

All graduate students who matriculate at Mary Baldwin University agree to abide by the rules, regulations, and standards set by the university.

Decisions regarding graduate admissions are made by the admitting programs; however, all offers of admissions are subject to verification of degree conferral and official academic transcripts by the Office of the University Registrar.

Please see the links below for program-specific admissions requirements.

Program Specific Admission Information

School of Business Graduate Student Admission

General Requirements for Admission

Mary Baldwin's MBA coursework includes similar elements and rigor to other MBA degrees. Still, it is accessible to those with both business and non-business undergraduate degrees. Prospective students' application materials evaluation uses a holistic perspective, and the following admissions criteria are used:

- GPA: Minimum standard of 3.0 in a business related undergraduate or graduate program; consideration given for work experience and/or other degree work.
- Bachelor's degree: If the degree is not in business, accounting, or an approved business-related field, the applicant may be required to take an exam to evaluate his or her level of business knowledge. Based on exam results, applicants may be required to take a pre-MBA module course.
- Work experience: Preferred, but not required. Prospective students should submit a resume to have work experience considered as part of an overall application.
- Essay: A short written essay is required by marginally qualified applicants to evaluate their level of interest in the program and writing capability.
- Interview: The review committee may request individual interviews.

Prerequisite Courses

Pre-MBA Module: Students without an undergraduate business or related degree may be required to take a business knowledge exam administered by MBU to determine their level of base preparation to enter the program. Based on the exam results, students may need to take a competency-based pre-MBA module. The course will be online, self-paced, and through a third-party source. Areas included in these core competencies are accounting, business finance, business law, management, and marketing.

Conditional Acceptance

Students interested in taking one or two courses may do so but must still submit the requested admissions materials. This option can be used by those with a particular interest in a specific offering or whose previous degree work does not meet the admissions requirements. After completion of selected courses, students may request full admission to the MBA program.

Conditional Early Admission Program

Mary Baldwin undergraduate students are encouraged to apply to the MBA graduate program. In addition to the standard requirements, a letter of recommendation must also be submitted. To apply to this program, students must meet with the undergraduate business advisor to plan coursework and determine eligibility for this program. Eligible students must meet all admissions requirements of the graduate program and are limited to 6 credits before graduation. Students must have graduated with a bachelor's degree to enroll in this program.

Admission Decision

The MBA Admissions Committee makes admission decisions after completion of applications, the interviews have been given (if necessary), and the committee has reviewed all submitted materials in the context of the applicant pool. Upon completion, applicants receive their admission status. Applicants learn at the time of their admission notice any additional pre-MBA course requirements that must be fulfilled as conditions of enrollment.

Bachelor's/Master's Options

The Palmer College of Professional Studies offers an accelerated path Bachelor to Master 4+1 option. The program is designed to allow an undergraduate student to complete coursework toward a Bachelor's degree and Master's degree. Students combine up to 9 semester hours of graduate courses with undergraduate work, leading to a Master's degree one year following completion of the Bachelor's degree.

School of Education Graduate Admission

All students who matriculate at Mary Baldwin University agree to abide by the rules, regulations, and standards set by the college. The School of Education offers the Master of Arts in Teaching (MAT), Master of Education (MEd), or Master of Science (MS) to those who meet the established standards.

Students who seek the MAT, MEd, or MS must be conditionally or fully admitted to the graduate program to be eligible for financial aid services. The Declarations section of this catalog states Mary Baldwin's policies on nondiscrimination, student privacy rights, and other important provisions.

Admission Requirements for the MAT (including BA/MAT) and the MEd in Elementary Education PK-6 and Special Education General Curriculum K-12

Applicants to the MAT program (including BA/MAT) and MEd in Elementary and Special Education must submit the following to the School of Education at Mary Baldwin University. The School of Education, in compliance with our accrediting agency, the Council for the Accreditation of Educator Preparation (CAEP), has adopted a Levels of Teacher Education Program Progression for Initial Licensure Programs to meet requirements. Students are admitted and progress through varying levels of program progression. This process is outlined below.

