

The Five Colleges

The Five Colleges

MBU's academic structure comprises five colleges through which curriculum (both undergraduate and graduate) is developed and taught: College of Arts and Sciences, College of Business and Professional Studies, College of Education, the Murphy Deming College of Health Sciences, and the College of Visual and Performing Arts.

College of Arts and Sciences

Rooted in the liberal arts tradition, while also providing a clear pathway from college to career, the College of Arts and Sciences offers the degrees of Bachelor of Arts and/or Bachelor of Science in a wide variety of majors and minors. A foundation of rigorous academics enables arts and sciences students to harness intellectual curiosity, critically analyze evidence and think through conclusions, and clearly communicate their thoughts. The breadth (experiencing a wide range of knowledge, ideas, and traditions) and depth (gaining expertise in a single field through a major or minor) of a liberal arts education primes student to navigate and thrive in a world in which knowledge and professions change rapidly.

- [African American Studies \(Minor\)](#)
- [Anthropology \(Minor\)](#)
- [Asian Studies \(Minor\)](#)
- [Biochemistry \(BS\)](#)
- [Biology \(BA\)](#)
- [Environmental Biology \(BA\)](#)
- [Business Economics \(BA\)](#)
- [Chemistry \(BA\)](#)
- [Chemistry \(BS\)](#)
- [Chemistry \(Minor\)](#)
- [Clinical Laboratory Science \(BA\)](#)
- [Creative Writing \(Minor\)](#)
- [Economics \(BA or BS\)](#)
- [U.S Poverty Analysis \(Minor\)](#)
- [English \(BA\)](#)
- [English \(Minor\)](#)
- [Francophone Studies \(Minor\)](#)
- [Global Poverty and Development \(Minor\)](#)
- [History \(BA\)](#)
- [History \(Minor\)](#)
- [History- Public \(Minor\)](#)
- [International Affairs \(BA\)](#)
- [Leadership Studies \(BA\)](#)
- [Mathematics \(BA or BS, Minor\)](#)
- [Mathematics — Applied \(BS\)](#)
- [Peacebuilding and Conflict Resolution \(Minor\)](#)
- [Philosophy \(Minor\)](#)

- [Religious Leadership and Ministry \(Minor\)](#)
- [Religious Studies \(Minor\)](#)
- [Physics \(BA\)](#)
- [Physics \(Minor\)](#)
- [Political Science\(BA\)](#)
- [Political Science \(Minor\)](#)
- [Post-Baccalaureate Certificate in Psychology \(PBCP\)](#)
- [Psychology \(BA or BS\)](#)
- [Psychology \(Minor\)](#)
- [Sexuality and Gender \(Minor\)](#)
- [Sociology \(Major\)](#)
- [Sociology \(Minor\)](#)
- [Spanish Language and Hispanic Cultures \(Minor\)](#)
- [Women's Studies \(Minor\)](#)

College of Business and Professional Studies

The College of Business and Professional Studies comprises the business, criminal justice, and social work programs leading to bachelor of arts and bachelor of social work degrees. Each program offers students a solid knowledge base in the theory and practice in their chosen field. The college stresses applying that intellectual foundation to address society's needs.

The business program approaches business strategy and business education with a curricular emphasis on sustainability and the "triple bottom line" (harnessing benefits that are economic, social, and environmental). Criminal Justice provides students with thorough knowledge and strong applied components as well as internships in which they will work with crime agencies and police departments. The Susan Warfield Caples Social Work Program encourages students to solve social problems and become an advocate for vulnerable, disenfranchised, and marginalized populations.

Each program also provides a wide range of emphases or concentrations in each major as well as certificates and minors.

College of Business and Professional Studies Graduate Academic Policies

College of Business and Professional Studies 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 College of Business and Professional Studies offers three Bachelor's/Master's options. Each program is designed to allow an undergraduate student to complete coursework toward a Bachelor's degree and Master's degree. Students combine up to 18 s.h. of graduate courses with undergraduate work, leading to a Master's degree one year following completion of the Bachelor's degree.

Prior to admission to a Bachelor's/Master's program (see Admission requirements), students may only take two graduate courses (6 semester hours). However, exceptions maybe made with CBPS approval for students completing certificates or special course sequences. Following admission to a Bachelor's/Master's program, students may take additional graduate courses, but will be assessed an additional nominal fee to do so, beyond the first six semester hours. No more than 18 graduate semester hours may be taken prior to Bachelor's degree conferral for students in these programs.

College of Business and Professional Studies Graduate Student Financial Information

Tuition and Fees 2021-22

MBA program tuition is determined annually and detailed on the MBU website.

Financial Assistance

Mary Baldwin makes every effort to assist students who need to obtain funding for education. Students should contact the Office of Financial Aid at the time of application. Financial aid qualification requires that students

must be accepted into the MBA program, meet registration deadlines each semester, and make satisfactory academic progress in the work attempted. Assistance is awarded pending approvals of federal and state agencies.

Aid for Which Graduate Students May Qualify

(Subject to approval and funding by federal and state agencies)

- Loans: Federal Unsubsidized Stafford Loans, Grad PLUS Loans, Private Education Loans
- Outside scholarships

College of Business and Professional Studies

Graduate Academic Policies

Graduate Policies

Academic policies applicable to MBA graduate students are published in this section. Other program policies are the MBU Graduate Student Handbook. Policies may be amended at any time by the faculty, who determine the date provided to graduate students in which amended policies become effective.

Honor System

The provisions of the MBU Honor System apply to graduate students. Students are responsible for understanding the rules of the provision of the Honor System and seeking information from professors as to the application of the Honor Code to course activities.

Copyright Policy

The university enforces all provisions of copyright law. Students are responsible for informing themselves of the law, particularly concerning copying.

Advising

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

Academic Progress for Graduate Programs

Degree-seeking MBA students are required to maintain a minimum cumulative GPA of 3.0 in graduate work to remain in good standing and to graduate from the program. No more than one "C" may be counted on the

student's records. To maintain degree-seeking status in the program, students must repeat any other courses in which they receive a grade of "C" or lower. The first grade is not removed from the permanent record, but the lower grade is excluded from the GPA calculation. Repeated work must be done at MBU.

A student whose GPA falls below 3.0 at the end of any semester is placed on warning. At the end of the second semester during which a student's GPA is below 3.0, the student's record is reviewed by the MBA program director, which may place the student on probation for a stated period, attach conditions to the probation, or dismiss the student. To be removed from probation or to complete the degree, a student must fulfill any requirements attached to the probation.

If a student earns a grade of D or F in any course in the graduate program, the class in which the unsatisfactory grade was received must be repeated with a successful grade earned before enrolling in any further courses. If the particular course is unavailable during the next semester, with MBA director approval, the student may be permitted to proceed with other coursework until such course becomes available, at which time, the course with the D or F grade must be repeated before proceeding with any other courses. Coursework in the College of Business & Professional Studies may only be repeated twice for a total of three attempts. A student who has been suspended for academic reasons may reapply for admission to the degree program after completion of the terms of the suspension. The College of Business & Professional Studies will review the student's application for readmission as well as the applicant's past performance and the reasons for suspension; additional information may be requested from the applicant and his/her references, and other relevant professional and educational sources. The College of Business & Professional Studies communicates the readmission decision to the applicant.

Grades

The grading symbols used by the MBA graduate program are as follows:

- A Excellent
- A-, B+ Very good
- B Good
- B- Competent
- C Less than competent
- D, F Failing

Specific course grading scales are noted in the syllabus for each class and are determined by the instructor.

Grade point equivalents are:

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C 2.0
- D, F 0

The grade point average is determined by dividing the total grade points earned by the total semester hour credits attempted in the MBA graduate program.

Students on academic probation should meet with their faculty advisor and course instructors regularly to facilitate their educational improvement.

Transfer Credit

We accept the transfer of credits from other accredited graduate schools to this MBA program.

Incompletes

The temporary symbol of I may be given at the end of a course if, for reasons beyond his or her control, an MBA student is unable to complete the course work. An incomplete may be given only with the approval of the MBA Program Director and the course instructor and with the submission of the Incomplete Form.

Incomplete work must be completed no later than the end of the next calendar term: that is, by the end of Term 3 for fall semester courses, and by the end of Term 1 for spring semester courses or at the time set by the instructor and shown on the Incomplete Form. In unusual circumstances, such as prolonged illness, with the approval of the instructor and the MBA Program Director, time may be extended.

If the work is not completed within the time specified, the registrar office will assign the grade awarded by the instructor based on the work completed to date.

Academic Grade Appeal

A student with questions about a grade should first contact the course instructor to determine if there is an error. That contact must happen within 20 calendar days of the time the grade is assigned. If there is an error, the instructor must report the correct grade to the dean of the College of Business and Professional Studies immediately. If there is no error, and the student desires to contest the grade, the student must submit written reason(s) for the appeal to the dean of the College of Business and Professional Studies within 10 days from the time the instructor denies the change request. The dean forms a hearing committee consisting of the dean, the registrar, the student's advisor, and two faculty members. The committee reviews the written appeal, hears statements from both the student and the instructor involved, and approves or disallows a change.

Moral and Ethical Responsibility

MBA students may not engage in behavior or actions that endanger themselves or others, either while on MBU's property or while engaged in a program or activity connected with the college and/or its programs. Students are required to comply with professional standards of schools in which they participate in practicum or research, interning, student teaching, or other activities connected with the college and/or its programs.

