minutes, or additional evaluations.

Demo III.C1.5 | For each direct assessment program, provide evidence that evaluation of the quantity and quality of faculty interaction with students is solicited and the results assessed and utilized by the program.

Benchmark III.C2 (Programmatic and Institutional Accreditation)

Academic and clinical faculty members are overseen by a program administrator(s) who is a midwife.

Demo III.C2.1 | Provide an explanation or an organizational chart that demonstrates that academic and clinical faculty members are overseen by a program administrator who is also a midwife.

Demo III.C2.2 | If the program administrator(s) who oversee academic and clinical faculty is not a midwife, provide a rationale.

Benchmark III.D | Faculty Rights and Responsibilities

Benchmark III.D1 (Programmatic and Institutional Accreditation)

All academic and clinical faculty members have the right and responsibility to participate in the following:

- a. development, implementation, and evaluation of curriculum
- b. evaluation and advancement of students
- c. periodic evaluation of student admissions criteria
- d. periodic evaluation of program resources, facilities, and services

Demo III.D1.1 | Describe how academic and clinical faculty have opportunities to participate in a-d above.

Demo III.D1.2 | Provide evidence that faculty have participated in items a-d above.

Benchmark III.D2 (Programmatic and Institutional Accreditation)

All academic and clinical faculty members are provided with a job description or other documents that specify their rights and responsibilities.

Demo III.D2.1 | Provide examples of job descriptions and terms of employment or other agreements that specify academic faculty rights and responsibilities.

Demo III.D2.2 | Provide examples of job descriptions or other agreements that specify clinical faculty rights and responsibilities.

Benchmark III.E | Additional Faculty Requirements for Degree-Granting Institutions

III | Benchmark E1 (Institutional Accreditation)

At least 75% of all academic faculty must hold degrees at the level to which they are teaching or higher

Demo III.E1.1 | Complete the *Academic Faculty Table*

Benchmark III.E2 (Institutional Accreditation)

Academic faculty who do not hold degrees at the degree level to which they are teaching or higher must be adequately supervised by an academic faculty member who does.

Demo III.E2.1 | Explain the process of supervision for academic faculty members who do not hold a degree at the level to which they are teaching or higher.

Demo III.E2.2 | Provide a recent sample of completed forms, tracking tools, or other documentation used in the supervision of one academic faculty member who does not hold a degree at the level to which they are teaching or higher.

Standard IV | FACILITIES, EQUIPMENT, SUPPLIES, AND OTHER RESOURCES

Benchmark IV.A | Physical or Virtual Classroom Facilities

Benchmark IV.A1 (Programmatic and Institutional Accreditation)

Physical or virtual classroom facilities, equipment, teaching aids, technology, and supplies meet the needs of students.

Demo IV.A1.1 | Describe your classroom facilities, as applicable, including:

- a) lighting
- b) seating
- c) furnishings
- d) air quality
- e) temperature maintenance
- f) clinical simulation
- g) laboratory
- h) private skill practice space

Demo IV.A1.2 | Describe the physical or virtual classroom teaching aids available to faculty and students, including:

- a) teaching models and aids
- b) equipment
- c) technology
- d) supplies

Demo IV.A1.3 | Explain your process for ensuring that facilities, teaching aids, equipment, technology, and supplies are adequate to meet the needs of all currently enrolled students, including those at a distance.

Benchmark IV.A2 (Programmatic and Institutional Accreditation)

Universal precautions, hazardous waste and hazardous materials management protocols are used in classroom facilities.

Demo IV.A2.1 | Provide a copy of your policies and procedures for universal precautions, hazardous waste management, and hazardous materials management in classroom facilities.

Benchmark IV.B | Library and Learning Resources

Benchmark IV.B1 (Programmatic and Institutional Accreditation)

Students and faculty have reasonable access to library and learning resources, including electronic resources, which support the program objectives.

Demo IV.B1.1 | Describe the physical and/or virtual library and learning resources and how they are made available to students and faculty.

Demo IV.B1.2 | Describe how students and faculty are trained to access and use library and learning resources for academic purposes.

Demo IV.B1.3 | Describe how you have determined that these learning resources are adequate to support the program objectives and any plans for further development.

Demo IV.B1.4 | Provide an overview of program-related materials held in the physical and/or virtual library, including the number of books, periodicals and media, the names of online databases or software, and digital resources.

Benchmark IV.B2 (Programmatic and Institutional Accreditation)

Students and faculty have reasonable access to resources that address and build competency in concepts of cultural humility, anti-racism, and inclusivity as they relate to midwifery education and practice.

Demo IV.B2.1 | Describe the physical and/or virtual library and learning resources that address concepts of cultural humility, anti-racism, and inclusivity (which may include resources that address such topics as anti-racism, white privilege, health inequities among people of color and their babies, and how to serve LGBTQIA+ populations) and how they are made available to students and faculty.

Demo IV.B2.2 | Describe how you have determined that these learning resources are adequate to support the program objectives and any plans for further development.

Benchmark IV.B3 (Programmatic and Institutional Accreditation)

Students and faculty have reasonable access to relevant course materials such as syllabi, learning guides, articles, and audio/visual resources.

Demo IV.B3.1 | Describe how course materials, such as syllabi, learning guides, articles, and audio/visual resources are made available to students and faculty.

Benchmark IV.B4 (Programmatic and Institutional Accreditation)

Students learn appropriate methods for effective online knowledge acquisition, including critical assessment of the validity and credibility of online sources.

Demo IV.B4.1 | Describe how students are provided with training in effective online knowledge acquisition, including critical assessment of the validity and credibility of online sources.