Levels of Teacher Education Program Progression

Level One (Admission/Pre-Candidate)

Requirements for admission:

The Master of Arts in Teaching (including BA/MAT) and Master of Education in Elementary or Special Ed admission requirements:

- Graduate – a bachelor’s degree
- GPA - 3.0 from most recent transcript
- Application:
 - MyMBU for undergraduate BA/MAT
 - University Admissions for MAT, MEd
- Correct, fluent written and spoken English. Non-native English speakers must submit one of the following with the minimum score noted:
 - Duolingo, 130
 - IELTS, 7.0
 - TOEFL, 98

Program/Pre-Candidate Admission

A Level 1 “Pre-Candidate” has met requirements above and been admitted to the MAT program (including BA/MAT) or the MEd program in Elementary or Special Education.

Level Two (Admitted Candidate)

Requirements for admission:

Level 2 “Admitted Candidate,” meaning eligibility for methods/instructional strategies. The admitted candidate must have:

- GPA 3.0 (in courses, so far)
- Resolved any conditions related to Level 1 admission

Admitted Candidate Admission

A Level 2 “Admitted Candidate” has met the requirements above and is now eligible for primary methods/instructional strategies (ED 312, 315, 345, 607, 608, 624, 649).

Level Three (Selected Candidate)

Requirements for admission:

Level 3 "Selected Candidate," meaning eligibility for seminar and student teaching. The selected candidate must have:

- GPA 3.0 (in all courses)
- Completed all prerequisite courses (in progress are acceptable)
- Successfully completed methods/instructional strategies (B- or better)
- Received an acceptable score from the methods instructor on the PQDT evaluation
- Completed the following:
 - Child Abuse Recognition and Reporting Training
 - Cultural Competency Module (eff.7/23)^
 - Dyslexia Awareness training
 - Professional Ethics Module
 - Special Education Module requirements*
- Passed VCLA Reading and Writing
- Successfully completed Academic Competencies, one Verbal and one Quantitative from the choices below:
 - ACT, SAT, GRE scores in Reading, Math, and Writing (top 50th percentiles in each component)
 - VCLA, passing score
 - Praxis Core Reading, Math, and Writing (must meet the CAEP minimum score)
 - College Algebra (grade of C or better)
- Attempted and scores received for the following: (pass not required for Level 3)
 - Praxis II (if applicable)
 - RVE (if applicable and taken prior to 9/1/22) or Praxis Teaching Reading: Elementary (if applicable and taken after 9/1/22)

*The Special Ed Module requirements will be met in ED 112 and ED 510 beginning Fall 2022, or by completing an MBU mini course.

^ Cultural Competency Module requirements will be met/available in ED 342 or ED 646 beginning Fall 2023, or by completing a VDOE training module.

Selected Candidate Admission

A Level 3 "Selected Candidate" has met the requirements above and been selected to progress to seminar and student teaching.

Level Four (Completer)

Requirements for admission:

Level 4 "Completer" is ready to proceed toward licensure application and employment. The completer must have:

- Successfully completed seminar and student teaching
- Successfully completed the Student Impact Project
- Received an acceptable score from the University Supervisor on the PQDT evaluation
- Passed Praxis II (if applicable)
- Passed RVE (if applicable and taken prior to 9/1/22) or Praxis Teaching Reading: Elementary (if applicable, after 9/1/22)
- Completed the following:

- First Aid/CPR/AED training, Civic Education Module (if applicable), Regulations Governing the Use of Restraint and Seclusion in Elementary and Secondary Schools in Virginia
- Submitted licensure application, transcripts, and certified check or money order to the Licensure Coordinator for processing

Completer Admission

A Level 4 “Completer” has met the requirements above and their licensure application has been submitted to the Virginia Department of Education for processing. A “Completer” is a licensed student/alumnus who is employed in the field.

Periodic reappraisal of teacher candidates will be made as the student progresses through the program.

