

Mary Baldwin College

2008-2009

Academic Catalog

FOR UNDERGRADUATE AND GRADUATE PROGRAMS

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Southern Association of Colleges and Schools (SACS)
to award bachelor's and master's degrees.
Inquiries concerning accreditation
status only directed to:

SACS
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: (404) 679-4500

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Staunton, VA 24401

www.mbc.edu

CONTACT INFORMATION

Academic Affairs
Dean of the College
540-887-7030

Admissions
1-800-468-2262
540-887-7019
admit@mbc.edu

**Adult Degree Program
ADP House on Campus**
800-822-2460
540-887-7003
adp@mbc.edu
See Regional Centers

Alumnae/i Activities
800-763-7359
540-887-7007
alumnae@mbc.edu

Bookstore
540-887-7264
books@mbc.edu

Business Office
540-887-7175

**Financial Aid and Student
Campus Employment**
800-468-2262
540-887-7022
finaid@mbc.edu

Martha S. Grafton Library
540-887-7085
graftonl@mbc.edu

Master of Arts in Teaching
540-887-7333
mat@mbc.edu

M.Litt/MFA in Shakespeare
540-887-7237
540-887-7058
shakespeare@mbc.edu

Office of the President
540-887-7026

**Program for the
Exceptionally Gifted**
540-887-7039
peg@mbc.edu

**Public Information
Communication, Marketing,
& Public Affairs**
540-887-7009
compa@mbc.edu

Safety and Security
540-887-7000

**Rosemarie Sena Center
for Career Development
Services**
540-887-7221
sena@mbc.edu

**Student Records and Transcripts
Office of the Registrar**
540-887-7071

Switchboard
540-887-7000

**Virginia Women's Institute
for Leadership**
540-887-7042
vwil@mbc.edu

REGIONAL CENTERS

**MBC/BRCC Adult Degree Program
Blue Ridge Community College**
P.O. Box 80
Weyers Cave, VA 24486
540-453-2345
wcadp@mbc.edu

**Mary Baldwin College at PVCC
Piedmont Virginia
Community College**
501 College Dr.
Charlottesville, VA 22902-7589
434-961-5422
charadp@mbc.edu

**Mary Baldwin College
in Hampton
Thomas Nelson
Community College**
99 Thomas Nelson Dr.
Hampton, VA 23666
757-825-2733
hampadp@mbc.edu

**Mary Baldwin College
in Richmond**
Forest Office Park
1504 Santa Rosa Rd.
Suite 202
Richmond, VA 23229
804-282-9111
richadp@mbc.edu

**Mary Baldwin College
in Roanoke**
Higher Education Center
108 N. Jefferson St., Suite 816
Roanoke, VA 24016-2426
540-767-6170
roanadp@mbc.edu

**Mary Baldwin College in
South Boston
Southern Virginia Higher
Education Center**
820 Bruce St.
South Boston, VA 24592
434-572-5440
sbadp@mbc.edu

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2008 Firestone Lecturer, performance artist Janine Antoni talks with art students during her campus visit.

COLLEGE CALENDAR 2008–2009

FALL SEMESTER 2008

August 27	Opening Meeting for faculty and staff
September 1	Fall Semester Classes begin/Term I
October 1	Apple Day (no undergraduate classes)
October 2	Founders Day Convocation
October 15	Term I ends
October 16	Term II begins
October 17–21	Fall Break (begins at 2:50pm, October 17)
October 22	Classes resume
November 25–30	Thanksgiving Break (begins at 10pm, November 25)
November 27–28	Thanksgiving Holiday — College Closed
December 1	Classes resume
December 5	Term II ends
December 8	Exams begin for on-campus classes
December 12	Exams end for on-campus classes
December 13–January 11	Winter Break

SPRING SEMESTER 2009

January 12	Spring Semester classes begin/Term III
February 24	Term III ends
February 25	Term IV begins
February 27–March 8	Spring Break (begins at 2:50pm, February 27)
March 9	Classes resume
April 16	Term IV ends
April 17	Reading Day
April 20	Exams begin for on-campus classes
April 27	Exams end for on-campus classes
April 28	Pre-May Term Break
April 29	May Term Begins
May 14	Capstone Festival
May 19	May Term ends/May Term exam day
May 19	ADP Spring Semester ends
May 22–24	Commencement Weekend

LETTER FROM THE PRESIDENT



Mary Baldwin College is united as a learning community of academic excellence, honor, leadership, and integrity. For 167 years this college has demonstrated the courage and will to innovate as the world changes around it and the wisdom to stay true to its mission of enriching women's lives through the transforming power of personalized liberal education. We continue to define what a liberal education means in the 21st century.

Today, the enduring strengths of a Mary Baldwin education are demonstrated each day through the college's rigorous liberal arts academic program, the engagement of its dedicated faculty one-on-one with students, the inclusive and welcoming community, our commitment to civic engagement and global citizenship, and the leadership and success of its graduates. This is a student-centered campus driven by the conviction that everyone can and should make a difference in the world. The Spencer Center for Civic and Global Engagement stands at the intersection of our beautiful campus to help you find the intersections of commitment between your local and global communities and translate your passion into actions of global change.

The Mary Baldwin College Advantage and our rich constellation of programs ensure that you will cultivate the type of rich, total learning experience required for our complex and rapidly evolving world. This year's college-wide theme, MAPS, invites exploration across the geography of borders and boundaries and serves as a theme of intellectual unity and engagement throughout the curriculum and student life.

Our collective energy, imagination, and entrepreneurial spirit continue to drive our momentum of excellence as one of the nation's leading liberal arts institutions.

A handwritten signature in black ink that reads "Pamela Fox". The signature is written in a cursive, flowing style.

Dr. Pamela Fox
President

GENERAL INFORMATION

Introduction

A Mary Baldwin College education helps students pursue their dreams, exceed their expectations, and make a positive difference in the world. MBC opens the doors to opportunity, creating avenues to achievement in all aspects of life and study — in scholarship, career, civic engagement, and service to others. Its long tradition of academic excellence began in 1842 and continues in the 21st century not only in the Residential College for Women but also through distinctive co-educational graduate and adult programs offered on the Staunton campus, as well as at five regional centers.

In all MBC programs, personalized education builds a strong foundation for lifelong learning, successful careers, and satisfying lives. The honor system reinforces commitment to integrity and ethical behavior. A student-faculty ratio of 1:10 and average class size of 17 ensure that students get the most out of college. Evidence of MBC's commitment to diversity and inclusive community is the pledge of inclusive community adopted by the entire college community in 2005, as well as its exceptionally diverse student body. Mary Baldwin students come from throughout the U.S. and across the globe, ranging in age from 13 to over 70, with over 30 percent members of ethnic minorities.

