

Section One: Admissions & Registration

St. Thomas University's admission policies and practices reflect our humanistic orientation and our commitment to academic excellence. As well, they reflect our desire to provide a learning environment that is accessible and welcoming to people of divergent backgrounds and abilities.

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A. First-year Arts

Admission Requirements

The following minimum requirements have been established as a guide to applicants for admission to the first year of the Bachelor of Arts Degree Programme. Possession of these minimum requirements does not guarantee admission.

High School Applicants from the Atlantic Provinces

1. High school graduation.
2. A minimum average of 70% on five successfully-completed grade 12 academic courses.
3. Grade 12 academic English is compulsory.
4. The other four grade 12 academic courses must be chosen from:
 - Arts, Music or Theatre Arts (maximum one of these three)
 - Biology
 - Business Organization and Management or Introduction to Accounting or Law or Modern World Problems/World Issues (maximum one of these four).
 - Chemistry

- Communications or Journalism or Media Studies (maximum one of these three)
- Comparative Religion
- Computer Education
- Economics
- Environmental Science/Environmental Studies
- French (including immersion courses)
- Geography
- Geology
- German
- History
- Latin
- Literature (Atlantic, Black, and/or Canadian, among others)
- Mathematics (NB Trigonometry and 3-space 121/122 and/or Advanced Math with Calculus 120; NS Academic Math 12, Advanced Math 12, Pre-calculus Math 12; NF Math 3204, or 3205 and 3207; PEI Math 621A, 621B, and/or 611B)
- Native studies
- Oceanography
- Physics
- Political Science
- Sociology
- Spanish

Notes:

- a. Francophone applicants must offer French in place of the compulsory English courses and may then offer English as an elective.
- b. Other grade 12 courses: schools wishing to have a course other than those listed above considered for admission purposes (e.g., pilot or local-option courses), should contact the Admissions Office for further information regarding the approval process.
- c. Science: All applicants planning to enrol in university-level science courses are advised that as a prerequisite they are required to take those sciences to completion in their high school programmes. Grade 12 Pre-calculus Mathematics is also required of those students who are planning to enrol in university-level Physics or Chemistry courses. Advanced Math with Calculus is highly recommended.
- d. Mathematics: A strong background in Mathematics is an asset to students in the social sciences, especially in the Mathematics and Economics disciplines.

High School Applicants from Other Canadian Provinces

Manitoba, Saskatchewan, Alberta, and British Columbia

Grade 12 with subject distribution and other minimum requirements as for applicants from the Atlantic provinces.

Quebec

Grade 12 or High School Leaving Certificate (Grade 11) plus successful completion of one year of CEGEP with subject distribution and other minimum requirements as for

applicants from the Atlantic provinces. Applicants who have completed an appropriate two-year CEGEP Programme may be considered for advanced standing (to a maximum of 30 credit hours).

Ontario

A minimum average of 70% on five 4U credits (certain approved 4M courses are also acceptable) with subject distribution as for Atlantic Canada, including the compulsory English literature credit.

High School Applicants from the United States

Applicants must demonstrate academic strength (minimum "B" average) in a high school programme of college/university preparatory courses with subject distribution and academic standing comparable to that required for Canadian applicants. Criteria such as academic achievement, rank in class, and SAT scores (minimum SAT I score of 1000) will also be considered in admission decisions.

International Applicants

International applicants must demonstrate academic strength in a high school programme of college/university preparatory courses with subject distribution, other minimum requirements, and academic standing comparable to that required for Canadian applicants. Criteria such as academic achievement and rank in class will also be considered in admission decisions.

English Language Proficiency

Applicants whose primary language is not English must submit evidence of proficiency in English by writing one of the following tests: Test of English as a Foreign Language (TOEFL) www.toefl.org; International English Language Testing System (IELTS) www.ielts.org; or Michigan English Language Assessment Battery (MELAB) <http://www.lsa.umich.edu/eli/melab.htm>. Official test scores must be submitted directly to the Admissions Office by the testing centre: St. Thomas University's **ETS number is 0803**.

The following minimum English Language Proficiency scores are required for admission to St. Thomas University:

TOEFL: 173 (computer-based)

TOEFL: 500 (paper-based)

MELAB: 69

IELTS: 5.0

Students with lower scores than those listed below will be evaluated upon arrival at St. Thomas and may be required to take a reduced course load and English language support:

TOEFL 230 (computer-based)

TOEFL 570 (paper-based)

MELAB: 80

IELTS: 6.5

Adult Learners

The University will consider for admission mature persons (minimum age 21 years) who by reason of private study, reading, or involvement in business and community affairs have educated themselves to the degree that one can make a reasonable judgement that they are capable of following, with success, the liberal arts curriculum.

Success in university studies will depend almost exclusively upon high motivation, and at least ordinary ability in language skills, specifically reading and writing, at a university level.

Candidates applying under the Adult Learner policy must include a letter of application describing their educational background, work experience, and academic plans. Adult learners must also submit any academic transcripts. Adult learners may be required to demonstrate their ability to succeed at the University level by taking a university course on a part-time basis.