In the event that a MAT student does not meet the Candidate requirements for Methods/Instructional Strategies or Student Teaching, or does not complete student teaching for other reasons, reviewed by the Associate Dean on a case-by-case basis, the MAT student may request to change programs to the Master of Education in Educational Foundations in order to complete their Master’s degree. This program utilizes their current MAT coursework substituting student teaching, seminar, and reflective synthesis with IN 630 Methods of Professional Inquiry and ED 632 Inquiry Research Project. Graduation requirements would no longer include other licensure obligations.

Admission Requirements for the MEd and MS

Applicants to the MEd and MS programs must submit the following to the School of Education at Mary Baldwin University. In some cases, depending on program and concentration, admissions requirements must comply with our accrediting agency, CAEP. See *Additional Requirements for MEd Advanced Licensure Programs* section below.

- Online application for admission/enrollment
- A bachelor’s degree from a regionally accredited institution
- Have a minimum GPA of 3.0 from the most recent degree-conferring transcript
- Correct, fluent written and spoken English. Non-native English speakers must submit one of the following with the minimum score noted:
 - Duolingo, 130
 - IELTS, 7.0
 - TOEFL, 98

Students who do not meet the requirements may inquire about conditional admission. Not all programs are eligible. Students approved for conditional admission to the MEd or MS programs should work with their advisors for opportunities to address and remedy any deficit areas. See *Conditional Admission* below.

Additional Requirements for MEd Advanced Licensure Programs

Applicants to our Master of Education Advanced Licensure Programs in English as a Second Language, Gifted Education, Reading Education, and Special Education K-6, 6-8, or 6-12 Add-on endorsements must submit the following to the School of Education at Mary Baldwin University. The School of Education, in compliance with our accrediting agency, the Council for the Accreditation of Educator Preparation (CAEP), has adopted an Advanced Levels of Teacher Education Program Progression to meet requirements. Students are admitted and progress through varying levels of program progression. This process is outlined below.

Advanced Levels of Program Progression

Level One (Admission/Pre-Candidate)

Requirements for admission:

- GPA 3.0 (last 60 s.h.)
- Online application

Program/Pre-Candidate Admission

A Level 1 "Pre-Candidate" has met the requirements above and been admitted to the MEd program in English as a Second Language, Gifted Education, Reading Specialist, and/or Special Education K-6, 6-8, or 6-12 Add-on endorsements.

Level Two (Admitted Candidate)

Requirements for admission:

Level 2 "Admitted Candidate," meaning eligibility for methods/instructional strategies. The admitted candidate must have:

- GPA 3.0 (in courses, so far)
- Resolved any conditions related to Level 1 admission

Admitted Candidate Admission

A Level 2 "Admitted Candidate" has met the requirements above and is now eligible for primary methods/instructional strategies (ED 607, 624, 649).

Level Three (Selected Candidate)

Requirements for admission:

Level 3 "Selected Candidate," meaning eligibility for field experience or comprehensive practicum experience. The selected candidate must have:

- GPA 3.0 (in all courses)
- Completed all prerequisite courses (in progress are acceptable)
- Successfully completed methods/instructional strategies, if applicable (B- or better)
- Received an acceptable score from the methods instructor on the PQDT evaluation

Selected Candidate Admission

A Level 3 "Selected Candidate" has met the requirements above and been selected to progress to field experience or comprehensive practicum experience (ED 608, 615, 672).

Level Four (Completer)

Requirements for admission:

Level 4 "Completer" is ready to proceed toward licensure application and employment. The completer must have:

- Successfully completed field experience or comprehensive practicum experience
- Passed Praxis II (if applicable)

- Passed RVE (if applicable and taken prior to 9/1/22) or Praxis Teaching Reading: Elementary (if applicable, after 9/1/22)
- Completed the Professional Ethics Module
- Submitted licensure application or college verification form request, transcripts, and certified check or money order to the Licensure Coordinator for processing

Completer Admission

A Level 4 “Completer” has met the requirements above and their application for additional endorsement has been submitted to the Virginia Department of Education or their college verification form has been processed for their school division to proceed with their additional endorsement. A “Completer” is a licensed student/ alumnus who is employed in the field.

Periodic reappraisal of teacher candidates will be made as the student progresses through the program.