Benchmark IV.C | Clinical Sites

Benchmark IV.C1 (Programmatic and Institutional Accreditation)

For each program that will fall within the grant of accreditation, clinical sites are sufficient in number and type for eligible students to attain the clinical experiences necessary for graduation from the program.

Demo IV.C1.1 | For each program, complete the *Clinical Site Table*.

Demo IV.C1.2 | For each program, describe how you ensure that clinical sites are sufficient in number and type for eligible students to attain the clinical experiences necessary for graduation from the program.

Benchmark IV.C2 (Programmatic and Institutional Accreditation)

The institution or program department has selection criteria and an assessment process for all clinical learning sites that ensure that facilities and resources are adequate and that practice model, scope, and student supervision are appropriate to create a safe and effective learning environment for students to achieve their learning goals.

Demo IV.C2.1 | Provide your clinical site selection criteria and how each of the following are considered in your approval of clinical sites:

- a) Legal status of the facility and preceptors working there
- b) Culturally responsive and respectful midwifery care practices
- c) Non-discrimination in the provision of care
- d) Equipment and supplies needed for the provision of midwifery care
- e) Quality and process standards for accepting donated equipment, pharmaceuticals, and other medical supplies
- f) Safety standards for facilities, equipment, and supplies in line with federal, state, and local requirements
- g) Universal precautions, hazardous waste and hazardous materials management
- h) Adequate staffing for responsible care of clients
- i) Provision for culturally responsive and respectful treatment of the student
- j) Provision for rest for the student
- k) Direct supervision of students
- l) Appropriate student to preceptor ratio
- m) Adequate opportunities for students to provide supervised primary care to clients
- n) Access to perinatal testing according to current standards for CPMs
- o) Access to medical consultation, referral, and hospital transfer
- p) Practice scope according to community standards of care, within scope of practice appropriate to state and/or local regulations
- q) Provision for continuity of care
- r) Provision for informed decision making

Demo IV.C2.2 | If your program approves international clinical sites, provide your additional clinical site selection criteria and how each of the following are considered in your approval of international clinical sites:

- a) Culturally responsive and respectful midwifery care practices
- b) Responsibilities to students, local midwives, and clients regarding safety, language barriers, cross-cultural engagement

Demo IV.C2.3 | Describe your process for assessing whether a prospective clinical site meets your criteria, and continues to meet your criteria.

Benchmark IV.C3 (Programmatic and Institutional Accreditation)

The health care needs of the clients and the public health concerns of the community are considered, respected, and not compromised when placing students in clinical sites.

Demo IV.C3.1 | Describe how the institution or program ensures:

- a) The student's current capability and level of education is communicated clearly to on-site supervisors
- b) The student is not asked to perform skills or duties they are not prepared to provide
- c) The student is able to communicate with clients and preceptors thoroughly and easily

- d) Clinical sites and in-site supervisors make clients aware of the student's learner status and ask client permission for student presence during and involvement in clinical encounters
- e) Institutions and programs acknowledge and take steps to address the implicit power differential in educational partnerships where disparate levels of resources and influence exist.

Benchmark IV.D | Administrative Office Facilities, Digital Technology, and Resources

Benchmark IV.D1 (Institutional Accreditation)

Administrative office facilities, equipment, technology, and supplies meet the institution's needs.

Demo IV.D1.1 | Describe administrative office facilities, equipment, technology, and supplies, how they meet the institution's needs, and any plans for future improvement.

Benchmark IV.D2 (Institutional Accreditation)

The institution has a technology plan that includes electronic security measures including, but not limited to:

- a) Digital information back-up systems
- b) Adherence to FERPA
- c) Password requirements for electronic accounts
- d) Firewall protection
- e) Virus protection software
- f) Validity of digital information

Demo IV.D2.1 | Provide a copy of your institution's technology plan which assures the security and validity of digital information.

Demo IV.D2.2 | Describe how you have determined that your technology plan meets generally accepted standards.

Demo IV.D2.3 | Provide evidence that your institution's technology plan has been implemented.

Demo IV.D2.4 | For programs with distance components, provide a copy of your policies and guidelines to authenticate that students enrolled in online courses and receiving college credit are indeed those completing the coursework. This may include password protection, encryption, secure online or proctored exams, etc.

Benchmark IV.D3 (Institutional Accreditation)

Distance education programs utilize a highly reliable, centralized online student information system (SIS) and learning management system (LMS) and have a formal plan for creating, maintaining, and expanding the online learning environment and infrastructure.

Demo IV.D3.1 | If your institution utilizes distance education, describe the centralized online student information system and learning management system your institution uses.

Demo IV.D3.2 | Provide your rationale for choosing the LMS and/or SIS you are using and your plan for creating, maintaining, and expanding these systems.

Benchmark IV.D4 (Institutional Accreditation)

Faculty, staff and students are supported in the use of all relevant technologies utilized by the institution and/or program.

Demo IV.D4.1 | Describe how faculty, staff and students are supported in the use of all relevant technologies utilized by the institution and/or program.

Demo IV.D4.2 | Provide evidence that faculty, staff and students are supported in the use of all relevant technologies utilized by the institution and/or program.

Benchmark IV.E | Additional Facility Requirements for Degree-Granting Institutions

Benchmark IV.E1 (Institutional Accreditation)

Library and learning resources for students and faculty support advanced scholarship and research

Demo IV.E1.1 | Describe how you have determined that the library and learning resources are sufficient to provide for advanced scholarship and research for each degree level offered.

Standard V | GOVERNANCE, FINANCIAL MANAGEMENT AND ADMINISTRATIVE CAPACITY

Benchmark V.A | Governance

Benchmark V.A1 (Institutional Accreditation)

The institution has a governance structure that ensures accountability in decision making.