Mary Baldwin ranks high among Virginia colleges and universities in educating teachers, at both the undergraduate and master's levels. Its unique graduate program in Shakespeare and Renaissance Literature in Performance, offered in partnership with the American Shakespeare Center, draws students and visiting faculty from all over the world.

Mary Baldwin College is governed by a self-perpetuating board of trustees. A founding campus partner of the LEAP (Liberal Education, America's Promise) initiative of the American Association of Colleges and Universities, it is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer bachelor's and master's degrees, and is a member of the American Council on Education, College Entrance Examination Board, the American Association of University Women, the National Association of Independent Colleges and Universities, the Association of Presbyterian Colleges, the Association of Governing Boards of Universities and Colleges, the Association of Independent Liberal Arts Colleges for Teacher Education, the Association of Virginia Colleges and Universities, the Council of Independent Colleges of Virginia, The Women's College Coalition, and the Virginia Foundation for Independent Colleges.

The college holds membership in the United Chapters of Phi Beta Kappa through the Lambda of Virginia Chapter. In 1976 Mary Baldwin became the first women's college in the nation to be granted a circle of Omicron Delta Kappa, a society honoring leadership, service and scholarship. Other national honorary societies at MBC include Alpha Lambda Delta (freshmen), Alpha Sigma Lambda (adult students), Beta Beta Beta (biology), Iota Sigma Pi (chemistry), Kappa Delta Pi (education), Lambda Pi Eta (communication), Omicron Delta Epsilon (economics), Phi Alpha Theta (history), Psi Chi (psychology), and Sigma Tau Delta (English).

Mission

The mission of Mary Baldwin College is to provide undergraduate and graduate education consistent with the institution's rich heritage as a private liberal arts college primarily for women, which affirms its Christian roots while welcoming a broad diversity of views. This mission is implemented in the residential programs for women and the nonresidential programs for men and women over 21 through focus on teaching and learning; concern for the individual; commitment to the liberal arts as preparation for life, for careers, for graduate and professional studies, and for leadership; and emphasis on high ethical standards.

The Mary Baldwin Commitment

Mary Baldwin College is a learning community that provides personalized, transforming liberal education as a foundation for life-long learning, global citizenship, and the holistic integration of mind, body, and character.

At Mary Baldwin we live the liberal arts. The faculty of Mary Baldwin College believes that an education grounded in the liberal arts:

- develops in students an awareness of the important role played by dialogue in the pursuit of knowledge
- provides a background needed for enduring intellectual engagement and creative expression
- prepares students for responsible citizenship both in their own society and among the other peoples of the world
- liberates students from prejudice, intolerance, and ignorance
- informs the heart, enlightens the conscience, and disciplines the intellect.

The Mary Baldwin College Advantage

Students in the Residential College for Women entering in the fall of 2006 were the first to benefit from the complete Mary Baldwin College Advantage, a set of 10 key experiences that result in specific learning outcomes in mind, body, and character. They flow from the college's 165 years of experience and represent best practices in higher education, placing our college nationally in the forefront of student success initiatives. Some of the components have long been integral to liberal arts education at Mary Baldwin; others have been more recently introduced to MBC. The combination and sequence, however, are unique. While the concepts embody the philosophy and practice of Mary Baldwin College as a whole, the MBCA is configured to be most directly applicable to RCW students.

- Threshold experience: a comprehensive first-year experience providing a gateway into the united MBC community and personal transformation
- Personalized learning plans and portfolios: individualized four-year academic and co-curricular plans
- Personalized wellness plans: individualized goals of wellness — in body, mind, and spirit — and physical fitness
- Network of mentors and partners: supportive guidance from peers, faculty, staff, alumnae/i and members of the community
- Active learning communities: learning and living connections for exploration of themes and experiences
- Practical and experiential learning: engaging beyond the classroom in community service, internships, and field projects
- Distinctive academic major and interdisciplinary focus: gaining depth of understanding in a strong and innovative academic program that is perfectly integrated with a rich General Education experience
- International and multicultural experiences: guaranteeing all MBC students opportunities to gain understanding of America and the world
- Capstone experience: integrating four years of learning into a significant, original research or creative project, with the very best celebrated at the Capstone Fair
- Life and career transition program: opening the doors for transition to graduate school, employment, and other life endeavors

In the Residential College for Women, a woman learns to know herself through testing herself against the changing realities of the present. She learns to know herself through the appropriation of the civilized past. She learns to know herself in being required to

risk herself in forming independent judgments. Most important, she learns to know herself in the process of learning to know others so that her learning may be directed toward understanding and serving the common concerns of humanity.

Learning Outcomes

Mary Baldwin College is committed to providing the best possible preparation for life in an ever-changing world — a world in which individuals can make a difference, for themselves and for others. The educational program in the liberal arts is designed to foster this learning that will lead to flexibility of mind and strength of values and provide the foundation for future careers, professions, and positions of leadership. The college's purpose is to cultivate an atmosphere in which such learning creates its own excitement through the development of competence, experiences of mastery, and the confident exercise of ability.

Building on this philosophy, Mary Baldwin College strives to accomplish the following objectives with all students:

Mind

- Knowledge: They have a broad knowledge of the content and methods of the traditional liberal arts subjects;
- Communication: They communicate effectively through the written and spoken word;
- Critical and Creative Thinking: They solve problems creatively rather than by rote application of formulae. They think clearly and are able both to analyze and to synthesize information;
- Flexibility: They adapt to changing environments, integrate knowledge from different sources, and continue intellectual pursuits throughout their lives;
- Technology: They are aware of the usefulness and limitations of technology;
- Diversity: They understand and value the rich diversity of human experience. They have respect for the complex identities of others, their histories, and their cultures.

Body

- Health: They make informed and sound judgments in matters of nutrition, use of intoxicants, sexual activity, response to stress, the prevention of violence, and other aspects of personal health so as to promote a high degree of wellness;
- Fitness: They endeavor to stay physically fit through safe, lifelong participation in health-enhancing physical activity.

Character

- Leadership and Service: They appreciate group dynamics and can function effectively as leaders or as team workers across a variety of circumstances and within a variety of organizations;
- Citizenship: They are responsible citizens. They act within a consistent set of values and ethical principles, apply those principles in their dealings with society and its members, and take responsibility for their decisions and actions;
- Values: They make choices in their personal and professional lives with courage and integrity. They adhere to high standards of honor and personal conduct, always remaining aware that achievement has many proper measures.