Requirement for Continuous Enrollment, Leave of Absence

Students are expected to remain enrolled continuously from the date of their initial registration for courses until completion of the degree. However, because of family emergencies or unusual situations, students may need to stop registering for new course work for a semester or two. The decision to do so should be made by the student in consultation with the program advisor. Students who do not enroll in graduate business courses for three consecutive sessions (or one calendar year) are considered "inactive" and no longer receive mailings from the College of Business and Professional Studies. Inactive students who wish to re-enter the program must reapply and must pay a re-enrollment fee of \$50 if accepted. Records of inactive students who want to re-enter the program are reviewed for reactivation. Certain conditions may be set for re-entry into the program: e.g., if program requirements have changed during the time students were on inactive status, they may have to meet the new requirements.

College of Business and Professional Studies Degrees and Certificates

MBA

- [Master of Business Administration](#)
- [Master of Healthcare Administration & Master of Business Administration Dual Degree](#)

College of Education

The College of Education offers professional programs designed to prepare students to enter a wide variety of educational careers, including teaching, higher education administration, applied behavior analysis, autism spectrum disorders, and other related professions. Undergraduate students interested in teaching at the middle or secondary level major in the area in which they intend to teach and minor in education, while the Liberal Arts and Interdisciplinary Studies major leads to licensure for elementary or special education. With a focus on developing confident leadership skills, the college creates a collaborative environment of inquiry and innovation, while helping individuals find personal pathways to achieve their goals. The College of Education offers a variety of programs of study: paths to Virginia teacher licensure as well as non-licensure and/or non-degree opportunities for professional development.

College of Education Academic Policy and Regulations

Accreditation for Teacher Education Program

Programs at the undergraduate and graduate level that lead to teacher licensure in College of Education at Mary Baldwin University are accredited by the Virginia Department of Education and by the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years from April 2015 to April 2022. This accreditation certifies that Mary Baldwin University's professional education program has provided evidence that it adheres to accreditation standards.

Undergraduate and PBTL Academic Admission, Policy and Regulations

Undergraduate Requirements for Admission to the Teacher Education Program (seeking licensure) including Bachelor's/MAT and PBTL

Undergraduate students seeking admission to the Education program and undergraduate students seeking admission to the Bachelor's/MAT program must apply for acceptance by the end of the sophomore year or

upon completion of 53 semester hours. Undergraduate students in the Education Leaders Learning Collective may apply to the Bachelor's/MAT program as soon as admission criteria are met, even if a first semester freshman. Application forms are available on the myMBU, College of Education tab.

Through the Post-Baccalaureate Teacher Licensure (PBTL) Program, students who already have a bachelor's degree can pursue initial licensure. This is a licensure program, which takes into account all of the credits a student has already earned and applies those toward the goal of obtaining a Virginia teaching license. This program does not lead to a graduate degree. All students enrolled in the program must devote their final semester entirely to student teaching. Applications are available online. *For more information on the PBTL program, please contact the College of Education.*

The College of Education in compliance with our accreditor, the Council for the Accreditation of Educator Preparation (CAEP), has adopted a Levels of Teacher Education Program Progression rubric to meet new 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:

- GPA 2.5 (TEP and PBTL - last 60 hours of coursework)
- GPA 3.0 (BA/MAT - last 60 hours of coursework)
- Application
- Two Professional Qualities and Dispositional Traits (PQDT) evaluation references

Program/Pre-Candidate Admission

A Level 1 "Pre-Candidate" has met the requirements above and been admitted to the: Teacher Education Program, BA/MAT, or PBTL program.

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 issues 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 300, 310, 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

- Completed all pre-requisite courses (in progress are acceptable)
- Successfully completed methods (B- or better)
- Received an acceptable score from the methods instructor on the PQDT evaluation
- Completed the following:
 - Child Abuse Recognition and Reporting training, Dyslexia training, Professional Ethics Module
- Passed the VCLA Reading and Writing
- Successfully completed Academic Competencies, one Verbal and one Quantitative from the choices below:
 - ACT, SAT, or GRE scores in Reading, Math, and Writing (top 50th percentile 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)

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
- 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.

Bachelor’s/Master’s Options

The College of Education offers three Bachelor’s/Master’s options. Each program is designed to allow an undergraduate student to complete coursework toward a Bachelor’s degree and Master’s degree. Students combine up to 18 s.h. of graduate courses with undergraduate work, leading to a Master’s degree one year following completion of the Bachelor’s degree. Please see the following sections below (Bachelor’s/MAT, Bachelor’s/MED, and Bachelor’s/MS) for specific program options, policies, and requirements.

Course Restrictions

Prior to admission to a Bachelor's/Master's program (see Admission requirements below), undergraduate students may only take two graduate courses (6-7 semester hours). However, exceptions may be made with COE approval for students completing certificates or special course sequences. Following admission to a Bachelor's/Master's program, students may take additional graduate courses, but will be assessed an additional nominal fee to do so, beyond the first six semester hours. No more than *18 graduate semester hours* may be taken prior to Bachelor's degree conferral for students in these programs.

Program Requirements/Terms of Graduate Study

Students must be continuously enrolled in the Bachelor's/Master's program full time over the course of two or more semesters, enrolling in a minimum of 18 credit hours, as a Master's degree-seeking student following conferral of the Bachelor's degree.

Bachelor's/Master's of Arts in Teaching

The Bachelor's/MAT is designed as a program which allows students to complete a Bachelor's degree, Master of Arts in Teaching (MAT), and teacher licensure upon MAT graduation. This program is available to undergraduate students. Admission requirements are above in the section *Levels of Teacher Education Program Progression*. Students combine graduate courses with undergraduate work, leading to a MAT one year following completion of the Bachelor's degree but prior to the start of their teaching careers enriching their pre-service preparation. Students interested in the Bachelor's/MAT should arrange a meeting with an education advisor to thoroughly review all course requirements.

Concentration areas for this option are:

- Elementary Education
- Middle Education
- Secondary Education
- Special Education

Education Leaders Learning Collective

The Education Leaders cohort allows high performing and motivated College for Women and University College students to complete both the Bachelor's and MAT degrees in four years, essentially accelerating through the undergraduate curriculum in three years (same Bachelor's requirements as all Bachelor's students), with one year remaining for graduate studies and student teaching. *For more information on the Education Leaders program, please contact the College of Education.*

Bachelor's/Master of Education

The Bachelor's/MEd allows undergraduate students to complete both a Bachelor's degree and a Master of Education. Students combine graduate courses with undergraduate work, leading to a MEd one year following completion of the Bachelor's degree. All students must complete the Required Core Courses plus one concentration area. Students interested in the Bachelor's/MEd should arrange a meeting with an education advisor to thoroughly review all course requirements.

Program Entry Requirements

- Must be a second semester sophomore or have completed at least 53 credit hours of coursework
- Submit a completed application (*found on myMBU, College of Education tab*)
- GPA of 3.0 in last 60 credit hours of coursework
- Submit two recommendation forms completed by people who can speak to your professional or academic work ethic. (*found on myMBU, College of Education tab.*)

- Submit one page, 500 word essay outlining your goals related to this program, both personally and professionally

Concentration areas for this option are:

- Autism Spectrum Disorders
- Authentic Learning and Leadership

Bachelor's/Master of Science

The Bachelor's/MS allows undergraduate students to complete both a bachelor's degree and a Master of Science degree. Students combine graduate courses with undergraduate work, leading to a MS one year following completion of the bachelor's degree. Students interested in the Bachelor's/MS should arrange a meeting with an education advisor to thoroughly review all course requirements.

Program Entry Requirements

- Must be a second semester sophomore or have completed at least 53 credit hours of coursework
- Submit a completed application (*found on myMBU, College of Education tab*)
- GPA of 3.0 in last 60 credit hours of coursework
- Submit two recommendation forms completed by people who can speak to your professional or academic work ethic. (*found on myMBU, College of Education tab.*)
- Submit one page, 500 word essay outlining your goals related to this program, both personally and professionally

Concentration areas for this option are:

- Applied Behavior Analysis*
- Higher Education

**All ABA-specific courses must be taken at MBU in order to meet Behavior Analyst Certification Board, Inc.® requirements.*

Conditional Admission for Undergraduate Teacher Education Program, PBTL and Bachelor's/Master's programs

Students who do not meet the full-admission criteria for their program may be considered for conditional admission on the basis of strong evidence that they can succeed in a program that requires maintenance of an average 3.0 GPA. Conditionally admitted students must achieve a minimum 3.0 GPA in all coursework 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*.*

**PBTL students on a provisional license who do not meet the GPA standard may request a review. The student must provide a letter of support from their superintendent or his/her designee to be considered. Conditional admission is not guaranteed.*

Moving from Conditional to Full Admission Status

The College 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 special students. No financial aid services are provided to special students. Upon completion of 9 s.h. of coursework, non-degree seeking students in non-CAEP governed MEd and MS programs may be eligible for a status change to conditional or full admission providing they have maintained a 3.0 GPA in MBU coursework. Teachers seeking recertification credits may enroll as non-degree seeking students. One must be admitted to the Teacher Education Program in order to enroll in ED 300, 310, 315, 607, or 624.