Demo V.A1.1 | Provide documentation of legal form of ownership of your institution.

Demo V.A1.2 | Provide a copy of your most current organizational bylaws, operating agreement, or other document describing how the business is organized and decisions are made.

Demo V.A1.3 | Provide a list of your current Board of Directors, if applicable, including officers.

Demo V.A1.4 | Provide evidence of your organization's governance processes, such as meeting minutes or reports.

Demo V.A1.5 | Provide an organizational chart, including the governing body.

Benchmark V.A2 (Programmatic Accreditation)

Representatives of the program participate in institutional governance.

Demo V.A2.1 | Provide a list of the institutional governing bodies that have authority to determine curriculum, faculty qualifications, student admissions requirements, budget, etc and describe how the program participates or is represented in these bodies.

Demo V.A2.2 | Describe the role and authority of the Midwifery Program Director in revising curriculum, hiring faculty, developing budget, and admitting students.

Demo V.A2.3 | Describe a recent instance of the program's participation in institutional governance and discuss the challenges and opportunities that have arisen as a result of this participation.

Benchmark V.A3 (Institutional Accreditation)

The institution has a 3-year strategic plan to ensure institutional stability.

- Demo V.A3.1** | Provide a copy of your 3- year strategic plan that includes at a minimum:
- a. Your monthly operations budget, with justifications, for the current year and the two subsequent years.
 - b. A student recruitment plan including:
 - i. Your target markets,
 - ii. Your plan for promotion, advertising, publicity, and community relations
 - iii. Estimated budget and timeline
 - c. A fundraising plan, if applicable, including:
 - i. Events
 - ii. Grants
 - iii. Capital drives

- d. A list of potential internal or external risks which might hamper your success and provide your contingency plan for each, including but not limited to:
 - i. Disasters
 - ii. Loss of key personnel
 - iii. Significant loss of income
 - iv. Lawsuits
 - v. Adverse actions by regulatory agencies
- e. Ownership and/or leadership succession planning

Benchmark V.B | Financial Management

Benchmark V.B1 (Institutional Accreditation)

The institution has policies and procedures that ensure financial accountability, including the following:

- a. Separation of duties for receiving money, depositing money, and reconciling statements;
- b. How student financial records are maintained;
- c. How students are provided with access to their financial records on a timely basis
- d. The manner in which receipts are provided to students
- e. How the institution's financial records, including student financial records, are protected from damage or loss, and are stored and made accessible
- f. The process and schedule by which management compares the projected operations budget to actual income and expenses
- g. How management determines when discrepancies between projected and actual income and/or expenses require plan revisions

Demo V.B1.1 | Provide copies of the written policies and procedures that address the financial accountability of the institution, including items a-g above.

Demo V.B1.2 | Provide evidence that management compares the operations budget to actual income and expenses and makes adjustments to spending as required according to the process and schedule described in your policy. Evidence could include meeting minutes and financial reports.

Benchmark V.B2 (Institutional Accreditation)

The financial state of the institution is assessed annually by an independent accountant.

- a. If the institution has annual gross revenue that exceeds \$150,000, an audit is required every other year and an external financial review is required in the intermediary year.
- b. If the institution has annual gross revenue that is less than \$150,000, external financial reviews are required every year.

Demo V.B2.1 | Provide a copy of your completed audits and/or external financial reviews (in accordance with revenue thresholds noted above), for the previous two years.

NOTE: If you are planning to establish eligibility for participation in Title IV programs, you will have to complete an audit that meets the Generally Accepted Government Audit Standards (GAGAS) for the previous two years regardless of income level and the institution must meet additional financial responsibility requirements.

Demo V.B2.2 | Demonstrate how all issues raised in the audit and/or financial review have been addressed, if applicable.

Benchmark V.B3 (Institutional Accreditation)

The institution has an annual budget review and development process.

Demo V.B3.1 | Describe your institution's annual budget development process.

Benchmark V.B4 (Programmatic Accreditation)

The program has adequate institutional support.

Demo V.B4.1 | Describe the support and commitments made by the institution that support this program, including but not limited to:

- a) Financial support
- b) Program marketing
- c) Student financial aid/scholarships
- d) Student and faculty recruitment/retention
- e) Faculty development opportunities
- f) Dedicated facilities

Demo V.B4.2 | Provide a copy of an operations budget with justifications for a minimum of three years, which shows distinct and adequate financial support for the program.

Demo V.B4.3 | Describe your program's annual budget development and approval process, specifically highlighting the role and the authority of the Midwifery Program Director in determining the program budget.

Benchmark V.B5 (Institutional Accreditation)

The institution demonstrates financial responsibility using a composite score calculation. Institutions failing to demonstrate financial responsibility develop an improvement plan.

Demo V.B5.1 | Submit your composite score as calculated during your most recent financial review or audit.

Demo V.B5.2 | If the composite score is less than 1.5, submit an improvement plan.

Benchmark V.C | Administrative Staff

Benchmark V.C1 (Programmatic and Institutional Accreditation)

The head of each midwifery program (i.e. Academic Director, Program Director, Academic Dean) has the following qualifications:

- a. experience as a midwife, and
- b. experience as a midwifery educator, and
- c. experience in management and administration.

Demo V.C1.1 | Provide evidence that the head of each midwifery program has training and experience as a midwife. This could include a current or past certificate, license, or diploma.

Demo V.C1.3 | Provide a resume for the head of each midwifery programs that details work experience in midwifery education and management or administration.

Demo V.C1.4 | If any head of your midwifery program does not have these qualifications, please provide a rationale.