Ever New, Ever Mary Baldwin: History and Future

Mary Baldwin College was founded in 1842 as Augusta Female Seminary by Rufus W. Bailey, a minister and teacher from Maine who was a graduate of Dartmouth College and Andover Theological Seminary. After plans for the school were approved by the ministers and members of the Presbyterian churches of Staunton and Augusta County, a self-perpetuating board of control was established, and the seminary opened with Dr. Bailey as the first principal. The first charter was granted to the seminary by the Virginia General Assembly in 1845.

The school's first building, now known as the Administration Building, was erected in 1844 with money raised by popular subscription. Two wings were added in 1857, and the first boarding students were then accepted. In 1848, Dr. Bailey was followed by a succession of Presbyterian ministers, including the Rev. Joseph Ruggles Wilson, father of the future U.S. president Woodrow Wilson. The Civil War threatened to close the seminary when, in 1863, Joseph Addison Waddell, secretary of the Board of Trustees, prevailed upon Mary Julia Baldwin, a former pupil of Dr. Bailey, to become principal.

Not only did the school remain open, but it expanded and prospered under Miss Baldwin's leadership. The academic level of the higher classes was raised until they were the equivalent of college work. In 1895 the name of the institution was changed, at the request of the board and by act of the legislature of Virginia, to Mary Baldwin Seminary in appreciation of "the valuable services and unparalleled success of the principal." Two years later, Mary Julia Baldwin died, leaving the bulk of her estate to the seminary, which, with gifts already given by her, amounted to a substantial endowment for the time.

Later administrators were Miss Ella C. Weimar, Miss

Marianna P. Higgins, and W. W. King, business manager. The seminary became Mary Baldwin Junior College in 1916 and a four-year college in 1923, when the name was changed to Mary Baldwin College. The college's preparatory classes ended in 1929.

Since 1930 the campus has expanded from four to 54 contiguous acres, and the enrollment from 250 to more than 2,000 students. The most dramatic physical changes occurred in the 1960s under the administration of Dr. Samuel R. Spencer Jr.: six new buildings that reflected the neoclassical style of the older structures. The late 1970s saw expansion with the purchase of the Staunton Military Academy property, including the building now known as the President's House.

Equally dramatic was the expansion of offerings during the presidencies of Virginia Lester and Cynthia Haldenby Tyson. Committed to the liberal arts as the best foundation for personal fulfillment and community responsibility, the college expanded its reach to non-traditionally aged students. MBC built on its liberal arts curriculum by including experiential education and career preparation in a variety of fields. The Adult Degree Program, founded in 1977, allows men and women the flexibility to earn a bachelor's degree and the rigor that ensures the value of that degree. The Program for the Exceptionally Gifted, which opened in 1985, brings together extraordinary young women from across the country and around the globe; they skip up to four years of high school and enter the Residential College for Women within a supportive community of their peers. The Virginia Women's Institute for Leadership, established in 1995, allows Residential College for Women students to further tailor their education to their dreams by placing an extraordinary emphasis on leadership development in both military and civilian settings.

Mary Baldwin College made the leap to master's level university through the establishment of two outstanding graduate programs. The Master of Arts in Teaching program opened its doors in 1992 and quickly earned a reputation as one of the finest and most innovative teacher preparation programs around. Then, in 2001, Mary Baldwin entered into a partnership with the American Shakespeare Center (then called Shenandoah Shakespeare) to offer the Master of Letters and Master of Fine Arts in Shakespeare and Renaissance literature in performance — also a unique program, and one that attracts students, theatre artists, and scholars from around the globe.

In the first year of the presidency of Pamela Fox the entire college community came together to shape an ambitious, yet realistic, 10-year strategic plan, *Composing Our Future: Mary Baldwin College 2014*. The plan includes five main initiatives: make personal transformation a priority, sharpen our focus on academic

excellence, unite and enrich our community, renew our environment, and fund our future. At the heart of this plan to transform the college is the blueprint for a student's personal and holistic transformation into her best possible self — the Mary Baldwin College Advantage with its 10 key components. In 2005–06, the college completed a visionary campus master plan: *Transforming Our Environment 1842–2042*. Thus, the college renews itself over and over, ensuring that generations of students have access to the opportunities that will change their lives.

Presidents of Mary Baldwin College

Dr. A. M. Fraser	1923–1929
Dr. L. Wilson Jarman	1929–1946
Dr. Frank Bell Lewis	1947–1953
Mr. Charles W. McKenzie	1954–1956
Dr. Samuel R. Spencer Jr.	1957–1968
Dr. William Watkins Kelly	1969–1976
Dr. Virginia L. Lester	1976–1985
Dr. Cynthia Haldenby Tyson	1985–2003
Dr. Pamela Fox	2003–present

Admissions

All students who enroll at Mary Baldwin College agree to abide by the rules, regulations, and standards set and established by the college. The college in turn will offer a bachelor of arts, bachelor of science, master of fine arts or master of letters in Shakespeare and renaissance literature in performance, or a master of arts in teaching to those who meet the established standards, and will attempt during a student's tenure to lend advice and support as solicited and/or needed.

The Declarations section of this catalog states Mary Baldwin's policies on non-discrimination, student privacy rights, and other important provisions.

Freshman Students

Admission to Mary Baldwin is based on a student's academic potential; achievement in secondary school, when applicable; strength and maturity of character; and any special talents and abilities. In judging academic ability, the secondary school record, when applicable, is the primary factor considered.

Candidates for admission should have completed at least 16 college preparatory courses. The college recommends that candidates include four or five academic subjects in their course loads each year in meeting the following recommended school program: English, four units; foreign language, two units; mathematics, three units; history and social studies, three units; and lab science, one unit.

Scores considered in the admissions process are those on the Scholastic Aptitude Test (SAT), the

American College Test (ACT), or the Test of English as a Foreign Language (TOEFL).

REGULAR DECISION

You should mail your regular decision application soon after September 1. There is no formal deadline, but applications received by April 15 will receive full consideration. Later applicants may be considered on a space available basis. An official high school transcript, test scores, and the application form complete the file of credentials. Applications are reviewed when the file of credentials is complete, and candidates are notified of the decision within two weeks.

Upon acceptance, entering students are asked to send a non-refundable deposit of \$300.