Licensure Endorsement Areas

Initial Licensure Endorsement Areas

- Elementary Education (PK-6)
- Middle Education (in a teaching subject area for grades 6-8)
- Secondary Education (in a teaching subject area for grades 6-12)
- Special Education General Curriculum (K-12). (Requires practicum experience in all three levels: elementary, middle, and high school.)
- Visual Arts (PK-12)
- Music Education – Vocal/Choral (PK-12)
- English as a Second Language* (PK-12)

**Must complete 6 s.h. of a spoken modern foreign language through the intermediate level prior to applying for the ESL endorsement.*

Add-on/Additional Endorsements

Add-on endorsements are not stand-alone endorsements. A student must seek another endorsement simultaneously or already hold an active teaching license. Add-on/additional endorsements offered are:

- Elementary Education (PK-6) (additional)
- English as a Second Language (ESL)*
- Gifted Education (K-12)
- Special Education General Curriculum (K-12) (additional)
- Special Education General Curriculum Add-on's for PK-6, 6-8, or 6-12**

**Must complete 6 s.h. of a spoken modern foreign language through the intermediate level prior to applying for the ESL endorsement.*

***Must hold or be concurrently seeking an initial license in the same endorsement area in which one is seeking the Add-on. (For example, if one is seeking to add Special Education 6-8 Add-on, the initial license must be in a content area for Middle Education.)*

As soon as the student identifies an interest in pursuing teacher licensure, he or she should arrange a meeting with an education advisor to go over specific licensure requirements.

Academic Policies and Regulations for Undergraduate and PBTL

COE undergraduate and Post-Baccalaureate Teacher Licensure (PBTL) students are under the same academic policies and regulations as university undergraduate students. These can be found in the *General Information* section of the catalog, under *Academic Policy And Regulations for Undergraduate Programs*. The following are instances where policy slightly differs:

- COE students are allowed one grade below C- to count toward licensure requirements (Gen Ed or Professional Studies).
- CLEP and AP credit shall count as CR (credit), not P (pass) for the purposes of the COE policy toward licensure content requirements and co-requisite courses outside their primary discipline.
- In the event of a contested grade, the student will follow the University's undergraduate policy in the section noted above; however, the hearing committee will consist of the following from the COE:
 - the dean, the director of academic and student services, the student's advisor, and two faculty members

Prior Learning Portfolios for PBTL students

Students in the PBTL program may submit a Prior Learning Portfolio (PLP) for requirements for ED 110/111. The PLP should include a minimum of 60 hours in the field, must have been carried out in the endorsement area for which a license is sought and must have taken place prior to or in addition to practicums taken at MBU; day-to-day substitute teaching does not count for PLP hours. PLP's must be completed either while the student is enrolled in ED 115 through MBU or in their first semester in the Teacher Education Program. There is one semester hour fee associated with submitting a portfolio. For more information on the PBTL program or PLP's, please contact the College of Education.

Requirement for Coursework, Continuous Enrollment for PBTL Students

Undergraduate students admitted to the Teacher Education Program who plan to roll into the PBTL program to complete coursework and/or student teaching must begin and complete the coursework or student teaching within one calendar year from their Bachelor's graduation. If incomplete within one calendar year, students will be exited from the Teacher Education Program and will need to reapply for program entry and meet any new licensure requirements put into place by the Virginia Department of Education.

PBTL students must take at least two courses (six semester hours) in the PBTL program, one of which must be a methods/instructional strategies course, prior to applying for student teaching. Students are expected to remain enrolled continuously from the date of their initial registration for courses until completion of the degree. However, because of family emergencies or special situations, students may need to stop registering for new coursework for a semester or two. The decision to do so should be made by the student in consultation with the advisor. Students who do not enroll in education courses for three consecutive sessions (or one calendar year) are changed to "inactive" status and given an exit date. Inactive students who wish to re-

enter the program must reapply and must pay a re-enrollment fee of \$50, if accepted. Records of inactive students who wish to re-enter the program are reviewed for reactivation. Certain conditions may be set for re-entry into the program: e.g., if program requirements have changed during the time students were on inactive status, they may have to meet the new requirements. Students may also request a Leave of Absence. Additional information on the undergraduate *Leave of Absence* policy may be found in the *General Information, Academic Policy and Regulations for Undergraduate Programs, Academic Procedures* section of the catalog.

Professional Qualities and Dispositional Traits

Evaluation of student dispositions has been an aspect of MBU's COE program since its inception. It is also a requirement from our national accrediting agent, CAEP. In the COE, we refer to these as *Professional Qualities and Dispositional Traits* and focus on those characteristics, attitudes, and behaviors that are relevant to serving as or becoming an effective educator -- but that are not necessarily included in traditional academic evaluation and individual course grades.

Faculty, advisors, director of academic and student services, director of teacher education, and the dean of the College of Education review all students' professional qualities and dispositional traits throughout the program and at admission, during practica, after the methods course, and after student teaching. The COE reserves the right to collect and review dispositional traits at any point in time for matters of grave concern. If in their judgment a pattern of concern about professional qualities from either the course performance or practicum evaluations is evident, both the students and their academic advisors are notified in writing. In an effort to address or remediate any concerns, students may be placed on warning or probation with conditions or stipulations. Ongoing or grave concerns may result in dismissal from the Teacher Education Program.

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Faculty, advisors, director of academic and student services, director of teacher education, and the dean of the College of Education review all students' professional qualities and dispositional traits throughout the program and at admission, during practica, after the methods course, and after student teaching. The COE reserves the right to collect and review dispositional traits at any point in time for matters of grave concern. If in their judgment a pattern of concern about professional qualities from either the course performance or practicum evaluations is evident, both the students and their academic advisors are notified in writing. In an effort to address or remediate any concerns, students may be placed on warning or probation with conditions or stipulations. Ongoing or grave concerns may result in dismissal from the Teacher Education Program.

Graduate Admission

All students who matriculate at Mary Baldwin University agree to abide by the rules, regulations, and standards set by the college. The college will offer 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 College of Education at Mary Baldwin University. The College 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:

- GPA 3.0 (Graduate – last 60 s.h.)
- Online application
- Two Professional Qualities and Dispositional Traits (PQDT) evaluation references

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 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, Dyslexia training, Professional Ethics Module
- 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)

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)
- 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 Dean on a case-by-case basis, the MAT student may request to change programs to the Master of Education in Educational Foundations program 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 College 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 a TOEFL score of 600 or above on the paper-based test or 75 on the computer-based test with a minimum score of 18 in each section. Alternately an overall score on the IELTS of 7.0 or above may be accepted in lieu of the TOEFL

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 PK-6, 6-8, or 6-12 Add-on endorsements must submit the following to the College of Education at Mary Baldwin University. The College 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
- Two Professional Qualities and Dispositional Traits (PQDT) evaluation references

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 PK-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)
- 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 College 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 College 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 in order to enroll in ED 607, 608, 624, and 649.

Admission Requirements for the Graduate Comprehensive Certificate in Autism Spectrum Disorders

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.)

Provisionally Licensed Teaching Certificate (PLTC)

The Provisionally Licensed Teaching Certificate is uniquely designed for provisionally licensed teachers (PLT), who are presently employed by a school division in the Commonwealth. The goal of the certificate program is to move individuals, while offering an additional institutional credential (the certificate), to becoming fully licensed teachers. The certificate consists of the required courses, as indicated by individual letters from the Virginia Department of Education, taken at MBU which address the courses needed to become a fully licensed teacher.

The goal of the certificate is to provide the required courses leading to full licensure by leveraging our professional and personalized educational philosophy through advising and already established coursework. Mary Baldwin faculty and advisors will be able to support students from start to finish. The certificate is 12 hours. These 12 hours can be a combination of the required courses for licensure along with electives that may lead to add-on endorsements. Add on endorsements include:

- Special education
- Elementary education
- Middle education
- Secondary education
- Gifted education
- ESL

How to Apply

Complete an application as a non-degree graduate student for the **Provisionally Licensed Teaching Certificate (PLTC)**. The application must include a copy of the applicant's provisional licensure letter and requirements from the Virginia Department of Education. Those accepted, may start the program in fall, spring, or summer.

The applicant must:

- Hold a baccalaureate degree or higher from a regionally-accredited institution or an equivalent degree from a foreign institution.
- Hold a letter from the VDOE with identified course work or competencies needed to fill requirements for initial licensure
- Be presently employed as a teacher holding a Provisional License.

Before completing an application for the certificate program, applicants are encouraged to meet with the program coordinator/director to discuss application and the certificate's guidelines.

Financial Aid

Students in this certificate program are eligible for the Educator's Choice Discount as well as other financial aid available to MBU students.

Graduate Tuition and Fees 2021–22

Tuition for all courses in the graduate education program is determined on an annual basis. In addition, the following fees apply:

- Initial Registration Fee: \$50
- Re-Enrollment Fee: \$50 (See Requirement for Continuous Enrollment below)
- Technology and Library Fee: \$60/semester

- Credentialing Fee: \$15/semester

Graduate Financial Aid

Mary Baldwin makes every effort to assist students who need to obtain funding for education. Students should contact the Office of Financial Aid and Student Campus Employment at the time of application. To qualify for aid, students must be accepted in the graduate Education program (not non-degree seeking students), meet registration deadlines each semester, and make satisfactory academic progress in the work attempted. Aid is awarded pending approvals of federal and state agencies.

Aid for Which Graduate Students May Qualify (Subject to approval and funding by federal and state agencies)

Type of Aid	Enrollment Status	Repayment Required	How to Apply
Unsubsidized Stafford Loan	Full-time, Half-time	Monetary repayment	File FAFSA Borrow from federal government through the college. Not need based.

Graduate Academic Policies and Standards

Academic policies applicable to graduate students are published in this catalog. Other statements of program policies are maintained in the College of Education. Policies may be amended at any time by the faculty, who determine the date at which amended policies become effective. The completion requirements for each student are those in effect on the date of first enrollment as a fully accepted, continuously enrolled, degree-seeking student. Occasionally, some exceptions may apply if changes are made to teacher licensure regulations at the state level. Students are required to report name, address, email, and telephone number changes to the registrar and to the graduate program.