Benchmark V.C2 (Programmatic and Institutional Accreditation)

Position descriptions and qualifications are established for the institution's or program's administrative staff, and they perform the following administrative functions:

- a. Academic and curriculum oversight
- b. Student academic progress
- c. Student clinical experience oversight
- d. Monitoring of NARM certification requirements
- e. Faculty supervision
- f. Learning resources oversight
- g. Recruitment and marketing
- h. Student admissions
- i. Student services
- j. Student financial aid, if applicable
- k. Personnel/human resources management
- l. Financial management
- m. Regulatory compliance oversight
- n. Facilities and equipment oversight
- o. Records management and retention review
- p. Information Technology
- q. Distance learning oversight, if applicable
- r. Distance education technical support, if applicable

Demo V.C2.1 | Complete the *Administrative Staff Table* that lists all paid and unpaid administrative staff by job title, qualifications, and number of hours worked each week.

Demo V.C2.2 | Complete the *Administrative Functions Table*.

Demo V.C2.3 | Provide an example of a position descriptions and employment agreement or contract for one paid administrative staff that includes the title, qualifications, hours worked, and responsibilities identified in the *Administrative Staff Table*.

Demo V.C2.4 | Describe the process used to ensure there is adequate administrative capacity to adequately complete all administrative functions.

Benchmark V.C3 (Programmatic and Institutional Accreditation)

Administrative staff are recruited, appointed, and promoted without discrimination, harassment, retaliation, or discipline against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, state, or local law.

Demo V.C3.1 | Provide a copy of your policies and procedures that demonstrate that administrative staff are recruited, appointed, and promoted without discrimination, harassment, retaliation, or discipline.

Demo V.C3.2 | Explain how this non-discrimination policy is implemented and made known to current and prospective administrative staff.

Benchmark V.C4 (Programmatic and Institutional Accreditation)

Efforts are made to develop and retain a diverse administrative staff.

Demo V.C4.1 | Describe and give examples of your efforts to develop a diverse administrative staff.

Demo V.C4.2 | Describe and give examples of your efforts to retain a diverse administrative staff.

Demo V.C4.3 | Summarize the resources used to guide your efforts and rationale for using them.

Benchmark V.C5 (Programmatic and Institutional Accreditation)

All administrative staff are provided initial orientation to and ongoing training in relevant legal and ethical concepts.

Demo V.C5.1 | Describe how administrative staff are provided with resources and participate in training related to relevant legal concepts, including but not limited to:

- a) Doctrine of Fair Use (Copyright)
- b) Plagiarism
- c) Health Insurance Portability and Accountability Act (HIPAA)
- d) Family Rights and Privacy Act (FERPA)
- e) Sexual Harassment (Note: Title IV schools should refer to Title IX and the Clery Act for training requirements)

Demo V.C5.2 | Describe how administrative staff are provided with resources and participate in training relevant to ethical concepts, including but not limited to: race and other forms of privilege, inequities, and implicit bias as it related to their work as higher education administrators

Demo V.C5.3 | Provide evidence that administrative staff have participated in training as described in V.C5.1 and C.V5.2. This evidence can be in the form of school-sponsored in-service attendance records, certificated of training completion, continuing education documents, etc.

Benchmark V.C6 (Programmatic and Institutional Accreditation)

The institution or program performs annual staff performance evaluations.

Demo V.C6.1 | Provide a copy of your policies and procedures for annual staff performance evaluation including how individual staff weakness discovered through the evaluation process are addressed.

Demo V.C6.2 | Provide two examples of the most recent annual staff evaluations.

Demo V.C6.3 | Provide an examples of how individual staff weaknesses through the evaluation process were addressed and remediated.

Benchmark V.C7 (Programmatic and Institutional Accreditation)

The institution or program has policies and procedures for organizing, accessing, and retaining personnel records and information.

Demo V.C7.1 | Provide your policies and procedures for organizing, accessing, and retaining administrative records and information.

Benchmark V.D | External Regulation

Benchmark V.D1 (Institutional Accreditation)

The institution is legally authorized under applicable state law(s), and, in the case of international sites, laws governing that jurisdiction.

Demo V.D1.1 | Complete the *Legal Authorizations Worksheet*.

Demo V.D1.2 | Provide copies of current approval letters, certificates, or other supporting documentation from the agencies by which you are governed.

Benchmark V.D2 (Programmatic and Institutional Accreditation)

If the institution or program is accredited by agencies other than MEAC, the institution remains in good standing with those agencies, or, if adverse action has been taken by another agency the institution or program is still able to demonstrate compliance with MEAC Standards.

Demo V.D2.1 | Provide the names and addresses of any other accrediting agencies that currently accredit the institution or program, or have accredited the institution or program within the current MEAC grant of accreditation.

Demo V.D2.2 | Provide a description of any adverse actions or other outstanding disciplinary actions currently enforced against this institution or program.

Demo V.D2.3 | Provide evidence, such as a letter or the agency's website, affirming the institution or program's current status and period of accreditation.

Benchmark V.D3 (Institutional Accreditation)

The institution demonstrates compliance with the following federal regulations:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. Health Insurance Portability and Accountability Act (HIPAA)
- c. Americans with Disabilities Act (ADA)
- d. Student and Exchange Visitor Program (SEVP)
- e. Copyright laws

Demo V.D3.1 | Describe how the institution ensures student transcripts and educational records are protected from damage or loss, securely stored, and made permanently accessible in compliance with the Family Educational Rights and Privacy Act (FERPA).

Demo V.D3.2 | Describe how the institution ensures student files are secured for patient confidentiality with regard to the Health Insurance Portability and Accountability Act (HIPAA).



Demo V.D3.3 | Provide a copy of your policies and procedures for making reasonable accommodations in facilities, equipment, supplies, services and other resources for students, faculty, staff, and others with disabilities in accordance with the federal Americans with Disabilities Act.