EARLY DECISION

If Mary Baldwin College is your first choice and you have achieved a consistently good record throughout your high school career, the early decision plan is an option for you. Applications should be filed with the Admissions Office by November 15 of the senior year. By applying to Mary Baldwin under this early decision plan, you are indicating that Mary Baldwin is your college choice and that, if accepted, you will enroll. The same admission standards are used for early decision and regular decision applications. Candidates will be notified by December 1 if all credentials are on file. If the Admissions Committee feels you are not yet prepared adequately, a decision will be deferred until your first term senior grades are available. You will then be considered as an applicant in the regular decision category.

After acceptance in the early decision category, a non-refundable deposit of \$300 is due by January 15.

EARLY ADMISSION

The college will consider students for admission to the freshman class after the junior year in high school. Such students must be strong academically and must present recommendations from their high school counselor and teachers indicating social and academic maturity. A letter from a high school official confirming that Mary Baldwin courses will satisfy high school graduation requirements is required. Early admission candidates and their parents should be interviewed on campus by a member of the admissions staff.

MID-YEAR ADMISSION

Both freshmen and transfer students may be considered for admission to Mary Baldwin for the spring semester. Applications should be completed by November 15. You will be notified by December 15.

PERSONAL INTERVIEWS

A personal interview on campus with an admissions counselor is suggested. Appointments for an interview

and tour of the campus should be made in advance. Refer to the college calendar in this catalog for the dates when the college is in session. The Office of Admissions is open Monday through Friday all year, except for short periods during the Independence Day, Thanksgiving and Christmas holidays. During academic sessions, the Admissions Office is open on Saturday mornings. During the summer months, it is not open on Saturday. Visit the Web site (www.mbc.edu) or call (1-800-468-2262 or 540-887-7019) to schedule an appointment.

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE

A student may enter with advanced placement either on the basis of the Advanced Placement Examination of the College Entrance Examination Board, the Mary Baldwin placement tests, or by transfer of college-level work from a regionally accredited junior or senior college or university. Advanced credit is not available from placement tests except those given by the College Entrance Examination Board that are passed with a grade of 4 or 5 and those given by the International Baccalaureate that are passed at the level of 6 or higher. Students applying for advanced placement or credit on the basis of Advanced Placement examinations should notify the Admissions Office as early as possible.

For further information on transferring credit from other institutions, see Transfer of Credit under Academic Regulations.

Transfer Students

Mary Baldwin will consider students for admission to the freshman, sophomore, or junior class by way of transfer from colleges and universities accredited by regional accrediting agencies or the American Association for Liberal Education. A transfer application must include transcripts of all college work taken and a transcript from the secondary school.

Applications for the fall semester should be filed with the Office of Admissions during the prior winter or spring, and notification will be made when the file of credentials is complete. For entrance in the spring semester, applications should arrive before November 15. An evaluation of credits will be made after the final transcript arrives from the institution from which the student is transferring. A non-refundable advance deposit of \$300 must be received by December 30 for students entering in January.

In evaluating transfer applications, emphasis is placed on the previous college record. As a general guideline, transfer students should have an average of 2.0 or better in their college work in order to be approved for transfer to Mary Baldwin. Only courses with grades of "C-" or higher, or "passing" grades in

acceptable internships, will be accepted, and each course will be considered separately.

Transfer students must earn a minimum of 66 semester hours completed at Mary Baldwin and spend two years in full-time attendance. For further information, refer to Requirements for the Bachelor of Arts and Bachelor of Science Degree.

Part-Time Degree Students

Students who live close to the college and wish to complete their BA or BS degree requirements by class attendance on the Mary Baldwin College campus may do so on a part-time basis. They are subject to the same admissions requirements as other entering students.

Tuition and Fee Information

Costs

Resident students at Mary Baldwin during the 2008-2009 academic year pay a direct cost of \$30,375 (\$23,430 for tuition, \$215 student organization fee, and \$6,730 for room and board). The PEG Center programming fee is \$100. There are no laboratory, lecture, or practice teaching fees. The college offers a variety of services to assist students and families in financing a private college education.

Monthly Payment Plan

Fees that are normally due in one large lump sum at the beginning of each semester may be paid in 10 equal monthly installments. There are no interest or finance charges — only an administration fee of \$60. For additional information, please contact the Mary Baldwin College business office.

Financial Aid Plan

Approximately 97% of the students at Mary Baldwin receive financial assistance in the form of grants, loans, and work-study assignments. The exact amount of an aid award can be determined only after completion of the Free Application for Federal Student Aid (FAFSA).

Half-Price Tuition Plan

Students who have completed eight semesters of full-time work in classes on the MBC campus may enroll in additional on-campus classes for half of the usual applicable per-hour tuition charge if approved by the registrar.

Students must be eligible for readmission to MBC. They may live off campus. On-campus housing is subject to availability and will be charged at full price. To take advantage of the half-price tuition, no more than 12 months may have elapsed since the date of last enrollment. ADP tutorials, graduate courses and summer directed inquiries are not available at half-price. MBC

will help the student get external grants and loans, but no institutional aid will be available to students under this plan.

Schedule of Payments 2008–2009

RESIDENT STUDENTS

Direct Cost (tuition and fees, room and board)	\$30,375
(Fees include: Student Organization Fee \$215)	
Total required resident student charges	\$30,375

Payable as follows:

Advance Deposit (nonrefundable) due:	
March 1 from returning students	\$300
May 1 from new students	\$300
August 1 from all students	
(less Advance Deposit payment)	\$15,295
December 1 from all students	\$15,080

COMMUTER STUDENTS

Comprehensive Fee	
Tuition and Fees	\$23,645
(Fees include: Student Organization Fee \$215)	

Payable as follows:

Advance Deposit (nonrefundable) due:	
March 1 from returning students	\$300
May 1 from new students	\$300
August 1 from all students	
(less Advance Deposit payment)	\$11,930
December 1 from all students	\$11,715

PART-TIME STUDENTS

Fewer than 12 semester hours during fall or spring semesters: \$400 per semester hour. Students in the Residential College for Women attempting 12 semester hours or more are considered commuter students and are charged accordingly. The internship fee for part-time students is \$220 per semester hour and is charged for any 287 or 387 course. The audit fee is \$200 per semester hour.

INDIVIDUAL INSTRUCTION (SUMMER TERM)

Individual course credits taken during the summer

Summer Directed Inquiry (2008)	
.....	\$380 per semester hour
Summer Directed Inquiry (2009)	
.....	\$400 per semester hour
Internship Fee (2008)	
.....	\$210 per semester hour
Internship Fee (2009)	
.....	\$220 per semester hour

NOTE: Advance Deposit payments are nonrefundable for first-year and transfer students after May 1, 2008.

