

*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.*

## 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 program. 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 Pre-calculus 11 or Foundations of Math 12; Pre-calculus 12A and 12B and Calculus 12; 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

In addition to the above elective courses, applicants may offer the following New Brunswick courses as electives: History 112: Modern History; Geography 110: Physical Geography; Pre-

Calculus II. Comparable courses from other provinces or countries may also be acceptable.

Notes:

- Francophone applicants must offer French in place of the compulsory English courses and may then offer English as an elective.
- 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.
- Science: All applicants planning to enroll in university-level science courses are advised that as a prerequisite they are required to take those sciences to completion in their high school programs. Grade 12 Pre-calculus Mathematics is also required of those students who are planning to enroll in university-level Physics or Chemistry courses. Advanced Math with Calculus is highly recommended.
- 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 program 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 program 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 or ACT scores will also be considered in admission decisions.

### International Applicants

International applicants must demonstrate academic strength in a high school program of college/university preparatory courses with subject distribution, other minimum requirements, and academic standing comparable to that required for Canadian applicants.

### 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](http://www.toefl.org) International English Language Testing System (IELTS) [www.ielts.org](http://www.ielts.org) or Michigan English Language Assessment Battery (MELAB) <http://www.lsa.umich.edu/eli/testing>.

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: 61 (Internet-based)  | MELAB: 69  |
| TOEFL: 500 (computer-based) | 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:

|                              |            |
|------------------------------|------------|
| TOEF: 88-89 (Internet-based) | MELAB: 80  |
| TOEFL: 570 (computer-based)  | IELTS: 6.5 |

The English language proficiency score requirement may be waived for students who graduate from a high school in New Brunswick with a final grade of 70% or higher on English 122 or 121. The University reserves the right to evaluate students' English proficiency upon arrival (academic-credit English Language Support courses may be required).

### **Adult Learners**

The University will consider for admission mature persons (minimum age 21 years) who do not meet high school requirements or equivalent for admission, but 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](http://www.stu.ca).

### **Supporting Documents**

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

- 1 a non-refundable \$35.00 application fee. Please note that Bachelor of Arts applicants

who have been accepted to and completed courses at St. Thomas University within the past three years are not required to pay the \$35.00 application fee. International students who wish to have their correspondence from the University sent to them by courier may pay an additional non-refundable \$50 courier fee at the time of application;

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.

### Continuous Admissions Policy

High School students applying for the Bachelor of Arts program

St. Thomas University processes applications for the Bachelor of Arts program on a continuing basis until August 31. We will begin accepting applications from well-qualified candidates for September 2015 in October 2014. Grade 12 students who have achieved an average of 80% or higher on five Grade 11 academic courses, including English literature, and whose Grade 12 programs satisfy the university's subject distribution requirements, will receive conditional offers of admission during the first semester of their senior year. Applicants who wish to be considered under this policy may, beginning in October, submit their high school transcript showing Grade 11 (junior year) final grades, as well as first- and second-term Grade 12 (senior year) courses directly to the Admissions Office by December 5, 2014.

High school students who apply after December 5, 2014, or whose admission averages do not meet the above criteria should arrange for a high school transcript showing Grade 12 first-semester results (or Grade 12 mid-year results for non-semestered schools) to be sent to the Admissions Office as soon as it is available. Qualified candidates will be offered conditional acceptance when these results are received.

All applicants who wish to be considered for scholarships (including the guaranteed scholarships) must submit a transcript showing their grade 12 first-semester results (or Grade 12 mid-year results for non-semestered schools) to the Admissions Office. For major scholarships, transcripts must be received by March 1, 2015.

In all cases, students must complete their high school graduation requirements and submit transcripts of their final results (including verification of graduation) to the Admissions Office as soon as they are available.

### Application deadlines: Arts

#### *September admission*

Applicants are encouraged to submit their applications and supporting documents by March 31, but applications will be considered until August 31. For early acceptance: high school applicants please read "Continuous Admissions Policy" above.

#### *January admission*

Applicants for January 2015 will be considered until December 2014.

#### *Intersession (May to June)*

Application deadline is April 15

## Notification of Admission

1. Candidates are notified of any supporting documents which may be missing.
2. Normally, Bachelor of Arts candidates will be advised of their admission 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 (\$300 for the Bachelor of Education program) 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 Life and Retention 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 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 program and your admission average is 80% or higher, you will automatically be considered for an entrance scholarship. Candidates for the major scholarships must also 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](http://www.stu.ca);
2. a one- to two-page, typed letter outlining your background, experiences and what makes you a strong candidate for a major scholarship. For details, see the scholarship application form;
3. a letter of academic reference or a confidential report from a teacher, guidance counselor, or principal;
4. the results of any standardized tests you may have written.

The application deadline for major entrance scholarships is March 1. For more information on our scholarship program, 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 June 1 to guarantee a room). 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 should be submitted by August 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 program. 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 program 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 program requirements and standard of grade;
3. that the maximum number of transferable credit hours for university transfer (college transfer) and university programs be 60;
4. and that the maximum number of transferable credit hours for completed non-university programs be 30 credit hours, normally at the introductory level.