Petition for an Exception to an Academic Rule

This process is only for fully admitted graduate students.

Students may petition for exemption from academic policies. The request must include the recommendation of the student's advisor. Petitions are granted only for cause, and only with the approval of the Education Policy Committee (EPC). A petition for exemption from or modification of a completion requirement may be granted only by the graduate faculty.

The petition for an exception to an academic regulation consists of the student submitting a letter to the Dean of the College of Education and the academic advisor submitting a letter to the Dean of the College of Education. The submission of the petition does not mean the request will be granted but instead provides a procedure for the student's request to be heard and considered by the relevant officials. While a committee or individual chair/dean may be understanding about a student's situation, missing deadlines, failing to achieve grade point average requirements, or misunderstanding requirements does not release the student from personal responsibility for completing the requirements. It is the student's responsibility to petition the academic regulation and request a letter from their academic advisor or director of their academic program within the College of Education. Petitions missing required information will be returned to the petitioner and a decision will be delayed.

- The student writes a letter to the Dean of the College petitioning for an exception to an academic regulation.
 - A petition for an exception to an academic regulation should contain a clear and detailed statement of the exception requested and the special circumstances that are the basis for the request. Students should review their petitions with faculty advisers or program director.
- The academic advisor writes a letter of recommendation as part of the exception to an academic regulation
 - Comments from these individuals indicating support for the petition or providing pertinent information, such as the last date the student attended class, are important.
- Once all documents have been received the EPC will convene and offer a recommendation to the Dean based on the policy, request from the student, and all supporting documents.

Academic Progress

Degree-seeking graduate education students are required to maintain a minimum cumulative GPA of 3.0 in graduate work to remain in good standing and to graduate from the program. In order to be recommended by Mary Baldwin University's MAT or MEd program to the Commonwealth of Virginia for an initial teaching license or for an additional endorsement on an existing license, a student must earn a letter grade of "B-" or better in ED 609, ED 610 or ED 614 (Student Teaching) or ED 608 or ED 615 (Field Experience). A student whose GPA falls below 3.0 at the end of any semester is placed on warning. At the end of the second semester during which a student's GPA is below 3.0, the student's record is reviewed by the College of Education, which may place the student on probation for a stated period, attach conditions to the probation, or dismiss the student. To be removed from probation or to complete the degree, a student must fulfill any conditions attached to the probation.

In the event that a student earns a grade of D or F in a course in their graduate program, the course in which the unsatisfactory grade was earned must be repeated with a successful grade earned prior to enrolling in any further courses. If the particular course is unavailable during the next semester, with advisor recommendation and Dean approval, the student may be permitted to proceed with other coursework until such course becomes available, at which time, the course with the D or F grade must be repeated before proceeding with any other courses. Coursework in the College of Education may only be repeated twice for a total of three attempts.

A student who has been suspended for academic reasons may reapply for admission to the degree program after completion of the terms of the suspension. The College of Education will review the student's application for readmission as well as the applicant's previous performance and the reasons for suspension; additional information may be requested from the applicant and his/her references, and from other relevant professional and educational sources. The College of Education communicates the readmission decision to the applicant.

Auditing Courses

The instructor approves audits on a space available basis. Students who audit courses are expected to meet all reading and oral discussion requirements for the course. Full tuition applies to audited courses.

Code of Conduct

The provisions of the college's Code of Conduct apply to graduate students.

Contact Hours

The syllabus of each graduate course includes a schedule of class contact hours required for the course. The syllabus includes goals, requirements, assignments, and attendance and grading policies, as well as criteria for evaluating students' writing and speaking skills.

Copyright Policy

The college enforces all provisions of copyright law. Students are responsible to inform themselves of the law, particularly with respect to copying.

Course Substitution Policy

Students who are in a program pursuing licensure who have taken a licensure-required course at another institution at the undergraduate level in the last five years with a grade of B or better may request taking another graduate elective in lieu of taking a graduate version of an undergraduate course they have already taken. This may be done for no more than two courses. Note that course substitutions are not accepted for ED 607 unless the undergraduate equivalent was taken at MBU.

Examinations, Incompletes, Grade Reports, Grade Changes

To receive credit for a course, a student must take the examination or its equivalent as prescribed for the course by the instructor.

- The temporary symbol of I may be given at the end of a course if, for reasons beyond his or her control, a COE student is unable to complete the course work.
- An Incomplete may be given only with the approval of the dean of the College of Education and of the course instructor.
- Incomplete work must be completed by the end of the next calendar term, that is, by the end of Term 3 for fall semester courses, and by the end of Term 1 for spring semester courses. In unusual circumstances, such as prolonged illness, with the approval of the instructor or the dean of the College of Education, time may be extended.
- If the work is not completed within the time specified, the College of Education office will assign the grade awarded by the instructor based on the work completed to date.

Requests for grade changes will not be considered if initiated by students later than the first week of classes in the semester following distribution of the official grade which is being contested. A student with questions about a grade should first contact the course instructor to determine if there is an error. If so, the instructor must report the correct grade to the dean of the College of Education immediately. If there is no error, and the student desires to contest the grade, the student must submit written reason(s) for the appeal to the dean of the College of Education. The dean forms a hearing committee consisting of the dean, the director of academic and student services, the student's advisor, and two faculty members. The committee reviews the written appeal, hears statements from both the student and the instructor involved, and approves or disallows a change.

Grades

The following general grading scale is used by the college's graduate Education program, except the Master of Science in Higher Education program. (There is no A+.) Specific course grading scales may be noted in the syllabus for each class and are determined by the course instructor. Please carefully read your course syllabus.

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- .7
F 0

A minimum 3.0 GPA is required to earn a graduate degree at Mary Baldwin University. The grade point average is determined by dividing the total grade points earned by the total semester hours of credit attempted on the graduate transcript. Undergraduate courses taken while in the graduate program at MBU for co-requisite or licensure requirements count toward the graduate grade point average. Transfer courses are not included in the GPA.

The Master of Science Higher Education program uses the following 7-point grading scale in all courses in the program, except HIED 632 and HIED 633. (There is no A+). All students must complete HIED 630 with a B- or better to be enrolled in HIED 632 and HIED 633. Please carefully read your course syllabus.

A (970-1000 pts)
A- (930-969 pts)
B+ (900-929 pts)
B (870-899 pts)
B- (830-869 pts)
C (790-829 pts)
F <790 pts

Honor System

The provisions of the college's Honor System apply to graduate students. Students are responsible for understanding the provisions of the Honor System and seeking information from professors as to the application of the Honor Code to course activities.

Moral and Ethical Responsibility

Graduate students may not engage in behavior or actions that endanger themselves or others, either while on MBU's property or while engaged in a program or activity connected with the college and/or its programs. Students are required to comply with professional standards of schools in which they engage in practicum or research, interning, student teaching, or other activities connected with the college and/or its programs.

Requirement for Continuous Enrollment, Leave of Absence

Students are expected to remain enrolled continuously from the date of their initial registration for courses until completion of the degree. However, because of family emergencies or special situations, students may need to stop registering for new course work for a semester or two. The decision to do so should be made by the student in consultation with the advisor. Students who do not enroll in graduate education courses for three consecutive sessions (or one calendar year) are considered “inactive” and are withdrawn from the University. Inactive students who wish to re-enter the program must reapply and must pay a re-enrollment fee of \$50, if accepted. Records of inactive students who wish to re-enter the program are reviewed for reactivation. Certain conditions may be set for re-entry into the program: e.g., if program requirements have changed during the time students were on inactive status, they may have to meet the new requirements.

Students may also request a Leave of Absence, which upon approval, gives the student up to one calendar year of inactive status. A student on leave may return to Mary Baldwin University at the end of the stated period without reapplying through Admissions. Upon re-entry, the student continues under the graduation requirements in effect at the time of original entry. A student who does not return at the end of the agreed leave period must reapply through Admissions. Such a student must meet the criteria of the Office of Admissions and is subject to the catalog and university requirements in effect at the time of re-entry. At the time the leave of absence is granted, all academic work in progress is given a final grade, including W (withdrawal), as appropriate. The student is neither allowed to finish “incompletes” while on leave of absence nor to enroll in new Mary Baldwin credit work. Leave of Absence requires the approval of the Dean of the College of Education. There is no re-entry fee and the student returns under the same catalog requirements prior to the Leave.

Research on Human Subjects

Federal, state, and college policies regarding research on human subjects apply to all research involving MBU students, faculty, or staff as researchers or as subjects, including research undertaken in the graduate Education programs.

Transfer Credit

The graduate Education program may accept up to six hours of transfer credit from another accredited graduate program. Such transfers will be considered only if all the following conditions are met:

- The Dean of the College of Education determines based on catalog and course materials submitted by the student that the course content is identifiable with the aims and philosophies of the graduate curriculum.
- The credit was earned in a regionally accredited graduate program.
- The credit was earned no earlier than three calendar years before the student’s admission to the program, and a grade of B or better was earned.
- No transfer credit is accepted toward the BCaBA and BCBA credentials in the ABA programs.

The student is responsible for determining in advance of enrollment whether courses taken in the graduate program can be transferred to another graduate program or will satisfy credential requirements outside Virginia. After the drop deadline, a determination that courses are not transferable is not grounds for refund of tuition or fees.