Demo V.D3.4 | Provide evidence that the institution is currently approved to enroll international students through and in compliance with the Student and Exchange Visitor Program, if applicable.

Demo V.D3.5 | Provide a copy of your copyright policy and procedures regarding fair use of intellectual property including course materials, online materials and in other applications.

Standard VI | STUDENT SERVICES

Benchmark VI.A | Student Support Services

Benchmark VI.A1 (Programmatic and Institutional Accreditation)

The institution or program promotes academic success by providing access to student support services, including but not limited to:

- a. Academic advising
- b. New student orientation
- c. Financial aid advisement
- d. Clinical placement support
- e. If the institution offers distance education, it provides social support services that facilitate linking academic and social integration for students.

Demo VI.A1.1 | Explain and provide examples of how the institution or program provides access to each of the services a-e listed above.

Demo VI.A1.2 | Provide evidence of how the institution or program informs students about the availability of each of the services a-e listed above.

Benchmark VI.A2 (Programmatic and Institutional Accreditation)

The institution or program promotes academic success by providing access or referral to student support services, including but not limited to:

- a. Tutoring
- b. Personal counseling
- c. Career outlooks and advising, including information about NARM certification and state licensure requirements, credentials, practice, and employment opportunities.

Demo VI.A2.1 | Explain and provide examples of how the institution or program provides access to each of the services a-c listed above.

Demo VI.A2.2 | Provide evidence of how the institution or program informs students about the availability of each of the services a-c listed above.

Benchmark VI.B | Technical Support for Distance Education Students

Benchmark VI.B1 (Institutional Accreditation)

If the institution has a distance learning component, students have access to appropriate technical support throughout the duration of the program.

Demo VI.B1.1 | Describe how and when students in your distance courses can access technical support throughout the program.

Demo VI.B1.2 | Provide two examples of technical support provided to students. This can consist of copies of email, reports, or other current documentation of student access to technical support.



Standard VII | STUDENT AFFAIRS

Benchmark VII.A | Student Admission and Enrollment

Benchmark VII.A1 (Programmatic and Institutional Accreditation)

Students are recruited, selected, enrolled, and advanced without discrimination, harassment, retaliation, or discipline against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or express, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, state, or local law.

Demo VII.A1.1 | Provide a copy of your criteria, and policies and procedures that demonstrate that students are recruited, selected, enrolled, and advanced without discrimination, harassment, retaliation, or discipline.

Demo VII.A1.2 | Explain how this non-discrimination policy is implemented and made known to current and prospective students.

Benchmark VII.A2 (Programmatic and Institutional Accreditation)

The institution has admission policies that:

- a. Outline clear entry requirements, including minimum requirement of high school diploma or recognized equivalent (Note for Title IV schools, USDE has specific requirements about what constitutes a recognized high school diploma equivalent)
- b. Ensure a transparent recruitment and selection process
- c. Identify applicants for admission who are capable of completing the program and becoming a midwife
- d. Prioritize diverse representation within the student body

Demo VII.A2.1 | Provide a copy of your policies and procedures for the selection and admission of students addressing, at a minimum, a-d above.

Demo VII.A2.2 | Describe any criteria you use to identify applicants for admission who are capable of completing the program and becoming a midwife.

Demo VII.A2.3 | Describe your efforts to recruit a diverse student body. Include reflection on efforts your institution has made or will make to increase the diversity of the student body.

Demo VII.A2.4 | If your institution or program collects applicant demographic data, describe how that occurs and how your institution or program uses the data. Note: this process must also address confidentiality and protections against discrimination.

Benchmark VII.A3 (Institutional Accreditation)

Enrollment agreements, signed and dated by the student and a school official at the onset of the program, clearly specify:

- a. A description of the program, courses, schedule, and graduation requirements
- b. The start date of enrollment and the minimum and maximum timeframes for completion terms of enrollment

- c. The services and obligations to which the program is committed, including full disclosure about:
 - i. Clinical training
 - ii. Administrative fees and tuition
 - iii. The payment and refund schedule
- d. The student's obligations, financial and otherwise
- e. The student's permission to release certification test results to the school for the purposes of compiling student achievement data for compliance with MEAC standards
- f. Gainful Employment disclosures for Title IV schools, if applicable

Demo VII.A3.1 | Provide a sample of your enrollment agreement, including where each of the above elements are found.

Benchmark VII.A4 (Programmatic Accreditation)

Students enrolled in your program are provided with information including:

- a. A description of the program, courses, schedule and graduation requirements
- b. The start date of enrollment and the minimum and maximum timeframes for completion
- c. The services and obligations to which the program is committed, including full disclosure about:
 - i. Clinical training
 - ii. Administrative fees and tuition
 - iii. The payment and refund schedule
- d. The student's obligations, financial and otherwise
- e. The student's permission to release certification test results to the school for the purposes of compiling student achievement data for compliance with MEAC standards

Demo VII.A4.1 | Provide evidence of how students are informed of a-e above.

Benchmark VII.A5 (Institutional Accreditation)

Enrollment policies and procedures are clearly stated and in compliance with state law.

Demo VII.A5.1 | Provide a copy of your enrollment policies and procedures.

Demo VII.A5.2 | Provide a copy of your state post-secondary education regulations regarding enrollment procedures. If a specific regulation does not exist, provide a letter from an official at the state's office for postsecondary education with jurisdiction over your institution explaining that the state requires no specific enrollment procedure.

Benchmark VII.A6 (Programmatic and Institutional Accreditation)

Policies and procedures are established which address at a minimum the criteria for:

- a. transfer of credit
- b. prior learning assessment
- c. advanced placement

Demo VII.A6.1 | Provide a copy of your policies and procedures for transfer of credit, prior learning assessment, and advanced placement.