Application Procedures

The Admissions Office is responsible for receiving and evaluating all applications for admission to the University. Inquiries should be directed to the Admissions Office, St. Thomas University, Fredericton, N.B., Canada, E3B 5G3. Telephone: (506) 452-0532.

Application Form

The general application form for admission to St. Thomas University must be completed by all candidates seeking first-time admission to the University and by all former students seeking readmission after an interval of one semester. Forms are available from the Admissions Office or online at www.stu.ca.

Supporting Documents

New applicants, in addition to completing the application form, must submit:

1. a non-refundable \$35.00 application fee;
2. official transcripts of high school academic records and, if applicable, all college and/or university academic records; if still in the final year of high school, an official transcript of marks showing first-semester final grades or grades for the mid-year set of examinations for non-semester schools. Transcripts of final marks are required to complete the admissions process and to obtain approval to register;
3. confirmation of high school graduation.

Application deadlines: Arts

September admission

Applications for admission: March 31

Applications are welcome after the March 31 deadline; please note, however, that we cannot guarantee that space in programmes will be available to applicants who apply after the deadline.

January admission

We traditionally accept a small number of students in January. We will begin admitting students on October 15, 2005 for the January 2006 semester on a first-come, first-served basis. The number of introductory-level courses offered from January to April is limited. Course options are further restricted by prerequisites and class size.

Intersession (May to June)

Application deadline is April 15

Summer admission

The application deadline is June 15

Notification of Admission

1. Candidates are notified of any supporting documents which may be missing.
2. Normally, candidates will be advised of their admissions status within two weeks of completing the application process.
3. All candidates admitted to full-time study are required to submit a non-refundable \$100 tuition deposit as confirmation of their acceptance of the admission offer.
4. Upon receipt of notification of admission, students with disabilities are encouraged to contact the Student Affairs Office to discuss their support service requirements. St. Thomas is committed to the development of a learning environment which is accessible to all students. While resources are limited and we cannot accommodate all requests for support services, early submission of such requests enables the university to better meet the needs of students with disabilities.
5. Admissions appeal procedures: each application for admission will be considered only after all the necessary supporting documents have been received. The evaluation of the various documents and the decision concerning the acceptance of an applicant for admission rest with the Admissions Office. An appeal of that decision may be submitted to the Senate Committee on Admissions and Academic Standing. Other than a request for a review of an applicant's qualifications, no further appeal from that committee's decision will be granted. For information about the appeal procedure, please contact the University Admissions or Registrar's Office.

Scholarship and Residence Application Procedures

Scholarship application

If you are applying for full-time admission to the first year of the Bachelor of Arts Programme and your admissions average is 80% or higher, you will automatically be considered for an entrance scholarship. However, as a means of improving your competitive position, you are encouraged to submit the following:

1. the scholarship application form within the application package (available from the Admissions Office and high school guidance offices) or online at www.stu.ca;
2. a letter of academic reference or a confidential report from a teacher, guidance counsellor, or principal;
3. the results of any standardized tests you may have written.

The application deadline for entrance scholarships is March 1. For more information on our scholarship programme, consult the section in the calendar on scholarships, bursaries, and awards.

Residence application

The application package includes a residence application form which must be completed by all applicants who wish to live in residence. Once applicants have been accepted to St. Thomas, they are asked to submit a \$300 residence application deposit (this deposit is required by April 15 to guarantee a room). Please note that residence applications will not be processed until the deposit has been received. This deposit is an advance payment on residence fees. If a residence application is withdrawn, in writing, prior to June 15, the full \$300 deposit will be refunded; prior to July 15, \$150 will be refunded. The residence deposit is forfeited after July 15 (after December 1 if applying for second semester).

B. Advanced Standing

Candidates applying for admission with advanced standing must arrange to have official transcripts of their university records forwarded to the Admissions Office. To ensure that transfer credits are identified prior to registration, official copies of final transcripts must be submitted by July 15 for September admission. Upon completion of the transfer credit review, applicants will be notified by the Admissions Office. No more than half the number of credit hours for a degree or certificate may normally be transferred courses. Applicants who are transferring from other institutions are subject to all regulations applicable to St. Thomas students. Special conditions may be required for entry, course load, and academic performance. For details on regulations, consult Section Five.

Transfer Credits: Advanced Placement Examinations

Applicants presenting grades of 4 or 5 on Advanced Placement examinations will be awarded transfer credit to a maximum of 18 credit hours on a 120 credit-hour degree programme. Official AP grade reports must be submitted to the Admissions Office by ETS. Students granted transfer credit for AP courses are advised to consult graduate and professional schools to determine the impact on their future academic and career plans of advanced credit for non-university courses. For example, for purposes of teacher certification in the province of New Brunswick, AP courses are not recognized as equivalent to university courses.

Transfer Credits: CEGEP

Candidates who have completed an appropriate two-year CEGEP Programme are considered for advanced standing to a maximum of 30 credit hours.

Transfer Credits: International Baccalaureate

Candidates will be awarded transfer credit to a maximum of 30 credit hours for individual higher level IB subjects with final grades of 5, 6, or 7. Official IB grade reports must be submitted to the Admissions Office directly from the testing centre. Students granted