



**SMC**  
Full Circle Doula  
Birth Companion Training

## **SMC Full Circle Doula Birth Companion Training, LLC Online Extension Request Policy**

It is the intention of SMC Doulas to support each learner towards their goal of serving their community as an SMC Doula. The learner is expected to follow all requirements listed in the SMC Student Doula portal for completing the four-week online training.

SMC recognizes that an extension to complete the program is sometimes necessary.

### **The requirements to have an extension are as follows:**

1. The learner must be an active participant.
2. The learner logged in twice-weekly on the back and front end of the SMC online portal.
3. Read and follow along with the weekly lessons and complete the assignments.
4. Attend the weekly Zoom sessions, to enhance learning, have the opportunity to ask questions, receive support from instructors, and create community.
5. The learner must notify their instructor in the first week if they face academic challenges.
6. The learner must contact [support@smcdoulas.com](mailto:support@smcdoulas.com) within one business day or sooner if they cannot log in or have technical difficulties.

### **Emergencies**

If an emergency presents itself - the learner may request an extension to complete the training. This extension ends one week (7 days) after the last official day of the program. Additional time might be permitted, depending on the circumstances and at the discretion of SMC.

SMC requires immediate notification of any emergency within 48 hours of its occurrence.

If the training is not completed by the extension date the learner may retake the course at the current price.

We at SMC look forward to sharing your joy at the completion of your training, do not hesitate to be in touch for support in this process.

Sincerely,

Samsarah T. Morgan  
Program Director