Demo VII.A6.2 | For direct assessment programs, provide a copy of your policies and procedures that clearly distinguish prior learning, that may take place at the onset of the program, from direct assessment that will take place while enrolled in the program.

Benchmark VII.B | Disclosure to the Public, including Prospective Students

Benchmark VII.B1 (Programmatic and Institutional Accreditation)

Advertising, information, and promotional materials make only accurate, justifiable and provable claims about the institution or program.

Demo VII.B1.1 | Provide all website addresses and copies of all advertising, information, and promotional materials published or distributed in the previous 12 months about the institution and/or program.

Benchmark VII.B2 (Programmatic and Institutional Accreditation)

A catalog, catalog addendum, program handbook, websites and/or other documents are provided that clearly inform the public, including current and prospective students, about the following:

- a. The mission of the institution or program
- b. The program goals
- c. The curriculum and a description of how students progress through the curriculum
- d. A list of faculty and faculty qualifications
- e. An overview of facilities and learning resources
- f. Required technology skills and equipment
- g. Availability of student services, including disability services
- h. Admissions criteria, policies and procedures
- i. Non-discrimination policy
- j. Criteria to transfer in credit, prior experience and/or advanced placement
- k. Transferability of credit or degree to other programs
- l. Attendance requirements
- m. Criteria for student evaluation and grading
- n. Policy on student conduct and academic honesty
- o. Satisfactory academic progress policy
- p. Academic calendar with the schedule for academic terms and school years
- q. Length of program
- r. Minimum, maximum, and normal timeframes for completing the program
- s. Requirements for initiation of clinical training
- t. Cost and possible locations of clinical training opportunities
- u. Tuition, fees, and all other related expenses
- v. The payment and refund schedule
- w. Requirements for graduation
- x. Certificate, diploma or degrees earned at the completion of the program
- y. Requirements for NARM certification
- z. Professional opportunities for midwives upon graduation
- aa. Professional licensure disclosures
- bb. Measures of student achievement including but not limited to completion and retention rates and NARM exam pass rates
- cc. Ability to sponsor student visas, if applicable
- dd. Definition of full time/part time enrollment status

- ee. Information on availability and application for Federal Student Aid, if applicable
- ff. Gainful Employment disclosures for Title IV schools, if applicable

Demo VII.B2.1 | Provide a copy of your current catalog, catalog addendums, program handbook, websites and/or other documents where this information is provided to the public, including prospective students.

Demo VII.B2.2 | Complete the *Public Information Checklist* which includes required items from a-ff above.

Benchmark VII.B3 (Programmatic and Institutional Accreditation)

For programs that include travel abroad during enrollment in the program, students are provided with education, services, and counsel pertaining to personal health, safety concerns, and cultural preparedness.

Demo VII.B3.1 | Provide a copy of your policies that include, but are not limited to, the following:

- a) Immunization of students based on current Centers for Disease Control recommendations for health professionals
- b) Information on CDC recommendations for international travel
- c) Requirements on how students are prepared for cross-cultural engagement

Demo VII.B3.2 | Describe measures taken related to student health and safety during school-related experiences outside the United States, if applicable. Measures may include travel chaperones, transportation arrangements, communication methods, etc.

Benchmark VII.C | Satisfactory Academic Progress

Benchmark VII.C1 (Programmatic and Institutional Accreditation)

Academic policies and procedures are established which address:

- a. The monitoring, enforcing, and notification of satisfactory academic progress (SAP)
- b. Attendance requirements
- c. Approach to measuring whether the student is making progress in a timely way toward completing the program
- d. Assessment of the quality of student performance as captured in GPA or other measures
- e. Graduation requirements
- f. Minimum and maximum time parameters for completing the program
- g. Expiration of credits in relation to maximum time frames for program completion
- h. Student leave of absence
- i. Criteria for student evaluation and grading
- j. Criteria for dismissal from a course or clinical setting
- k. Criteria for dismissal from the program
- l. Any steps for academic probation and suspension as well as how students regain satisfactory academic standings

Note: Title IV schools must meet additional criteria for satisfactory academic progress as required and enforced by the US Department of Education.

Demo VII.C1.1 | Provide a copy of your policies and procedures which address each of a-l listed above.

Benchmark VII.D | Student Rights, Transcripts and Refund

Benchmark VII.D1 (Institutional Accreditation)

Institutions must prepare and maintain student transcripts and make them available to students, following generally accepted format and practice. Transcripts must include:

- a. The school's full name
- b. The institution's accreditation status and accrediting agency
- c. Explanation of the school's academic calendar, length of terms, credit structure, grading system
- d. Full identification of the student, details of any credit transferred or otherwise awarded at entry, and periods of enrollment
- e. For each period of enrollment, include every completed course, clinical, or module including title, number of credits earned, and grade received
- f. A note, with or without explanation, if the student is not immediately eligible to continue enrollment for reasons of academic probation or suspension
- g. For direct assessment programs, the transcript includes sufficient information for other institution and employers to understand the student's educational accomplishments

Demo VII.D1.1 | Provide an example of a recent transcript that demonstrates a-g above.

Benchmark VII.D2 (Programmatic and Institutional Accreditation)

Students have opportunities to participate in:

- a. Curriculum evaluation
- b. Program planning and evaluation
- c. Policy-making
- d. Faculty evaluation
- e. Student services evaluation

Demo VII.D2.1 | Describe how and when students have opportunities to participate in a-e above.

Demo VII.D2.2 | Provide documentary evidence that students have opportunities to participate in each of a-e above. Evidence could include relevant policies and procedures, meeting minutes, completed evaluation forms, or other tools used to collect student input, and/or other evidence of student participation.