Admission Decisions (MAT, MEd, MS)

Admissions decisions are made by the policies established through the Education Policy Committee. The Mary Baldwin University Admissions office informs applicants, in writing, of their admission status. At the time of admission, applicants are advised by the School of Education regarding any additional undergraduate course requirements that must be fulfilled as conditions of enrollment. Any individual may be denied admission or have admission retracted to the graduate Education program for the following reasons:

- Attempting to obtain admission by fraudulent means or through misrepresentation or omission of material facts (including failure to report all prior institutions attended)
- Falsification of records or documents
- Conviction of any felony
- Conviction of any misdemeanor involving moral turpitude, sexual offense, drug distribution, or physical injury
- Failure to meet stated program admission requirements

Full Admission

Students who meet all admissions requirements are admitted to the graduate education program as fully admitted degree-seeking students.

Conditional Admission

Students who do not meet the full-admission criteria may be considered for conditional admission on the basis of strong evidence that they can succeed in a graduate program that requires maintenance of a 3.0 GPA. Conditionally admitted students must achieve a minimum 3.0 GPA in all graduate work and complete all other admissions requirements in order to be considered for full admission. In general, conditional admission status does not continue for more than three successive semesters.

Conditional admission is not available in all programs.

Moving from Conditional to Full Admission Status

The School of Education monitors the progress of conditionally admitted students at the end of each semester. Course grades, course instructors' assessment of students' writing and speaking skills, and professional qualities evaluations are considered in this review. The College of Education informs students and their academic advisors in writing regarding their status:

- continued conditional admission,
- admission to full degree-seeking status,
- suspension, or
- dismissal.

Non-Degree Seeking Students

Students who do not meet admission requirements but hold a bachelor's degree from an accredited institution are eligible to enroll in education courses as non-degree seeking students. No financial aid services are provided to non-degree seeking students. Teachers seeking recertification credits may enroll as non-degree seeking students. One must be admitted to Level 2 in the Teacher Education Program or hold a provisional license and be admitted to the CPLT program in order to enroll in ED 607, 608, 624, and 649.

Admission Requirements for the Graduate Comprehensive Certificate in Autism Spectrum Disorder

A bachelor's degree from a regionally accredited institution. (This requirement can be waived on a case-by-case basis for individuals without undergraduate degrees who are professionally serving individuals with autism and who demonstrate the capability to handle the curriculum.)

Shakespeare & Performance Admission

All students who matriculate into the Mary Baldwin University Shakespeare and Performance (S&P) program agree to abide by the rules, regulations, and standards set by the university. Students who seek the MLitt and MFA are eligible for financial aid services. The Declarations section of this catalog states Mary Baldwin's policies on non-discrimination, student privacy rights, and other important provisions.

Note for prospective teachers:

Post Baccalaureate Teacher Licensure (PBTL) is offered through the academic outreach program of MBU Online. It is not part of the S&P program. Students also can earn initial Virginia Licensure in K-12 Theatre or Secondary English through the MBU Master of Arts in Teaching program.

Admission Requirements

- Admission will be limited to the most qualified applicants
- Bachelor's degree from an accredited institution

- An academic major in the arts and sciences or other appropriate discipline (or interdisciplinary major)
- Minimum 3.0 GPA in the last sixty hours of college work
- Fluent written and spoken English. Nonnative English speakers must submit a TOEFL score of 600 or above.
- An interview (campus or phone) and/or audition with the S&P Admissions Committee.
- See Transfer Credit section below.

Admission Process

- Applicants to the S&P program must submit the following to the Office of Graduate Admissions at Mary Baldwin University:
- Application for admission
- Official transcripts of all post-secondary work
- Two letters of reference from professional educators, employers, or those who have observed professional work
- A goal statement of approximately 500 words

Admissions decisions are made by the S&P Admissions Committee. The program director will inform applicants, in writing, of their admission status. In rare cases, applicants will be advised at the time of their admission regarding any additional undergraduate course requirements that must be fulfilled as conditions of enrollment. Any person may be denied admission to the S&P program for the following reasons:

- Attempting to obtain admission by fraudulent means or through misrepresentation of material facts
- Falsification of records or documents
- Conviction of any felony
- Conviction of any misdemeanor involving moral turpitude, sexual offense, drug distribution, or physical injury

Full Admission

Full admission to the MLitt program as degree-seeking candidates will be offered to the most qualified applicants who meet all admissions requirements.