Graduate Academic Procedures

Add-Drop

Once the semester has begun, graduate students may add an additional course to their registration during the first week of each term. A graduate student may drop a course without penalty during the first two weeks of each term. A course may be dropped for medical or providential reasons at any time, upon approval of the Dean of the College of Education. The Dean in consultation with the teaching team determines the student's final course grade when the course is dropped after the official drop period. These policies also apply to practica, field experiences, and student teaching enrollments. Please see the Tuition and Financial Aid section of this catalog for the policy concerning tuition refunds.

Advising

Each graduate student is assigned an advisor who is a member of the education department. The advisor and student work together in making course selections, meeting competency requirements, and preparing for the final project. The advisor reviews academic progress and performance related to professional qualities and dispositional traits standards. He or she may make recommendations concerning a student's status to the graduate faculty, committees, and administration upon request or as necessary. Students are responsible for knowing and completing the content of their academic program and licensure area.

Course Enrollment Priorities

Graduate education students are enrolled in courses according to the following priorities: candidates for graduation in the MAT, MEd or MS first, followed by fully admitted degree-seeking MAT, MEd or MS students, conditional students, and non-degree seeking students.

Orientation

Students are required to participate in an online orientation prior to enrollment.

Sequence of Courses

Each graduate education student's advisor recommends a sequence of courses which considers the student's preparation and educational needs.

Professional Qualities and Dispositional Traits

Evaluation of student dispositions has been an aspect of MBU's COE program since its inception. It is also a requirement from our national accrediting agent, CAEP. In the COE, we refer to these as Professional Qualities and Dispositional Traits and focus on those characteristics, attitudes, and behaviors that are relevant to serving as or becoming an effective educator — but that are not necessarily included in traditional academic evaluation and individual course grades.

Graduate faculty, advisors, director of academic and student services and the dean of the College of Education review all students' professional qualities and dispositional traits through an evaluation process at admission, after the methods course, and after student teaching. If in their judgment a pattern of concern about professional qualities from either the course performance or practicum evaluations is evident, both the students and their academic advisors are notified in writing. In an effort to address or remediate any concerns, students may be placed on warning or probation with conditions or stipulations. Ongoing or grave concerns may result in dismissal from the Teacher Education Program.

College of Education Degrees and Certificates

MAT

- [Master of Arts in Teaching](#)

MEd

- [Authentic Learning and Leadership](#)
- [Autism Spectrum Disorders, Elementary, English as a Second Language, Gifted Ed, Special Ed K-12, Special Ed Add-ons](#)
- [Reading Education](#)

MS

- [Applied Behavior Analysis](#)
- [Higher Education](#)

College of Visual and Performing Arts

The College of Visual and Performing Arts is dedicated to the principle, practice, expression, and understanding of embodied, envisioned, and articulated arts. Interdisciplinary in theory and practice, the College of Visual and Performing Arts emphasizes cross-training across multiple modalities, enabling a range of competencies and literacies for its students. The performing and visual arts at MBU are above all liberal arts, and thus prepare students for a diversity of fields that require critical thinking and refined communication skills.

Shakespeare & Performance Graduate Academic Policies

Mary Baldwin University, in partnership with the American Shakespeare Center, offers the degree of Master of Letters (MLitt), leading to the terminal degree of Master of Fine Arts (MFA). The program is non-residential and open to qualified men and women. Offers of admission are extended to the strongest candidates. Firmly grounded in the liberal arts tradition, the program offers a combination of stagecraft and scholarship, with interdisciplinary emphasis on acting, directing, dramaturgy, and teaching. Study proceeds from a common group of required courses, ensuring mastery of Shakespeare and his plays and the world and theatre in which

he worked. Many classes follow the traditional semester format; others have a modular format lasting several weeks, or are held on weekends and during the summer months. Each student works closely with the faculty and with a faculty advisor on the Mary Baldwin campus, and courses combine traditional academic scholarship with practical experience. All students have access to the American Shakespeare Center's Blackfriars Playhouse, the only modern reconstruction in the world of Shakespeare's Blackfriars. Resident faculty instruction is augmented with internationally recognized visiting scholars and artists.

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 (PBTTL) 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.

Shakespeare & Performance Academic Policies

Academic policies applicable to MLitt and MFA students are published in this catalog. Other statements of program policies are maintained in the program director's office and/or published in the S&P *Student Handbook*. Policies may be amended at any time by the graduate faculty, who determine the date at which amended policies become effective.

Exemption from Policy

Students may petition for exemption from academic policies. Petitions are granted only for cause and only with the approval of the VPA Educational Policy Committee. A petition for exemption from or modification of a completion requirement may be granted only by the S&P faculty and the program director.

Requirement for Continuing Enrollment

Degree-seeking S&P students are required to remain continuously enrolled from the date of their initial registration for courses until completion of the degree. A student who does not enroll in new work in any semester must pay a re-enrollment fee of \$50 if more than one academic year has elapsed since they took course work. All enrolled students and those who have paid the re-enrollment fee are eligible to use university facilities and to receive such services as email accounts, advising, Academic Resource Center and Writing Center assistance, and career counseling. MLitt and MFA students completing their projects or theses who have satisfied all other course requirements for the degree (including REN 700 and REN815/825) must maintain their enrollment by registering for REN 701 or REN 801 during each additional semester. They are eligible to use university facilities and to receive the same services as enrolled and re-enrolled students. *For more information, see Tuition and Fees.*

Time Limit for Completion

Students seeking the MLitt degree are required to complete the program within five and a half calendar-years from the date of initial registration; the limit for the MFA degree is seven years from the date of initial registration.

Application for Graduation

Students who expect to complete degree requirements must be enrolled in the semester or summer term in which they intend to graduate. They must apply for graduation by the end of the second week of the term in which they expect to graduate.

Policy on Participation

The plays taught and performed in the program may contain controversial themes and sexual content. Students are expected to engage with all the material and are encouraged to discuss with faculty any concerns they may have. Accepting a role in a program-sponsored performance event constitutes a *de facto* agreement to perform, direct, and/or dramaturg the play in its entirety.

Grading

The grading symbols used by the university's S&P program are:

A Distinguished	4.0
A- Excellent	3.7
B+ Good	3.3
B Competent	3.0
B- Minimum Passing	2.7
C Unacceptable work	2.0
F Failing	0
NR No grade reported (temporary)	
CR Credit awarded	
NC No credit awarded	
P Pass (credit earned)	
I Incomplete (temporary) W Withdrawn	

Pass/No Credit Grading Option

MLitt/MFA faculty may elect to offer a course with the Pass/No Credit grading option; however, students may not choose to take a regular, graded course for Pass/No Credit.

Academic Progress

The program director reviews each student's academic record after each semester to determine whether students are making satisfactory progress towards the degree. The degree completion requirements for each student are those in effect on the date of first enrollment as a degree-seeking student.

Academic Standing

To remain in good academic standing, degree-seeking S&P students are required to maintain a 3.0 cumulative GPA. A student not in good standing may be placed on probation or asked to withdraw from the program. All students are responsible for monitoring their own progress towards the degree and in each of their courses. Where they are experiencing academic difficulties, they should consult the relevant faculty to decide what

remedial measures need to be taken. They are expected to know and understand the specific requirements for their degree. To ensure their own compliance with those requirements, they should consult frequently with their advisor or the program director.

Probation and Dismissal

The program director may place students on probation if their cumulative GPA falls below 3.0 or if their semester GPA falls below 3.0 for two consecutive semesters. The program director in consultation with the Provost and the College of Visual and Performing Arts Educational Policy Committee may require a student to withdraw from the program: if, after one semester on probation, the cumulative GPA remains below 3.0 or when other conditions attached to the probation have not been met; if, in any semester, a student receives a C or lower in a course (including a NC), irrespective of the number of credit hours awarded for that course. Students subject to dismissal may be continued on probation at the director's discretion. Additionally, students may be placed on probation or dismissed for flagrant non-participation in program activities or violation of the "Moral and Ethical Responsibility" clause in the catalog at the discretion of the director in consultation with the Provost. In any case, withdrawal procedures may be initiated at the discretion of the director in consultation with the Provost.

Leave of Absence, Withdrawal

- Students may request a Leave of Absence by completing the appropriate form.
- Students who re-enroll within one year of the withdrawal date pay no re-enrollment fee.
- Students who re-enroll after one year from the withdrawal date must pay a re-enrollment fee.
- Transcripts cannot be released until all financial obligations have been met.

Students should consult with the Business Office and the Office of Financial Aid regarding these matters. Students who withdraw from the program must notify the director in writing. Prorated tuition refunds, if any, are given consistent with university policy.

Syllabi, Examinations

The syllabus of each graduate course includes a schedule of class contact hours required, goals, requirements, assignments, and attendance and grading policies. The determination of whether students will be required to take a final examination is the sole province of the instructor of each course. Similarly, the instructor will determine when and the circumstances under which the examination is to be completed, and the weight of the examination in determining course grades. These guidelines are provided in the syllabus at the first class meeting.

Add/Drop

A graduate student may drop a course before the second class meeting. If a graduate student wishes to drop a course after the second class meeting, they will be financially obligated to meet tuition costs on a prorated basis. (See "Pro Rata Refund Procedures" in the Admissions and Financial Aid section of this catalog.) A course may be dropped for medical or providential reasons at any time, upon approval of the director, and in

accordance with the provisions of the pro rata policy. The instructor will determine and report the student's final course grade when the course is dropped after the official drop period. A student may add a course prior to the second meeting of the course, or at any time with the permission of the instructor.