Advance Deposit payments for all returning students are nonrefundable.

PARTIAL-YEAR STUDENTS

Full-time students residing at MBC for the fall or spring term will be charged \$15,295. Commuter students enrolling for either period will be charged \$11,930. There will be no additional charge for attending the May Term (for currently enrolled students).

For student-teaching, social work and internships being done off-campus during fall or spring semesters under faculty supervision, students will be charged as half-year commuter students. If a student wishes room and board on campus while performing an internship off campus, student is charged as a boarding student.

Special Costs

ADMINISTRATIVE FEES

A student, who is enrolled but is off-campus for an entire year on an approved program not under faculty supervision (i.e., clinical laboratory science and studies abroad), will be charged a per-semester fee of \$75.

A student who is granted a leave of absence or withdraws from the college and is issued a credit will be assessed an administrative fee of \$75.

TRANSCRIPT OF RECORD

Transcripts are issued upon request. A student's financial record must be cleared of all charges before a transcript of record is issued.

Transcripts	\$4 per copy
Graduation Fee (seniors only)	\$100

SPECIAL COURSE FEES

Music Lessons

Individual Applied Music Lessons will be charged on a per-semester basis. Pre-approved music majors and minors take Primary Applied Lessons (200-level, two credits/60-minute lessons). Most other students take Elective Applied Lessons (100-level, one credit/30-minute lessons). Students with questions about their status should consult the music department.

Fees: 12 30-minute lessons: \$230; 12 60-minute lessons: \$450. Approved music majors or minors receive reduced fee: 12 30-minute lessons: \$130; 12 60-minute lessons: \$175. Reduced fees are based on certification by the music department at the beginning of each semester.

A student who drops applied music lessons after the second lesson, whether taking a W/F or W/P, will be billed for the full lesson fee for a given term.

Fine Arts

A number of studio art courses and photography course require a student to pay for expendable materials.

ENG/THEA 216 and THEA 101 require students to pay for theatre tickets. For specific fees, consult course section of this catalog or the instructor in charge of the course.

Physical and Health Education
SOME PHYSICAL AND HEALTH EDUCATION COURSES REQUIRE SPECIAL FEES. SEE COURSE DESCRIPTIONS IN THIS CATALOG FOR MORE INFORMATION.

SPECIAL HOUSING FEES

A charge is added to room cost on a semester basis for the following locations:

- Single room residence halls\$160 per semester
- Carriage House, Coalter Street House, Hawpe House, King, Scott House, and Woodrow Terrace Apartments\$150 per semester

Students are strongly encouraged to obtain a key to their individual rooms at the beginning of the school year.

Fine for replacement of lost room keys\$25

Fine for the replacement of lost keys to outside doors\$50

DAMAGE OR LOSS OF PERSONAL POSSESSIONS

Damage to or of personal property is not covered by the college's insurance. MBC assumes no responsibility for damage or loss of any article left on its premises at any time.

CARS

Students must register their cars with the campus security office and pay the following fees each year:

Residential students\$50

Commuter students\$20

CONDITIONS OF PAYMENT

Charges are listed for the college year. Fifty percent of the comprehensive fee is due by August 1. The balance for all students is due by December 1. Payments must be made before students can register for classes.

DEADLINES FOR PAYMENT

Students will not be permitted to begin classes until all tuition and fee payments for the first semester have been paid, and will not be permitted to begin second semester classes until all tuition and fee payments have been paid.

In order for seniors to participate in Commencement activities, all financial obligations must have been paid two weeks before graduation day. In order for juniors, sophomores and first-year students to participate in Room Draw, all financial obligations must be paid.

The college policy for all students is that past and current obligations must be paid in full as a precondition

to register or reside on campus.

NOTE: The college will not issue transcripts or diplomas if any outstanding balances are due to the MBC business office or bookstore.

FINANCE CHARGES

An interest charge of 15% a year may be applied to outstanding balances owed after October 15 for the fall semester and February 15 for the spring semester.

COLLECTION PROCEDURES

Active collection efforts are made by MBC personnel to collect delinquent payments from current students.

When a student who has withdrawn from the college has a delinquent account, MBC pursues legal means to collect balances due. If the college must refer unpaid obligations to a collection agency, the college includes the full cost of collection and/or attorney fees as part of the outstanding obligation.

CREDIT AND REFUND POLICY

MBC arranges for instruction and services in advance on an annual basis. Therefore, charges for students in the Residential College for Women are listed for the entire year with billings and payments based on first and second semesters. Charges for the year may be paid in two installments: August 1 for the first semester, and December 1 for the second semester. Credits and refunds are based on first and second semester. Credits outstanding at the end of first semester are applied to second semester of the same academic year. Credits outstanding at the end of second semester are applied to charges for first semester of the following academic year.

No student will be permitted to register or reside on campus until applicable charges for the current semester have been paid in full. The business office assumes responsibility for the administration of college policy related to payment of fees.

APPLICATION FOR CREDITS AND REFUNDS

The date on which written notice is received by the college is considered the date of withdrawal. Refunds are made only to the guarantor of the student's financial obligation. If there is a prepaid deposit, it is applied to bills due at time of re-entry; such deposits are non-refundable.

RETURNED CHECK POLICY

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

COUNSELED WITHDRAWAL

In the event a counseled withdrawal is granted, a refund is issued based on the pro rata portion of the prepaid tuition and room and board, less a \$75 administrative fee. Students approved for counseled withdrawal will not be charged for second semester if withdrawal occurs prior to registration day for second semester. If a counseled withdrawal is granted subsequent to registration day for second semester, a refund will be issued based on the pro rata portion of the prepaid tuition, room and board, less a \$75 administrative fee.

Adult students who formally “stop out” during a semester in which they have enrolled in new coursework are eligible for a pro rata refund if their financial aid status allows it.

DISCIPLINARY WITHDRAWAL

Students who withdraw for disciplinary reasons receive a refund in accordance with the pro rata schedule for the semester in which the penalty is determined. If withdrawal occurs prior to registration day for the second semester, students are not charged for second semester.

ACADEMIC WITHDRAWAL

Students required to withdraw for academic reasons at the end of the first semester are not charged for the second semester. Students required to withdraw for academic reasons at the end of the second semester receive a refund for the \$300 advance deposit they paid for the upcoming academic year.

AUTHORIZED LEAVE OF ABSENCE

When an authorized leave is granted, a credit is issued based on the pro rata portion of prepaid tuition and room and board applicable to first semester and/or second semester less a \$75 administrative fee. When an authorized leave of absence is granted prior to second

semester registration day, the student is not charged for the second semester.