Conditional Admission

In rare cases a student may be admitted on a conditional basis, requiring, for example, specific work to be completed early in the student's career in the program, or the maintenance of a specific GPA during the first semester or academic year. In accepting the student, the program director will inform the student of the conditions under which the student is accepted and the time allowed for the fulfillment of those conditions.

Transition from Conditional to Full Acceptance

The program director will monitor any conditional student, reporting to the VPA Educational Policy Committee on the student's academic progress at the end of each semester. Within two weeks of that review, the program director will inform the student in writing of the committee's recommendations regarding the student's continuation in the program, admission to full degree-seeking status, or requesting the student to withdraw from the program.

Five Year BA/MLitt Option

Undergraduate Theatre or Performing Arts majors at MBU may elect to apply to the S&P program through a 3-2 option that allows selected students to receive the Bachelor of Arts degree in Theatre or Performing Arts and the Master of Letters degree in Shakespeare and Performance in five academic years. *For more details, see Undergraduate Offerings, Performing Arts/Theatre*

Orientation

New students are required to participate in an orientation just prior to the start of the fall term. Successful applicants receive notice of the orientation dates in the summer of the year they will matriculate in the fall term.

Advising

Upon entering the program, each student is assigned an advisor who is a member of the S&P faculty. The advisor is a general resource person for the program. In practice, however, students usually gravitate towards the faculty member most qualified to advise them on their professional interests and, as they select their final degree project, towards the person likely to advise their thesis. All students should feel free to consult the program director, or any faculty member, at any time.

Transfer Credit

A student may present no more than six semester hours of graduate credit for transfer on approval by the program director, who grants that approval on a case by case basis. Courses may be presented only if graded "B" or better. Transfer credit is awarded only if ALL the following conditions are met:

- The S&P director determines on the basis of catalog and course materials submitted by the student that the course content is equivalent to an MBU course.
- The credit was earned in an accredited graduate program.
- The credit was earned no earlier than three calendar years prior to the student's admission to the program.

Note: Because MBU's S&P program is, by its nature, different from many other English and theatre graduate programs, program transcripts are accompanied by a "key" noting course similarities to more standard English and theatre courses. In advance of enrollment, students are responsible for determining whether courses

taken in the program can be transferred to another graduate program or will satisfy credential requirements the student intends to meet. After the course drop deadlines, a determination that courses are not transferable is not grounds for refund of tuition or fees.

Accelerated MFA

Candidates with appropriate professional theatre work may be invited to audition for the program's Accelerated MFA, a two-year MFA including a professional, paid internship with the American Shakespeare Center (when available).

Interested candidates must follow conventional application policies and also interview/audition with the artistic staff of the American Shakespeare Center. The Accelerated MFA is open to actors, directors, and dramaturgs. Accelerated MFA students do not earn the Master of Letters degree.

Invitational Post-Baccalaureate Portfolio Option

Students with a master's degree, extensive graduate work, or extraordinary professional experience may be invited to present a Post-Baccalaureate Portfolio. The program director, in consultation with faculty, will review the portfolio, and may grant 15–18 semester hours of credit, allowing the applicant to proceed towards completion of the Master of Fine Arts degree requirements within an abbreviated timeframe (without first completing the Master of Letters degree). The Post-Baccalaureate Portfolio should provide a detailed account of relevant coursework or professional experience and how it relates to analogous courses in the S&P graduate catalog. (Certain courses are exempt from consideration for prior credit.)

Granted credit hours and course credit for work at Mary Baldwin University must total 54 credit hours for completion of the MFA. In other words, students granted 15–18 hours of prior credit must complete a minimum of 36 hours in the S&P program. A Post-Baccalaureate student must complete all non-exempt MLitt required courses and complete the requirements for the MFA degree, including the MFA thesis. If a Post-Baccalaureate Portfolio applicant is deemed eligible for fewer than 15 granted credits, he or she will be advised to proceed with the standard MLitt/MFA academic program, with a possibility for award of transfer credits.