Grade Reports, Incompletes, Grade Changes

Official grade reports, including cumulative averages, will be posted online after the conclusion of the fall semester and the May term, and at the conclusion of the summer session. The grades posted following the May term will include work completed during the spring semester.

A temporary symbol of "I" (for Incomplete) may be given at the end of a course if, for reasons beyond the student's control, the student is unable to complete the work. An incomplete will be given upon the recommendation of the instructor and the approval of the program director. Work must be completed by the end of the next regular semester. In unusual circumstances, such as prolonged illness, the program director and the dean of the college may extend the time. If the work is not completed within the time specified when the Incomplete is granted, or within the explicitly authorized extended time, a grade of "F" will be recorded.

Students requesting a grade change must make such requests initially to the instructor of the course. Students must initiate the grade change request/contest within one week of the official online grade report for the course. The instructor will then communicate in writing a recommendation to the S&P program director and the registrar. This procedure must be completed by the end of the semester following the semester in which the course was taken. If a student wishes to contest a grade, the reasons must be submitted in writing to the program director and the dean of the college. A committee consisting of the dean of the VPA, program director, instructor whose grade is being contested, and two other graduate faculty members will review the case and approve or disapprove the change.

Course Enrollment Priorities

S&P students are enrolled in courses according to the following priorities: first fully admitted degree-seeking MLitt or MFA students, according to seniority in the program, followed by conditionally admitted students and special students, in that order.

Auditing Courses

Students may audit one S&P elective course during their pursuit of the MLitt/MFA degree(s). The student will not be charged for the course and will not receive credit. The course will appear on the student transcript with the designation "AU" in place of a grade. Permission to audit a class is solely at the discretion of the instructor, as are the terms of the audit with respect to student participation and work. The program also offers an "alumni audit" for graduates of the program. The same permission policies apply to alumni audits.

MBU-S&P Attendance Policy

Every S&P faculty member (both full-time and adjunct) is responsible for developing his or her own attendance policy and publishing it on his or her own syllabus. Every S&P student is responsible for requesting an excused absence from a faculty member in advance. Legitimate medical absences are exempted from attendance policies, though extended or multiple absences may necessitate the student withdrawing or taking an Incomplete in the course.

Shakespeare & Performance Tuition and Fees 2021–22

Tuition for courses in the S&P program is \$765 per credit hour for all students. In addition, the following fees apply:

Application fee	None
Library/Technology/Credentialing fee	\$75 per semester
MLitt Productions annual fee	\$50 each fall term
MFA Productions annual fee	\$100 in fall term
Re-Enrollment (if absent)	\$50
REN701/REN 801 Thesis Continuation fee	\$765/semester (as needed)

Shakespeare & Performance Financial Aid

Financial aid is available to S&P students. In general, students must be at least half-time (5 or more credit hours per semester) to receive financial aid. While there are very few grant opportunities available for graduate students through the federal or state governments, most students are eligible for Federal Stafford Loans to assist with tuition and living expenses.

Some Possible Financial Aid Opportunities

- Federal Stafford Loans
- Veteran's benefits for those who qualify
- Private sources: *fastweb.com* or *scholarships.com*
- Tuition-reimbursement programs. These are available to employees of cities, counties, states, and private corporations. Contact your employer for details.
- Scholarships and assistantships, as awarded through the admission process to the S&P program. Each year the program distributes a good number of merit scholarships in the form of course tuition waivers for three-to-six semester hours per term or year. These awards are posted on students' tuition invoices and deducted from the balance due.
- The S&P program also funds six graduate assistantships each year. The recipients receive an annual tuition waiver plus an annual stipend that is distributed as twelve, monthly checks on the last business day of each month, beginning in September unless otherwise stipulated. In addition, the program awards several Federal Work-Study positions that require students to work approximately 7.5 hours per week for \$8.25/hour. All assistants must complete and submit monthly timesheets.
- MLitt/MFA students who hold a master's degree also may apply for Graduate Teaching Fellowships available in the theatre, English, and communication departments. GTFs teach one class in exchange for a 3 s.h. tuition waiver. MLitt and MFA students also are hired as teaching assistants for visiting or resident faculty, on a 1-semester basis.
- Students in the S&P program generally find part-time jobs in the Staunton area, to help reduce the amount of loan money needed for living expenses.

Methods of Tuition Payment

- VISA, Mastercard, and personal checks.
- Pay up front each semester or set up a convenient monthly payment plan.
- Tuition is deducted from loan amounts and checks for the balance are distributed to students the second week of classes. Students sign for and pick up checks from the MBU Business Office on the ground floor of the Administration Building.
- For more information, contact the Financial Aid Office at 540-887-7323.

Honor Code and Code of Conduct

The provisions of the university's Honor System apply to S&P students, who are responsible for understanding the provisions of the Honor System and for seeking information from professors as to the application of the Honor Code to course activities. The provisions of the university's Code of Conduct apply to S&P students.

Fundraising Policy

Students may not solicit financial donations from MBU faculty and staff for program-approved productions. Any outside donations must be made payable to "MBU Shakespeare and Performance," to take advantage of Mary Baldwin University's non-profit status and tax- deductible benefits.

Copyright Policy

The university enforces all provisions of copyright law. Students are responsible for informing themselves about copyright laws, particularly with respect to copying materials.

Research on Human Subjects

Federal, state, and university policies regarding research on human subjects apply to all research involving MBU students, faculty, or staff as researchers or as subjects, including research undertaken in the S&P program. Students whose thesis work involves people other than themselves must consult with MBU's Institutional Review Board (IRB).

Moral and Ethical Responsibility

S&P students may not engage in behaviors or actions that endanger themselves or others, either while on MBU's property or while engaged in a program or activity connected with the university and/or its programs. Students are required to comply with professional standards of schools in which they engage in research, internship work, teaching, or other activities connected with the university and/or its programs.

College of Visual and Performing Arts Degrees and Certificates

MFA

- [Master of Fine Arts in Shakespeare and Performance](#)

MLITT

- [Master of Letters in Shakespeare and Performance](#)

Murphy Deming College of Health Sciences

Murphy Deming College of Health Sciences is setting the standard nationally for superior interprofessional preparation of healthcare professionals. Its innovative programs have a state-of-the-art home on the Mary Baldwin University branch campus in Fishersville that provides sophisticated technological aids to learning that complement faculty expertise and keep students up to date in an ever-evolving field. The college's location in a regional health corridor provides students many opportunities for clinical/educational practicums and research. The college of health sciences offers doctoral and master's programs, as well as studies on the undergraduate level.

School of Health and Human Performance

Programs in The School of Health and Human Performance:

Graduate

Occupational Therapy:

- [Entry-Level Occupational Therapy Doctorate \(OTD\)](#)
- [Post-Professional Occupational Therapy Doctorate \(OTD\)](#) *online program*

Physical Therapy:

- [Doctor of Physical Therapy \(DPT\)](#)

Physician Assistant:

- [Master of Science in Physician Assistant \(MSPA\)](#)

Undergraduate

- [Health Science \(BA\)*](#)
- [Health Science \(BS\)*](#)
- [Exercise Science Health Fitness Specialist \(BA\)*](#)
- [Exercise Science \(BS\)*](#)

**offered on Staunton campus; please see undergraduate programs section of this catalog*

Programs of the School of Nursing

School Director: Natalie Murphy

The School of Nursing offers the following programs:

Graduate

- [Doctor of Nursing Practice](#)
- [Adult Gerontology Acute Care Nurse Practitioner](#)
- [Family Nurse Practitioner](#)
- [Post-MSN DNP](#)
- [Master of Science in Nursing \(MSN\)](#)
- [MSN in Patient Safety and Healthcare Quality](#)
- [MSN/Master of Healthcare Administration \(MSN/MHA\)](#)
- [MSN/Master of Business Administration \(MSN/MBA\)](#)
- [Registered Nurse to Bachelor of Science in Nursing to Master of Science in Nursing \(RN-BSN-MSN\)](#)

Undergraduate

[Bachelor of Science in Nursing \(RN-BSN\)](#)

School of Public Health

School Director: Kim L. Nine

MHA Faculty: William Cundiff

HCA Faculty: Mark Erath

Graduate

- [Master of Healthcare Administration \(MHA\)*](#)
- [Master of Healthcare Administration and Master of Business Administration \(MHA/MBA\)*](#)
- [Bachelor of Arts in Healthcare Administration to Master of Healthcare Administration \(BA to MHA\)](#)

*Indicates Online program

Undergraduate

(Please see undergraduate programs section of this catalog)

- [Healthcare Administration \(BA\)](#) offered on the Staunton Campus and online
- [Public Health Minor](#)
- [Healthcare Administration Minor](#)

Certificates

- [Certificate in Healthcare Management \(Not for HCA students\)](#)
- [Healthcare Administration Graduate Certificate*](#)
- [Quality and Systems Safety Graduate Certificate*](#)
- [Health Systems Leadership Graduate Certificate*](#)
- Healthcare Business Certificate- Offered by COBPS, please see MBA section of this catalog

*Indicates Online program

Graduate Certificates

- [Healthcare Administration Graduate Certificate*](#)
- [Quality and Systems Safety Graduate Certificate*](#)
- [Health Systems Leadership Graduate Certificate*](#)
- Healthcare Business Certificate- Offered by COBPS, please see MBA section of this catalog

Murphy Deming College of Health Sciences Graduate Academic Policies

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.