MEDICAL LEAVE

When a medical leave is granted, credit is issued based on the pro rata portion of the prepaid tuition and room and board fees, less a \$75 administrative fee. If the leave occurs prior to second semester registration day, students are not charged for the second semester.

BOARD REFUNDS

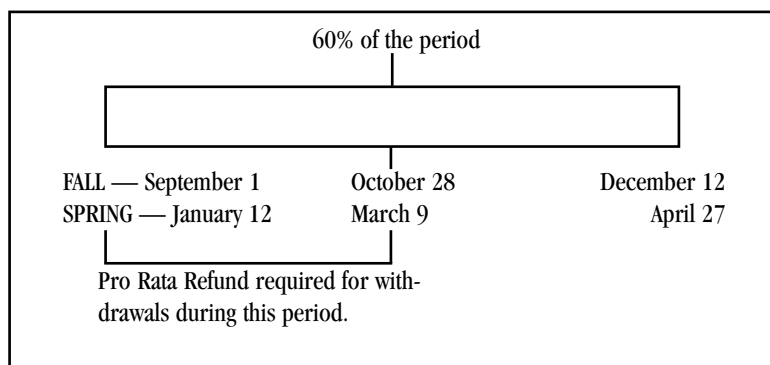
Board refund may be granted only on a semester basis in rare cases when, in the judgment of the college physician, there are medical conditions warranting exemption from the meal plan. A student requesting exemption must first schedule an appointment to see the college physician through the MBC Health Services Center. The student will be referred to an appropriate medical specialist for an evaluation of her condition. All off-campus medical evaluations will be at a student's expense. The college physician will make a final recommendation to the vice president for business and finance based on documentation from the medical specialist.

Pro Rata Refund Procedures

What is a Pro Rata Refund?

The Higher Education Amendments of 1992 define a pro rata refund as a refund to a student of not less than that portion of the tuition, fees, room, board, and other charges assessed the student equal to the portion of the enrollment period for which the student has been charged that remains on the last day of attendance rounded down to the nearest ten % of that period, minus any unpaid student charges, and minus a reasonable administrative fee.

Example:



* No additional charge for attending the May Term for currently enrolled students. Federal law requires refunds to be returned in the following order, effective July 1, 1993: Stafford Loans, PLUS Loans, Perkins Loans, Pell Grants, SEOG Grants, Institutional Aid.

- | | |
|--|-----------------|
| A. Number of weeks student completed in semester | 8 weeks, 2 days |
| B. Number of weeks in the semester | 14 |
| C. Percentage of weeks student completed (A/B) | 60% |
| D. 100% minus C equals percent to be refunded | 40% |

When Must a Pro Rata Refund Be Applied?

The pro rata refund is applicable to students who withdraw from the institution within 60 % or less of the enrollment period (beginning of classes to the end of exam period). Classes begin September 1, 2008, and exams end December 12, 2008, for terms 1 and 2. Classes begin January 12, 2009, and exams end April 27, 2009, for terms 3 and 4. May Term (Term 5) begins April 29, 2009, and ends May 19, 2009. There is no additional charge for attending the May Term for currently enrolled students.

For students subject to the institutional refund policy, the MBC business office calculates a federal refund amount according to regulatory requirements.

Financial Aid

Student Financial Aid

The Office of Financial Aid and Student Campus Employment at Mary Baldwin College is committed to making a private education available to as many well qualified students as possible. In fact, over 97% of our traditional-age students rely on some form of financial aid to help meet the cost of a college education.

The college participates in a wide range of federal, state and institutional aid programs. Each program has its own regulatory demands and requirements. The Office of Financial Aid and Student Campus Employment strives to make the aid process as uncomplicated as possible. We understand, however, that families and students are faced with questions and concerns regarding financial aid. The professional staff is available Monday through Friday 8:30-4:30 at 540-887-7022 and by e-mail at finaid@mbc.edu to offer assistance.

Eligibility Requirements for Aid

Since Mary Baldwin actively participates in a number of federal aid programs, the requirements for federal aid are used as the core requirements for all need-based aid and include, but are not limited to, students who

- have a high school diploma or the equivalent (Exceptions are made for students in the Program for the Exceptionally Gifted and Early Admission.);
- are accepted or enrolled as full-time, regular students (NOTE: A few federal programs can provide some assistance to students who are less than full-time.);
- are degree candidates;
- are U.S. citizens or eligible non-citizens;
- maintain satisfactory academic progress toward a degree at Mary Baldwin.

Applying for Aid

There are three general types of financial aid awards that students and families receive: grants/scholarships, loans, and jobs.

Grants/scholarships represent any form of financial aid that can be used to meet the cost of education without future obligations to repay. For more information on outside scholarships, go to www.fastweb.com

Loans are money that either students or parents can borrow to cover educational expenses. Loans must be repaid with interest in the future.

Jobs allow students to work, giving them the opportunity to gain both valuable experience and money to help pay for education-related expenses.

Each of these three general types of aid — grants/scholarships, loans, and jobs — can be awarded based on either a family's financial need or some type of non-need criteria, such as a student's educational accomplishments or state of residence.

To apply for need-based aid at Mary Baldwin College, a family must submit a "Free Application for Federal Student Aid" (FAFSA) to the federal government for processing each academic year (www.fafsa.ed.gov). The FAFSA is the only form the college requires for students applying for aid based on a family's need. If Mary Baldwin College is listed on a student's FAFSA (School Code 003723), the aid office will receive the results of processing directly from the government in electronic form (ISIR). The student will receive a Student Aid Report (SAR). It is suggested that the SAR be reviewed carefully to check for errors or requests for clarification. Most corrections can be made electronically by the aid office if students and parents sign and correct the SAR, and send the corrected SAR to the Financial Aid Office. For more information on federal aid, access www.studentaid.ed.gov.

It is strongly recommended that Virginia residents complete the Tuition Assistance Grant (TAG) application shortly after the student applies to the college. The TAG application must be returned to the aid office before July 31 preceding enrollment. The original application is valid, in most cases, to cover the four years a student is enrolled continuously at the college.

Receiving Aid

Aid not based on need is credited to a student's financial aid record as soon as the aid office becomes aware of such aid.

Aid based on need will only be awarded after a student's FAFSA is successfully processed by the government and the results (ISIR) are received by the aid office. The processing of the data the family and student supplied on the FAFSA will result in an Expected Family Contribution (EFC). The EFC is an amount the government determines a student and her family can contribute toward her education.