Special Students

Individuals who possess a bachelor's degree from an accredited institution are eligible to enroll in courses as special students. Special students must meet the entry standards for the graduate program and should apply to the MBU Office of Admissions. No financial aid services are provided to special students. Students currently enrolled as undergraduates or graduates or post-graduate teacher certification students at Mary Baldwin University may be permitted to take up to two MLitt courses as special students. They must receive permission from the program director to do so. A GPA of 3.0 is normally required.

Murphy Deming College of Health Sciences

Admission Decisions

The undergraduate programs in Exercise Science, Health Care Administration, Health Informatics and Information Management, and Health Sciences do not have a separate admissions' process. Mary Baldwin University students can declare these majors and should refer to the Undergraduate Section of this Catalog for more information.

The Health Sciences Graduate and RN-BSN Undergraduate Programs use multiple criteria to select the most promising candidates from the applicant pool. Admission decisions are made by the Admissions Committee after applications are completed, interview has been given (if required), and committee review in the context of the applicant pool. Applicants are informed in writing of their admission status. Admission into Mary Baldwin University does not guarantee admission into these programs. Mary Baldwin University reserves the right to rescind admission for students whose criminal background check comes back positive for any conviction.

Conditional Acceptance

Conditional Acceptance will be used for students finishing their prerequisite course work or other admission requirements such as RN Licensing Examination, etc. Acceptance is conditional pending confirmation the applicant has met all admission requirements, including official transcript(s) showing final course work is completed and meets minimum GPA and course grade requirements and the applicant has earned any required degree(s). All other required official documentation as outlined in their conditional acceptance notification must also be submitted before enrollment into the program.

Conditional Admission

Conditional Admission does not apply to Entry-level Doctor of Occupational Therapy, Doctor of Physical Therapy, and Master of Science in Physician Assistant Programs. Conditional Admission will be used in cases where applicants do not meet all of the requirements for regular admission but allows them to begin program course work. Conditionally admitted students must meet any conditions outlined in the conditional admissions notification document and earn at least a 3.0 GPA during the first nine credits taken in the program.

Transfer Credit

The undergraduate programs follow University policy regarding transfer of credits. Graduate programs in health sciences may allow up to six (6) graduate-level transfer credits with prior program director approval. Prior courses may be used to meet prerequisite requirements. There is no waiver of coursework or advanced standing granted in any program.

Procedures

Undergraduate students applying to MDCHS will have their transcript(s) evaluated at time of application and will be informed of courses/credits needed to complete their undergraduate degree. Graduate Students

requesting a transcript review will submit the request in writing to the program director of the program in which he or she is seeking acceptance. Acceptance of transfer credit is at the discretion of the program director. In order for transfer credit to be awarded, the following conditions must be met:

The credit was earned at an MBU approved, regionally accredited institution. The credit was not used for a previously earned degree.

- The student earned a minimum grade of a "B" or greater. ("S"/"U" grades are only accepted for a "P"/"NC" graded course at MDCHS.)
- The course is applicable to the anticipated program of study.
- A written request for a transcript evaluation is received prior to the prospective student being accepted into the graduate program.
- The request is approved by the program director for the graduate program in which the student is accepted.
- The approval is only valid for the program of enrollment, if the student transfers to a different program of study within MBU or MDCHS, the student will need to petition the new program director for approval.
- Please refer to the PA Transfer Credit Policy in the MSPA portion of the Catalog.

Articulation Agreements

Murphy Deming College of Health Sciences has articulation agreements with a select group of institutions to guarantee interviews to applicants who meet all admission requirements as outlined in the agreements. Admission is not guaranteed under these programs but guarantees interviews to highly qualified candidates from partner schools to our competitive health sciences graduate programs.

Advising

Academic advisement is a process-oriented, interactive, professional relationship between advisor and advisee. Each student is assigned a faculty advisor who supports the student in career exploration, academic progress and performance, related to professional standards and support for their final project.