Benchmark VII.D3 (Institutional Accreditation)

Policies and procedures are established which address tuition and fees cancellations and refunds in accordance with federal and state law.

Demo VII.D3.1 | Provide a copy of your state post-secondary education regulations regarding student cancellation and refunds of tuition and fees. If no such regulation regarding student cancellation and refunds of tuition and fees exists in the state where your school is located, policies and procedures must include, at a minimum:



- a) Refund of enrollment fees, in full, up to three days after signing the enrollment agreement; after three days, they may be nonrefundable
- b) Proration of tuition and fees based on the amount of class time attended or coursework completed. After 60%, a “no refund” policy is allowable.

Demo VII.D3.2 | Provide a copy of any applicable federal regulations regarding student cancellation and refunds of tuition and fees.

Demo VII.D3.3 | Provide a copy of your tuition and fees refund policies and procedures which meet the state and federal regulations.

Standard VIII | MEASURES OF PROGRAM LENGTH

Benchmark VIII.A | Time Spent in Didactic and Clinical Learning

Benchmark VIII.A1 (Programmatic and Institutional Accreditation)

Institutions or programs must clearly state the minimum, normal, and maximum timeframes for completion of each program offered, which includes both didactic and clinical requirements.

Demo VIII.A1.1 | State the minimum, normal, and maximum timeframes for completion of each program, including both didactic and clinical requirements.

Demo VIII.A1.2 | Provide a rationale for these timeframes.

Demo VIII.A1.3 | If exceptions to the minimum and maximum timeframe are allowed, provide a copy of the policies and procedures include the criteria for granting exceptions.

Benchmark VIII.B | Awarding Academic Credits

Benchmark VIII.B1 (Institutional Accreditation)

If the institution awards credits for clinical training and/or academic coursework, the institution must use the following formula for awarding credits:

- a. One semester or trimester credit is equal to the successful completion of 45 hours of student work either in a classroom, virtual classroom, in independent study, and/or in clinical practice.
- b. One quarter credit is equal to the successful completion of 30 hours of student work in a classroom, virtual classroom, independent study, and/or in clinical practice.

Demo VIII.B1.1 | State the type of credit awarded (quarter, semester, trimester) and the process used by the institution to determine the number of credits awarded for each module, course, or unit of instruction.

Demo VIII.B1.2 | Provide two examples of the process for calculating academic credit as it was applied to each type of course offered. For example, show the process as it was applied to one classroom course, one distance education course, one independent study course, and one clinical course, as applicable.

Demo VIII.B1.3 | If the program is non-degree granting and Title IV funds are awarded, describe the formula used for awarding credit for the purposes of calculating financial aid awards.

Demo VIII.B1.4 | For direct assessment programs, describe the methodology used to reasonably equate the direct assessment program (or the direct assessment portion of any program, as applicable) to credit or clock hours. The institution must provide a factual basis satisfactory to the U.S. Secretary of Education for its claim that the program or portion of the program is equivalent to a specific number of credit or clock hours.

Benchmark VIII.C | Additional Credit Requirements for Degree-Granting Institutions

Benchmark VIII.C1 (Institutional Accreditation)

The degree requirements meet the following minimum semester/quarter credits:

- a. Associate degree programs must be at least 60 semester/90 quarter credits
- b. Baccalaureate programs must be at least 120 semester/180 quarter credits
- c. Master's degree programs require completion of 30 semester/45 quarter credits in addition to a baccalaureate degree from an institution accredited by a U.S. Department of Education recognized accrediting agency or the equivalent, or, for international students, an equivalent as evaluated by a recognized credential evaluator
- d. Doctoral degree programs must require successful completion of at least 72 semester/108 quarter credits in addition to a master's degree from an institution accredited by a U.S. Department of Education recognized accrediting agency.

Demo VIII.C1.1 | Provide a copy of pages from school publications and documents containing the credit requirements for each degree offered by the institution.

Standard IX | COMPLAINTS AND GRIEVANCE

Benchmark IX.A | Institutional Grievance Policy

Benchmark IX.A1 (Programmatic and Institutional Accreditation)

The institution or program has a formal written complaint and/or grievance policy and procedure that meets applicable state and federal regulations and is made available to students, academic and clinical faculty, and staff.

Demo IX.A1.1 | Provide a copy of your complaint and/or grievance policy and procedure.

Demo IX.A1.2 | Describe how students, academic and clinical faculty, and staff are informed about your complaint and/or grievance policy and procedure.

Demo IX.A1.3 | Describe how the school distinguishes between an informal and formal complaint, including when and how the student, faculty, or staff is guided towards the formal process for resolution.

Benchmark IX.A2 (Programmatic and Institutional Accreditation)

The complaint/grievance policy includes a provision that individuals will not be discriminated, harassed, or retaliated against as a consequence of making a complaint.

Demo IX.A2.1 | Provide the excerpt from your policies and procedures demonstrating how you protect individuals from discrimination, harassment, and retaliation as a consequence of making a complaint. This includes complaints made by and/or about students, academic and clinical faculty, staff, or anyone in any level of leadership in the organization.

Benchmark IX.A3 (Programmatic and Institutional Accreditation)

The institution or program has a procedure for receiving and responding to written complaints and grievances from students, faculty, and staff in a timely manner, not to exceed 60 calendar days, that ensures the fair and consistent application of all policies, and addresses confidentiality concerns.

Demo IX.A3.1 | Provide the excerpt from your policies and procedures for receiving and responding to complaints and grievances in a timely manner, not to exceed 60 calendar days.