Murphy Deming College of Health Sciences Tuition and Financial Aid

Tuition and Fees

Tuition and fees are detailed on the tuition and fee tab of the MDCHS Admissions website:

<https://marybaldwin.edu/health-sciences/about/admissions/>

For more information about Student Accounts, call 540-887-7176 or visit:

<https://marybaldwin.edu/business-and-finance/accounting-and-budgeting/#panel1v>

Credit and Refund Policy:

Students may be entitled to a credit or refund of tuition dollars. Credits and refunds are based on semester. Credits outstanding at the end of the semester are applied to the next semester. Refunds are processed according to the Refund Schedule. The Student Accounts Office assumes responsibility for the administration of university policy related to payment of fees.

Returned Check

Students will be charged a \$28 fee for any check received in payment of any obligation that is returned by the bank.

Procedure

Application for Credits and Refunds:

The date on which written notice is received by the university is considered the date of withdrawal. See withdrawal policy in MDCHS section of Academic Catalog for additional information about withdrawals. Rules applied to determine whether a refund or credit is granted:

- No student will be permitted to register or reside on campus until applicable charges for the current semester have been paid in full.
- Refunds are made only to the guarantor of the student's financial obligation.
- Enrollment deposits, program fees, and course fees are nonrefundable.
- Federal Financial Aid recipients withdrawing completely will have their aid returned to the proper accounts according to federal regulations. See Pro Rata Refunds in the Academic Catalog for Undergraduate and Graduate Programs.
- Please note if a student has a federal student loan, any type of withdrawal or leave causes the student to be reported as "withdrawn" to the National Student Loan Database and the student's federal loan grace period will begin from the last date of class attendance.

REFUND SCHEDULE

11-15 week term

Withdrawal Date	Refund
Up through first day of classes	100%
Day 2–end of 2nd week	80%
Week 3 and 4	50%
Week 5	20%
Remainder of semester	0%

4-10 week term

Up through first day of classes	100%
Day 6-9	80%
Remainder of semester	0%

Withdrawal (Counseled, Disciplinary, Academic, or Voluntary)

Students who withdraw receive a refund in accordance with the refund schedule for the semester in which the withdrawal is granted, plus an administrative fee. If withdrawal occurs prior to the first day of classes, students are not charged for the semester.

Authorized Leave of Absence (Including Medical and Military Leaves)

When an authorized leave is granted, a credit is issued based on the refund schedule, less an administrative fee. Administrative fee is waived for military leave. When an authorized leave of absence is granted prior to the first day of classes, the student is not charged for the semester.

Financial Aid

Students are referred to the Office of Financial Aid (<https://marybaldwin.edu/financial-aid/>) for the most accurate and up-to-date information.

Please do not hesitate to contact them with questions at 540-887-7022 or finaid@marybaldwin.edu.

Murphy Deming College of Health Sciences

Academic Policies

UNDERGRADUATE

Undergraduate students follow the academic policies, honor code, and student governance as outlined in the undergraduate section of this catalog. Additional information can be found in the MDCHS Student Handbooks.

GRADUATE

Academic policies applicable to health sciences graduate students are published in this section. Other program policies are provided to graduate students in the MDCHS Student Handbook and the Clinical Education Manual. Policies may be amended at any time by the faculty, who determine the date at which amended policies become effective.

The following grading scale will be used by all graduate programs in the Murphy Deming College of Health Sciences:

90-100%	A	4.0 points per semester hour
80-89%	B	3.0 points per semester hour
70-79%	C	2.0 points per semester hour
60-69%	D	1.0 points per semester hour
< 60%	F*	0.0
	I	Incomplete (used for extenuating circumstances)
	P**	Passing (used only in pass/fail)
	W	Withdraw

* Does not count toward graduate degree requirement; does count on grade point average.

** Does count toward graduate degree: does not count on grade point average

Incompletes

MDCHS follows University policy regarding Incomplete grades.

Honor System

The students, faculty, and administration of the Murphy Deming College of Health Sciences join together in support of the HONOR CODE for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct. To promote this purpose, matters regarding misconduct shall fall under the jurisdiction of the Honor Code.

Copyright Policy

The College enforces all provisions of copyright law. Students are responsible to inform themselves of the law, particularly with respect to copying.

Research on Human Subjects

Federal, state, and College policies regarding research on human subjects apply to all research involving MBU students, faculty, or staff as researchers or as subjects, including research undertaken in the health sciences programs. The Mary Baldwin University Institutional Review Board (IRB) is responsible for the oversight of all research activities at the College that involve human subjects. For more information, please visit:

<https://go.marybaldwin.edu/research/irb/>

Murphy Deming College of Health Sciences Academic Resolutions and Appeals

Unprofessional Behavior

Students are expected to demonstrate professional behavior at all times in the classroom, lab, and clinical setting (refer to Professional Behaviors in the 21st Century, approved for all programs). Students are expected to treat all individuals (students, faculty, patient, clinicians, etc.) with respect at all times. Unprofessional behaviors in any setting will be brought to the student's attention by academic and clinical faculty. The student will be expected to correct any unprofessional behavior immediately upon receiving feedback about this behavior. Students that demonstrate a pattern of unprofessional behavior in any combination of settings will receive more formal counseling and behavior will be documented. That student may be dismissed if patterns of unacceptable professional behaviors persist despite counseling for improvement. The student must understand and model the characteristics defined by their professions. The faculty expects students comply with these professional behavior expectations at all times (i.e. classroom, laboratory, meetings with faculty, program sponsored service activities, and clinical settings). The faculty believes prompt remediation of actions, attitudes, or characteristics that demonstrate a student's failure to comply with the expected professional behaviors is essential to facilitate successful completion of a program.

As such, potential action may be taken if a student does not comply with the Professional Behavior as outlined previously. Please note, depending on the severity of the specific violation, the faculty may initiate remediation and sanction procedures at any of the four steps described below (skip verbal warning and initiate a written warning, etc.) In addition, all remediation and sanction procedures will be documented and discussed with the student.

REMEDICATION AND SANCTION PROCEDURES:

1. Verbal Warning: to the student by the involved faculty member or advisor emphasizing the need to discontinue the behavior that is inconsistent with professional expectations. Documentation will note that a verbal warning has taken place and briefly describe the behavior violation.
2. Written Warning: from the program director to the student indicating the need to discontinue the behavior that is inconsistent with the expected professional behaviors. This letter will contain:
 1. detailed description of the nature of the unsatisfactory performance,
 2. parties who observed or were affected by the behavior,
 3. actions needed to correct the behavior,
 4. a timeline for correction,
 5. actions to be taken if the problem is not corrected by the timeline expected, and
 6. notification that the student has a right to request a review of this action.
3. Probation Period: for the student during which time the faculty will assess the student's ability to demonstrate expected professional behaviors. Probation is a time-limited, remediation-oriented period that is closely supervised by the program director. Students placed on probation for professional behaviors will be notified in writing of the following:
 1. The specific inappropriate behavior(s);
 2. The recommendations for rectifying this/these behaviors;
 3. The time frame for probation during which the behavior(s) is expected to be corrected; and
 4. The procedures to ascertain whether the behavior(s) has been rectified.
If the program director determines there has not been sufficient improvement in the student's behavior to remove him/her from probation, then the director will discuss this with the faculty to determine possible courses of action. The director will communicate in writing to the student that the conditions for revoking probation have not been met. The notice will include the course of action determined by the faculty.
4. Dismissal from the Program for Behavior(s) Inconsistent with the Expected Professional Behaviors:

When the specific interventions do not result in the expected changes in behavior within the determined timeframe, or when a single violation of the expected professional behaviors is severe, the Program Director will discuss this with the Dean of Health Sciences and involved faculty to determine if dismissal from the program is warranted. Dismissal will be invoked when in the faculty's collective judgment:

1. Technical standards have been violated;
2. Severe violations of the College and profession Code of Ethics have taken place;
3. Imminent physical or psychological harm to a fellow student, patient, instructor, or other individual is a major factor; or
4. A pattern of behavior inconsistent with the expected professional behaviors is documented regardless of the students' performance on written, oral, or practical assignments and courses.

If the student disagrees with the faculty's decision, he/she has the right to implement appeal procedures as described in the General Appeal Policy.

Student Grievance Policy

The College recognizes the need for student to voice grievances and to seek resolution to problems, disagreements with faculty and/or administrators, or interpretations of institutional policy.

PROCEDURE:

General Complaints:

1. The Program Director will hear the student's concern and determine an appropriate course of action. In most cases, this course of action will consist of one or more of the following:
 - a. Mediation
 - b. Counseling
 - c. Referral to the School Director
 - d. Resolution with no further action
2. If the concern involves the Program Director, the complaint should be submitted directly to the School Director.
3. If the concern involves the School Director, the complaint should be submitted directly to the Dean.
4. If the grievance cannot be resolved in the above manner, the student may submit the complaint to the VPHS.
5. If the grievance is still not resolved the student is referred to step 5 of the Uniform Grievance Policy in the Academic Catalog for Undergraduate and Graduate Programs.
6. Records regarding general grievances will be housed in the Dean's administrative office.

General Appeal

The College recognizes the right of student to have due process regarding decisions related to their academic success at MDCHS. A student may only appeal an Honor Council decision, final grade, disciplinary withdrawal, suspension/ removal from a clinical site, or program dismissal.

If dismissal from the Program is a result of grades, the student may appeal the grade causing the dismissal. If the appeal is unsuccessful, the dismissal stands; the student cannot appeal the dismissal as well as the grade. If the appeal is successful, the dismissal will be rescinded.