A student's need is the difference between the cost of attendance at Mary Baldwin and the student's EFC.

Cost of Attendance
- EFC
Financial Need

The cost of attendance is prescribed by federal regulations and includes

- the tuition and fees the student owes directly to the college;
- the room and board at the college or an allowance for room and board for a commuting student;
- a standard allowance for books;
- a standard allowance for miscellaneous expenses;
- an allowance for transportation;
- an allowance for loan fees (if applicable).

The Office of Financial Aid and Student Campus Employment will prepare an aid package and mail this information to the student's home address as soon as possible.

All non-need-based aid will be considered as part of a need-based aid package first along with eligibility for Pell Grants and other federal grants. If there is need remaining after these forms of aid are considered, the aid office will award loans, jobs, and grants to fill as much of the remaining need as funding and institutional awarding policy will allow.

When the student receives an award letter, she will be asked to make decisions on which types of aid she will accept. The student may also need to complete further paper work depending on individual aid situations. Explanations of what is needed by the aid office to complete a student's aid package will be included with the award letter. **Students are asked to read all information carefully and respond promptly to any requests by the aid office.**

A student must take 12 semester hours in any given semester to be considered full time and eligible for full-time aid. (NOTE: May Term hours cannot be included in spring semester totals to achieve full-time status.)

Students enrolled at least half time (six semester hours) remain eligible for continuation of some federal aid and loan deferment benefits. It is important to note enrollment plans on the FAFSA.

If a student receives any aid from outside sources (e.g., ROTC scholarships, outside agency scholarships, etc.), federal rules require that this aid be reported to the aid office as soon as the student becomes aware of eligibility. Rules further indicate that, in some cases, adjustments to other aid may be required.

Disbursing Aid

Once a student receives an award package and complies with all the regulatory requirements, her aid package is set. Aid will only be disbursed to a student's business office account once she has enrolled in course work and that enrollment can be verified at the end of "add/drop" each semester. In the meantime, aid will appear on any early billing as "unapplied." It is hoped this will assist parents when planning for expenses.

Again, how aid is disbursed or credited to the student account depends on the form it takes: grants/scholarships, job, or loan.

Grants/scholarships given as aid through the college are credited directly to the student's account. This disbursement only occurs after all regulatory obligations on the part of the student are met to the satisfaction of the Office of Financial Aid and Student Campus Employment.

Jobs are offered through the Federal Work-Study Program and through the college. The student is paid by the hour, and a paycheck is issued each month to the student. The student may turn earnings over to the business office to pay tuition for the **next** semester, or may use the earnings to pay for books and personal expenses. Payment is issued only for hours worked and only up to the amount awarded.

Jobs require specified hours of work each week. A job contract will be provided showing eligible hours and wages per week. The job obligation to Mary Baldwin is considered an employment commitment in the business world.

Loans are not immediately credited to the student's account. Perkins Loans will be credited after the appropriate promissory note is signed by the student when she arrives on campus. Stafford Loans and Parent Loans for Undergraduate Students (PLUS) will be disbursed to the student's business office account only after the "add/drop" period ends and the aid office has reviewed each student's enrollment and continued eligibility at the time the lender sends the money. This process usually takes a month, and students should not anticipate this money being credited to the account any sooner than this. Also, federal regulations mandate that loans come in two disbursements.

Finally, if a student leaves the college during an academic period, aid funds awarded to the student are refunded to the appropriate aid fund under the policy described in this catalog as "Pro Rata Refund Procedures." Questions about billing should be directed to the Office of Business and Finance.

Loans

All loans taken through the Office of Financial Aid and Student Campus Employment at Mary Baldwin should be considered by students and parents as a serious commitment that must be met in the future. MBC will award, depending on financial need and borrowing eligibility, three types of loans: Perkins, Stafford, and PLUS.

Perkins Loans are awarded to the students with the most need, usually Pell recipients. Repayment will not begin until the student leaves the college or falls below half time. Interest is covered while the student is in college and only begins to accrue once the repayment period starts. There is a grace period after leaving the college or falling below half time. Students will be counseled on their rights and responsibilities at the time the student is asked to sign her promissory note.

Stafford Loans are student loans with two separate and distinct awards based on a family's need. Loans awarded to cover need are Subsidized Stafford Loans. Students will not be charged interest before they begin repayment on Subsidized Stafford Loans. Students not eligible for Subsidized Stafford Loans may be eligible for an Unsubsidized Stafford Loan. Payment of interest is the responsibility of the student from the time the loan is disbursed; however, principal is deferred until a student leaves, graduates or drops below half time.

Each student's yearly eligibility for Stafford Loans has been established by the federal government as follows:

Freshman	\$3,500
Sophomore	\$4,500
Junior/Senior	\$5,500
Graduate	\$8,500

Students who are independent by federal definition and dependent students whose parents are denied a PLUS may borrow additional Unsubsidized Stafford funds. If eligible, a student may borrow up to \$4,000 as a freshman or sophomore, up to \$5,000 as a junior or senior, and up to \$12,000 as a graduate student.

Undergraduate dependent students may borrow up to \$23,000 in Stafford Loans during a college career. Independent undergraduates may borrow up to \$46,000 in Stafford but only \$23,000 of the total can be subsidized. Graduate students can borrow up to \$138,500, and only \$65,500 of this may be subsidized over a student's entire graduate and undergraduate career. All Stafford Loan borrowers are required to attend entrance and exit interviews at the college detailing loan obligations and the repayment process. Any student with questions on loans is encouraged to

contact the aid office at any time before, during, and after her enrollment at Mary Baldwin.

Finally, PLUS may be taken by parents of dependent undergraduate students up to the cost of attendance. This is a credit-based loan for which repayment is the responsibility of the parent. Interest will be charged on the loan from the date of the first disbursement, and repayment is expected to begin 60 days after the final disbursement of the loan each year. Therefore, parents will begin repayment while the student is in school.

Detailed information accompanies all Stafford Loans and PLUS applications and promissory notes. Please read this information carefully.

Reapplying for Aid

It is necessary to reapply for all financial aid based on family need. Students are required to submit updated family financial information each year. Most returning students will receive a FAFSA renewal reminder in January from the federal processor that they may complete a renewal FAFSA online at www.fafsa.ed.gov. The reminder will be sent to either the student's e-mail as reported on the FAFSA or to the home address reported on the FAFSA. If a student does not receive a reminder, she may still be able to complete a renewal FAFSA online. If she is unable to complete a renewal FAFSA, she may complete a new FAFSA. In either case, for a dependent undergraduate student (under the age of 24), both the student and a parent must submit personal identification numbers or signatures for the FAFSA to be processed.

