

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 If a residence application is withdrawn, in writing, prior to June 15, the full \$300 deposit will be refunded; prior to July 15, \$150 will be refunded.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

transfer credit for IB subjects are advised to contact graduate and professional schools to determine the impact on their future academic and career plans of advanced credit for non-university courses.

### **Transfer Credits: International Students**

Students transferring to St. Thomas University from international institutions will be considered for advanced standing on the same basis as applicants from Canadian universities subject to the following:

1. that they are transferring from a recognized post-secondary institution;
2. that the courses being considered for transfer satisfy our programme requirements and standard of grade;
3. that the maximum number of transferable credit hours for university transfer (college transfer) and university programmes be 60;
4. and that the maximum number of transferable credit hours for completed non-university programmes be 30 credit hours, normally at the introductory level.

### **Transfer Credits: GCE “A” level courses**

Candidates will be awarded transfer credit to a maximum of 30 credit hours for “A” level courses with final grades of “C” or higher. Official “A” level results must be submitted to the Admissions Office.

Students granted transfer credit for “A” level courses are advised to contact graduate and professional schools to determine the impact on their future academic and career plans of advanced credit for non-university courses.

### **Transfer Credits: University Programmes**

St. Thomas University has adopted the principle of transferability of credits so that there will be full transferability of credit among courses given by Canadian universities at the first and second-year levels, subject to the following provisions:

1. that credit transfer is distinct from the question of admission;
2. that programme requirements must be met;
3. that the standard of grade must be met;
4. that the normal maximum of half of the programme courses be allowed for transfer credit.

### **Transfer Credits: Non-University Programmes**

The University has adopted a policy governing transfer credits from post-secondary, non-university programmes that would allow credit to be granted to a maximum of 30 credit hours, normally at the first-year level. Granting of such credits will be determined by the Admissions Office after consultation with the relevant Department(s) or academic unit(s). Among the University's formal transfer-credit policies are the following:

#### *Journalism: NBCC (Woodstock)*

Graduates of the New Brunswick Community College's (Woodstock) two-year Journalism Diploma Programme are eligible for a maximum of 30 credit hours towards the Bachelor

of Arts Degree Programme and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Journalism) Degree Programme.

*Correctional Techniques: NBCC (Miramichi)*

Graduates of the New Brunswick Community College's (Miramichi) two-year correctional techniques diploma programme are eligible for a maximum of 21 credit hours towards Arts: Introductory Sociology (6), Introductory Psychology (6), Introductory Criminology (6), and Deviance (3).

*Human Services: NBCC (Saint John)*

Graduates of the New Brunswick Community College's (Saint John) one-year Human Services Diploma Programme, including two Major placements in the field of gerontology, are eligible for a maximum of 30 credit hours towards the Bachelor of Applied Arts in Gerontology Degree Programme — 18 credit hours in Gerontology and 12 unspecified credit hours in Arts. A maximum of 15 credit hours are transferable to the Bachelor of Arts Degree Programme.

*Criminal Justice: NBCC (Miramichi)*

Graduates of the New Brunswick Community College's (Miramichi) two-year Criminal Justice Diploma Programme are eligible for a maximum of 30 credit hours towards the Bachelor of Arts Degree Programme and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree Programme.

*Youth Care Worker: NBCC (Miramichi)*

Graduates of the New Brunswick Community College's (Miramichi) two-year Youth Care Diploma Programme are eligible for a maximum of 24 credit hours towards Arts: Introductory Sociology (6), Introductory Psychology (6), Introductory Criminology (6), Deviance (3), and Computer Studies (3).

For more information concerning credit transfer policies and procedures, students are invited to contact the Registrar's Office.

## **Challenge for Credit**

*[Bachelor of Education and Bachelor of Social Work (one-year post-degree and professional years of the four-year stream) are exempt from this policy]*

Students who enter St. Thomas University having acquired, through work and/or study outside of a university, significant expertise in a particular subject area closely related to a specific St. Thomas University course, may apply to the Registrar's Office to write a challenge exam for that course.

*Regulations:*

1. Admission to a degree programme is required prior to writing the challenge exam. Results of the challenge exam will be recorded following registration.
2. Normally, permission to write a challenge exam will not be given after one year from initial registration in a degree programme.
3. A student will not be permitted to write a challenge exam more than once for any one course.
4. Students will not be permitted to write a challenge exam for any course in

which he/she is currently enrolled or has previously been enrolled (including audits) at St. Thomas or at any other post-secondary institution.

5. The maximum number of credit hours that a student may obtain through challenge exams is 30.
6. Students will not be permitted to write a challenge exam while on academic probation or academic dismissal.
7. Students will not be permitted to write a challenge exam for a course with content similar to a course (or courses) for which credit has already been obtained.
8. Applications to write a challenge exam must be approved by the Department or programme Director concerned. Students must demonstrate, in writing, reasonable grounds for taking the challenge exam (e.g., relevant work experience and/or non-university study). Students should anticipate a 30-day waiting period for processing the application, and, if applicable, scheduling details.
9. Applications must be accompanied by the appropriate fee, over and above the regular annual tuition fee, paid in full.
10. The Department Chair or Programme Director concerned will determine the content and the grade on the challenge exam.
11. If the student successfully obtains the required minimum grade of "C," the credit will be recorded on the student's academic transcript with a notation indicating that the credit was obtained through a challenge exam.
12. The student's grade on the challenge exam will not be recorded on the transcript, nor will it be included in the calculation of the student's grade point average (GPA).
13. Challenge exams will take place only at St. Thomas University.
14. Notification of results will be given to the student within 30 days of writing the exam.
15. Challenge exams are not offered for language courses.

## C. Admission To Social Work

Beginning in September of 2005, there is no entry to the Bachelor of Social Work directly from high school. The Social Work Department will be commencing a new Bachelor of Social Work Programme. Senate has approved the phasing out of the four-year BSW Programme and the establishment of a new programme format. This revised Post-Degree Programme will run from September until December of the following year. The last intake of the Post-Degree Programme in its current format will take place in June 2006, while the last intake for the professional years of the four-year programme will take place in September 2006. The phasing in of the new Post-Degree Programme will be complete by September 2008.

For students **currently enrolled** in the first stage of the four-year Bachelor of Social Work Programme, the following information applies.

### Second-stage admission

The second stage, admission to the professional (third and fourth) years of the programme, will occur during the candidate's second year. Eligibility for the professional years is limited to students who have completed at least 60, but less than 120 credit