The student shall be allowed to continue taking courses until the appeal is resolved (with the approval of the program director in which the classes are taken), with the exception of clinical courses, or when the students' continued participation is deemed by the Program Director to be harmful or disruptive to other students and/or the program. If the appeal is unsuccessful and the dismissal stands, the student will be removed from any classes in which he or she is registered and will be responsible for any tuition and fees accrued as a result of registration during the appeals process.

All information gathered during the appeal process will be kept confidential to the extent possible while providing necessary individuals with the information needed to make an informed decision, consistent with the Family Educational Rights and Privacy Act (FERPA).

Grounds for Appeal

A decision is deemed to have been assigned arbitrarily or impermissibly if, by a preponderance of the evidence, a student establishes it was:

1. impermissible based in whole or in part upon the student's race, color, religion, national origin, age, sex, disability, sexual orientation, or other reason unrelated to the instructor's professional academic judgment in the evaluation of the academic performance of the student; or
2. assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, the program, or the College, in the course syllabus, or during the class/program in written or oral communications directed to the class/program as a whole;
3. was the result of a clear and material mistake in calculating or recording grades or other evaluation. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a final grade are generally NOT subject to appeal or subsequent review during a final grade appeals procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met:
 1. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds;
 2. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 3. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member or dismissal from a program.

PROCEDURES:

The following procedures detail the steps for filing a student appeal. The student must exhaust all program level appeals processes before filing a formal appeal to the College.

Program Level Appeals Procedure

1. **APPEAL TO INSTRUCTOR/ DIRECTOR OF CLINICAL EDUCATION**
Within twenty (20) calendar days after the student receives notification of the decision the student should submit a formal written appeal to the instructor. This appeal must include:
 - A statement of the reason(s) why the student believes the grade/ decision was impermissibly or arbitrarily assigned (see Appeal Policy)
 - The resolution sought.
 - All correspondence should include contact information.
 - The instructor must respond to the student's request in writing (no later than ten working days after receiving the student's written appeal). This response should detail whether or not the instructor is approving or denying the appeal.
2. **APPEAL TO PROGRAM DIRECTOR**
If the student is unable to resolve the grievance through the appeal to the instructor, the student should submit a written appeal to the Program Director within ten (10) working days of receiving the instructor's

written response (from Step 1). Students appealing to the Program Director assume the burden of proof.

This appeal must include:

- A statement of the reason(s) the student believes the grade was impermissibly or arbitrarily assigned;
- The steps taken to resolve the disagreement over the assigned course grade;
- The resolution sought.
- The appeal must be accompanied by evidence the student believes supports the conclusion that the grade was impermissibly or arbitrarily assigned. Evidence might include papers, tests, syllabi, or written documentation.

Within ten (10) working days of receiving this appeal, the Program Director will notify the student of the decision.

If a student's appeal to the Program Director is decided in a manner adverse to the student, then the student may appeal the matter to the College Academic Action Committee (CAAC). The student should forward the initial appeal to the Instructor and response (from Step I.), the subsequent appeal to the Program Director, and written notification (from Step II.) to the Senior Associate Dean's Office. Upon receipt of the appeal and aforementioned materials, the Senior Associate Dean will convene the CAAC.

The CAAC will consist of three faculty members, each from a different program, elected by MDCHS faculty to two-year staggering terms. One alternate faculty member will be elected by MDCHS faculty to a one-year term. All members will serve no more than two consecutive terms before sitting out for a minimum of one year. The alternate will be seated if a member recuses him or herself from a particular case or is otherwise unavailable. The ADAA will serve as ex-officio (nonvoting) chair of this committee.

The purpose of the CAAC is to determine whether the facts support the student's contention the decision was impermissibly or arbitrarily assigned, or there was material procedural deviation, as defined in the policy. It is not the function of the Committee to re-evaluate the student's work/ behavior to determine whether the CAAC agree with the professional judgment of the faculty member who made the decision.

The committee shall be convened no later than ten working days from the time the request was made to the Senior Associate Dean's office by the student. All relevant documents collected by the ADAA will be shared with committee members. Additionally, the CAAC reserves the right to request oral presentations from both parties. Other relevant parties may be questioned. Neither the student nor the faculty member may be accompanied or represented in the hearing by legal counsel. The student and the faculty member may be accompanied in the hearing by a silent advocate. This advocate is intended as a support person and will not be permitted to speak to the committee. He or she must be a member of the Mary Baldwin community. The CAAC may consider only such evidence as is offered by the parties and at the hearing(s). The burden of proof shall be on the student to satisfy the Committee that a preponderance of the evidence supports the grade/ decision was awarded arbitrarily or impermissibly as defined. All decisions of the CAAC shall be made by a simple majority vote. Within ten working days from the conclusion of its hearing(s) on the matter, the CAAC Chair will provide a written report to the student, instructor, and program director. The Committee report must include the Committee's finding of fact and a recommended course of action.

REVIEW BY THE VICE PRESIDENT OF HEALTH SCIENCES

Within ten (10) working days after receiving the CAAC's report, the student may request a review by the VPHS. The VPHS will review all information presented to the CAAC and the CAAC report to determine whether there was appropriate due process or there were inconsistencies in the process which require further consideration.

At this point the VPHS can affirm or change the CAAC decision. This exhausts MDCHS Appeal procedures. If the student still wishes to appeal the decision, please refer to step 5 of the Uniform Grievance Policy in the Academic Catalog for Undergraduate and Graduate Programs.

Murphy Deming College of Health Sciences

Student Withdrawal

Academic Withdrawal

All graduate courses in the College must be passed with a grade of “C” or better. A student receiving a grade of “D” or “F” in any course may be dismissed from the program in which they are enrolled. Students must maintain an overall GPA of 3.0 or better to continue in the program and graduate. Students falling below a GPA of 3.0 in any given semester will be placed on academic probation. A student may remain on academic probation for one additional semester in order to reach a 3.0 overall GPA. If the 3.0 GPA is not met at that time the student will be dismissed from the program.

Once dismissed, the program director and faculty will determine whether a student is eligible for return, and any stipulations for doing so, on a case-by-case basis. The Office of the Registrar will note the dismissal on the student’s academic record.

Voluntary Academic Withdrawal

A student who wishes to voluntarily withdraw from a program for financial, medical, or personal reasons should:

1. talk with their faculty advisor,
2. talk to the program director,
3. provide a written letter to the program director stating his/her reasons for withdrawal, and
4. complete a Withdrawal Form, an exit interview, and an appointment with the Financial Aid and Business Offices.

If a withdrawal is granted a refund for the current term is issued based on college policy less an administrative fee. Students will not be charged for subsequent semesters.

Counseled Withdrawal

A student may request and be granted a counseled withdrawal from the college. If, in the judgment of the vice president of health sciences, and the program director or designee, it is either in the student’s best interest or the best interest of the college, a student will be granted a counseled withdrawal. A Withdrawal Form, an exit interview, and an appointment with the Financial Aid and Business Offices are required. If a withdrawal is granted a refund for the current term is issued based on college policy less an administrative fee. Students will not be charged for subsequent semesters.

Disciplinary Withdrawal

Students may be required to withdraw from the college for disciplinary reasons, having been served a major penalty by the Honor Council or administration. Students who withdraw for disciplinary reasons receive a refund in accordance with college policy for the semester in which the penalty is determined, and subject to an administrative fee.

Health Issues or Leaves of Absence

From time to time, a student may develop a health-related problem that necessitates a medical leave of absence or withdrawal from the program and college. A student may be granted a medical leave of absence. If a student wishes to request a medical leave of absence, he/she should meet with the Program Director first. Then, the student would be required to provide documentation from a physician or other relevant health professional regarding the need for a medical leave. This will be provided to the Dean's Office for evaluation. To return to the program after a medical leave, the student would be required to provide written documentation from a physician or other relevant health professional that he/she is mentally and/or physically able to return to classes. Because of the physical and mental nature of the OT, PT and PA health sciences programs, the student will be required to have a completed "Participation Readiness Form," as this documentation ensures the student can meet the Technical Standards of the program in which he or she is enrolled. The student should work with the program director to address sequencing of course work and the appropriate returning date to allow for a smooth transition back into the program. (See Standards in PolicyStat)

A student who withdraws from a program secondary to medical issues is welcome to reapply for admission through a regular admissions cycle at a later time.

Leaves of absence will not be granted to students on academic probation. As a general rule, short- and long-term leaves of absence are not allowed except for the following reasons:

Maternity/paternity leave

Health reasons (either one's own or a family member's)

Compelling problems of a personal nature (such as a death of a loved one or marital breakdown)

Any student requesting a leave of absence must submit the request to his/her program director, explaining the reason for the request and all the activities that the student intends to undertake while on leave. Any relevant supporting documentation should be included, such as a health care provider's note in case of illness. Leaves of absence must be approved. Approved leaves of absence may be subject to rules and regulations which will be delineated in a contract signed by the student and his/her Program Director.

No leaves of absence during the clinical phase of the program may exceed three months.

Military Withdrawal

Military withdrawal is granted to students whose military reserve obligations may require a period of absence from the academic program when they are called to extended active duty. Readmission is guaranteed. The student will need to meet with the specific program director and dean to determine appropriate curriculum to be completed in the remainder of the degree program.

Program Suspension

Suspension is defined as a temporary separation from the institution. The duration of the suspension will be determined by the dean. Students may be assigned independent studies during suspension to remain current; however, these independent studies do not replace course attendance or rotation requirements. If the terms set out under the suspension are not fulfilled and the period of the suspension is six months or greater, the student will be dismissed from MDCHS. The dean may grant an exception for extreme circumstances beyond the control of the student.