The college will try to keep a student's need-based aid package as constant as possible through the undergraduate career. Balances between grants and loans within an individual student's aid package will change as loan eligibility is increased due to academic progress.

Students who reapply for aid must continue to meet all the eligibility requirements listed above. Satisfactory academic progress is also required for renewal of aid. Students receiving financial assistance must make at least minimum satisfactory progress during their years of study at Mary Baldwin. The college offers a four-year program for a bachelor's degree. However, we acknowledge that occurrences such as illness, change of major, and disruption of the program by unexpected events or some period of academic difficulty could extend the program to a fifth year. Therefore, the minimum quantitative and qualitative standards of satisfactory academic progress (SAP) are required by the federal government and Mary Baldwin in order to continue to receive aid.

Graduate students must have at least a 3.0 GPA

and must successfully complete a minimum of 67% of attempted work within an academic year.

One year of satisfactory academic progress probation will be permitted after a student falls below minimum SAP the first time. If, after the period of probation, a student does not return to the standard minimum progress for that year, aid will not be offered again until minimum standards are achieved. Appeals

concerning progress may be addressed to the MBC Office of Financial Aid and Student Campus Employment.

Students should bear in mind that these minimum standards are not recommended progress. A student should consult with her academic advisor to develop a program that permits graduation in four years and work toward that goal.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID

	SEMESTER HOURS EARNED	MINIMUM GPA/CLASS LEVEL
Freshman	0-26	1.65
Sophomore	27-57	1.75
Junior	58-94	1.95
Senior+	95-132	2.00

Semester hours: This number of earned credit hours determines your class level.

Minimum GPA/Class level: This is the minimum cumulative GPA you must maintain while classified at the specified class level.

Completion Rate and Maximum Time Frame: You must maintain a 67% cumulative completion rate of the courses in which you enroll. You may not receive financial aid for coursework in excess of 150% of the required hours for your degree. You must also have achieved at least the minimum grade point average at each class level.

FINANCIAL AID AT MARY BALDWIN

Program	What It Is, Who Is Eligible	How to Apply
Federal Pell Grant \$890–\$4,731	This program is a federal grant for undergraduate study toward a first bachelor's degree.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Federal Supplemental Educational Opportunity Grant (FSEOG) \$100–\$800	These federal funds are given to the college to award to undergraduate students demonstrating high need. Students may be less than full time, but preference is given to full-time enrollees.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College. Awards are limited by the total allocation to the college and individual programs.
Federal Academic Competitive Grant(ACG)	This program is a federal grant for first and second year students toward a first bachelor's degree. Students must be Pell eligible, U.S. citizens, and meet certain high school curriculum requirements. To be eligible for the second year, students must have a cumulative college GPA of 3.0 or higher, and have completed a certain number of credits at the end of the second semester of their first year.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Federal Science, Math Academic Retention Grant (SMART)	This program is a federal grant for third and fourth year students toward a first bachelor's degree. Students must be Pell eligible, U.S. citizens, have a cumulative GPA of 3.0 or higher, have completed a certain number of credits at the end of their second and third years of study, and have declared a major included on the federal government list of approved majors.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Virginia Tuition Assistance Grant (TAG) About \$3,000 for undergraduates depending on the latest state funding; \$1,900 for graduate student	This program of the Virginia State Council of Higher Education is available to Virginia students who attend private colleges in Virginia full time. If applicable, grant may be used to cover need.	The MBC aid office will automatically provide application forms to all Virginia admissions applicants. Students from Virginia who apply for aid must apply for these funds. TAG applications must be received by the MBC aid office by July 31 prior to enrollment. Once a student is approved, renewal is automatic for four years as long as full-time enrollment and Virginia residency are maintained.
Mary Baldwin Grants \$100 and up	College grants are awarded to residential college students who demonstrate need and who have exhausted all other aid sources and still show eligibility under awarding policy. Funds are often made available through the college's scholarship endowment and special gifts. Funds may be replaced after enrollment with prestigious named scholarships.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Virginia College Scholarship Grant Up to \$500	Full-time Virginia residents who demonstrate required level of need.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College. Awards are limited by the total allocation to the college and individual programs.
Virginia Women's Institute for Leadership Grant (Virginia resident) amounts vary	A Commonwealth of Virginia grant awarded to Virginia residents who are actively enrolled in the Virginia Women's Institute for Leadership. Cannot receive TAG and VWIL Grant simultaneously.	Must have a valid TAG application on file to demonstrate state residency.
Virginia Women's Institute for Leadership Grant (non-Virginia resident) amounts vary	A college grant awarded to non-Virginia residents actively enrolled in the Virginia Women's Institute for Leadership.	Must be enrolled in the program and not be a Virginia resident.
Other Outside Scholarships amounts vary	Students working on their own through various types of organizations such as churches, civic groups, unions, etc.	Outside organizations provide information on application procedures.
Stafford Loans (subsidized if need shown; otherwise unsubsidized) \$3,500: freshman \$4,500: sophomore \$5,500: junior, senior \$8,500: graduate student	Federally supported loan obtained through an outside lender. Subsidized loans are based on need. Unsubsidized loan available to dependent students who show no need, independent students, and dependent students whose parents have been denied a PLUS Loan. Unsubsidized may be taken in addition to subsidized if eligible.	Students will receive a complete application after they respond to their award letter indicating interest in a loan.
additional unsubsidized if applicable \$4,000: freshman, sophomore \$5,000: junior, senior \$12,000: graduate student		
Federal Perkins Loan \$100–\$4,000	This is a need-based federal loan program administered through the college. Funds are awarded usually to freshmen and sophomores with high need. Funds are limited to the amount being repaid to the college from previous borrowers.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Federal Parent Loan for Undergraduate Students (PLUS) amounts vary	Parents of dependent undergraduate students who have eligibility and pass a credit approval. May borrow up to cost of attendance less other aid.	The parents will receive an application after they respond to their student's award letter indicating their interest in borrowing a loan.
Federal Work-Study Program (FWSP) \$100–\$2,000	This is a federally supported student work program open to students with need. Full-time traditional students given preference.	A student must file a FAFSA that results in a valid SAR. The SAR must be received electronically by Mary Baldwin College.
Student Assistantships \$100–\$2,000	Jobs on campus awarded to students who apply for aid and demonstrate need and cannot be paid through work-study, or to students applying without need.	The aid office will provide applications for non-need-based jobs upon request and availability.