Demo IX.A3.2 | Explain how you ensure that policies and procedures regarding complaints and grievances are applied fairly and consistently, including when administrative leadership is implicated.

Demo IX.A3.3 | Explain how your policies and procedures regarding complaints and grievances include safeguards of confidentiality, including when administrative leadership is implicated.

Demo IX.A3.4 | Provide a redacted copy of the most recent complaint or grievance with resolution, if available.

Benchmark IX.B | Retention of Grievance Records

Benchmark IX.B1 (Programmatic and Institutional Accreditation)

Records of complaints and grievances are retained for at least seven years.

Demo IX.B1.1 | Provide a copy of your policies and procedures for retaining records of complaints and grievances, along with their resolutions, for a minimum of seven years.

Benchmark IX.C | External Grievance Mechanisms

Benchmark IX.C1 (Programmatic and Institutional Accreditation)

The institution or program's complaint/grievance materials includes reference to the grievance policies of MEAC and all relevant state regulatory bodies, including contact information for each.

Demo IX.C1.1 | Provide the excerpt from your policies and procedures or other materials that refers students to the grievance policies of MEAC and all other relevant state regulatory bodies, including contact information for each.

Standard X | **COMPLIANCE WITH THE INSTITUTION'S RESPONSIBILITIES UNDER TITLE IV OF THE HIGHER EDUCATION ACT**

Benchmark X.A | Compliance with US Department of Education Regulations

Benchmark X.A1 (Institutional Accreditation)

The institution demonstrates compliance with its program responsibilities under current U.S. Department of Education regulations.

Demo X.A1.1 | Provide a copy of the institution's current:

- a. Program Participation Agreement (PPA)
- b. Eligibility and Certification Approval Report (ECAR)
- c. Cohort default rate for federal loan repayment

Demo X.A1.2 | Describe your institution's system for maintaining electronic and paper files, including maintenance and back-up as well as archiving, in compliance with Title IV requirements.

Demo X.A1.3 | If the institution should come under review by the USDE due to findings of non-compliance, provide an explanation of what has led to this problem and what the institution is doing to address it.

Note: The USDE will send an official notice of non-compliance to MEAC directly.

Demo X.A1.4 | Describe your institution's formal process for monitoring and encouraging repayment of federal student loans.

Benchmark X.B | Title IV Administration

Benchmark X.B1 (Institutional Accreditation)

The institution has policies and procedures for implementation and maintenance of the financial aid program.

Demo X.B1.1 | Provide a copy of the institution's policies and procedures for implementing and maintaining the financial aid program.

Demo X.B1.2 | Describe the process that the institution uses to compile, review and update financial aid policies and procedures.

Demo X.B1.3 | For direct assessment program, describe how the institution determined tuition amount and assures that Title IV funds are used only for those courses, modules, components, and services that contribute to the development or formation of the student for the term in which the student is enrolled in the direct assessment program.

Benchmark X.B2 (Institutional Accreditation)

At least one employee of the institution who is designated as having responsibility for student financial aid programs and is available to students on-site or virtually to counsel and advise students and to administer the program.

Demo X.B2.1 | Provide a job description for all positions involved with providing financial aid counseling and advising to students and awarding and disbursing Title IV funds.

Demo X.B2.2 | Describe the designated employee's work hours and availability.

Benchmark X.B3 (Institutional Accreditation)

The institution demonstrates adequate checks and balances, and clear separation of duties between awarding of Title IV funds and disbursing of funds.

Demo X.B3.1 | Describe how your institution ensures adequate checks and balances and clear separation of duties for the responsibilities of awarding of Title IV funds and disbursing of funds.

Benchmark X.B4 (Institutional Accreditation)

If the institution utilizes a third-party servicer, it must demonstrate how responsibilities are separated between the servicer and the institution.

Demo X.B4.1 | If your institution utilizes a third-party servicer, provide a chart delineating tasks and responsibilities.

Demo X.B4.2 | If your institution utilized a third-party servicer, provide the current contract between the institution and the third-party servicer that clearly outlines the responsibilities and liabilities of each party.

Benchmark X.B5 (Institutional Accreditation)

Students must be informed of their financial aid options, and their rights and responsibilities should they accept financial aid through Title IV.

Demo X.B5.1 | Describe methods used and provide examples of materials given to students to inform them regarding:

- a. Their financial aid options
- b. Their eligibility for Title IV Federal Student Aid
- c. The FAFSA application process
- d. The rights and responsibilities associated with accepting Title IV funds

Benchmark X.C | Currency in Title IV Regulations

Benchmark X.C1 (Institutional Accreditation)

Individuals designated as having responsibility for the student financial aid program are trained in and maintain current knowledge of financial aid rules and regulations.

Demo X.C1.1 | Describe how the individual(s) responsible for the Federal Student Aid (FSA) program are trained to administer this program.



Demo X.C1.2 | Describe how the individual(s) responsible for the FSA program is kept current on financial aid rules and regulations. Such training could include membership and participation in state, regional, and/or national financial aid associations; attendance at financial aid workshops, seminars, and conferences; and/or reading professional journals, publications, and websites that are designed to keep the financial aid officer up-to-date on changes in financial aid requirements.

Demo X.C1.3 | Provide documentation of initial training for the individual(s) currently responsible for the FSA program, as described in Demo X.C1.1.

Demo X.C1.4 | Provide documentation of ongoing professional development for the individual(s) responsible for the FSA program, as described in Demo X.C1.2.

Benchmark X.C2 (Institutional Accreditation)

The institution regularly informs students of changes in Title IV regulations that may impact a student's Title IV eligibility or award.

Demo X.C2.1 | Provide a copy of a recent communication with students regarding changes in Title IV regulation that may impact their Title IV eligibility or award.