

# 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 are encouraged to apply for entrance scholarships. Candidates for entrance scholarships must submit the following:

1. the scholarship application form, available online at [www.stu.ca/applynow](http://www.stu.ca/applynow)
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. a resumé.

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 Reservation*

Once applicants have been accepted to St. Thomas, they are eligible to complete their residence reservation which must be completed by all students who wish to live in residence. Students must complete their reservation by April 15 in order to be guaranteed a room. In late April, students will be sent information via email on how to select their specific room which occurs in early May. After the room selection is completed, students will be asked to pay a \$300 non-refundable residence confirmation fee to confirm their residence placement. This fee is an advance payment on residence fees.

## 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.

**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 Programs**

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 program requirements must be met;
3. that the standard of grade must be met;
4. that the normal maximum of half of the program courses be allowed for transfer credit.

**Transfer Credits: Non-University Programs**

The University has adopted a policy governing transfer credits from post-secondary, non-university programs 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:

*Child and Youth Care: NBCC*

Graduates of the New Brunswick Community College's two-year Youth Care Worker diploma program are eligible for a maximum of 21 credit hours towards the Bachelor of Arts Degree Program, and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Criminal Justice: Corrections; NBCC*

Graduates of the New Brunswick Community College's two-year Criminal Justice: Corrections diploma program are eligible for a maximum of 24 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Criminal Justice: Police Foundations; NBCC*

Graduates of the New Brunswick Community College's two-year Criminal Justice: Police Foundations diploma program are eligible for a maximum of 24 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Human Services: NBCC*

Graduates of the New Brunswick Community College's one-year Human Services diploma program, 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 program — 18 credit hours in Gerontology and 12 unspecified credit hours in Arts. General university policies will apply with respect to transfer credits for the Bachelor of Arts program.

*Journalism: NBCC (Woodstock)*

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

*Techniques correctionnelles: CCNB*

Graduates of the Collège Communautaire du Nouveau-Brunswick's two-year Techniques correctionnelles diploma program are eligible for a maximum of 27 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Techniques d'intervention en délinquance: CCNB*

Graduates of the Collège Communautaire du Nouveau-Brunswick's two-year Techniques d'intervention en délinquance diploma program are eligible for a maximum of 27 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Techniques parajudiciaires: CCNB*

Graduates of the Collège Communautaire du Nouveau-Brunswick's two-year Techniques parajudiciaires diploma program are eligible for a maximum of 27 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

*Techniques policières: CCNB*

Graduates of the Collège Communautaire du Nouveau-Brunswick's two-year Techniques policières diploma program are eligible for a maximum of 27 credit hours towards the Bachelor of Arts Degree Program and for a maximum of 60 credit hours towards the Bachelor of Applied Arts (Criminal Justice) Degree program.

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

**Challenge for Credit**

Bachelor of Education, Bachelor of Social Work, and Master of Social Work programs 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 program 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 program.
3. A student will not be permitted to write a challenge exam more than once for any one course.
4. A student 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. Students must still complete at least 50% of the program at STU excluding credit obtained by challenge.
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 Program 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 Program 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 Criminal Justice

### First-stage admission

Admission to the Bachelor of Applied Arts in Criminal Justice Degree program is in two stages. First-stage candidates will apply for admission to the New Brunswick Community College's Diploma in one of the following programs: Criminal Justice: Corrections; Criminal Justice: Police Foundations; or Child and Youth Care. Alternatively, first-stage candidates may apply for admission to the Collège Communautaire du Nouveau-Brunswick's Diploma in one of the following programs: Techniques d'intervention en délinquance; Techniques correctionnelles; Techniques parajudiciaires; and Techniques policières diploma programs.

Enrolment is limited to 30 students. Admission is competitive. Applicants must satisfy regular admission requirements for St. Thomas University as published in subsection A. "First-year Arts." They must also demonstrate commitment to and aptitude for careers in criminal justice and related fields.

### Second-stage admission

Enrolment in the second stage is also limited to 30 students. To participate in the second stage admissions competition, candidates must satisfy the following minimum academic requirements:

1. Successful completion of one of the acceptable diploma programs at NBCC (Criminal Justice: Corrections; Criminal Justice: Police Foundations; or Child and Youth Care) OR CCNB (Techniques d'intervention en délinquance; Techniques correctionnelles; Techniques parajudiciaires; and Techniques policières)
2. A minimum cumulative grade point average of 2.70 (70%) on courses taken in the diploma programs at NBCC or CCNB. In addition, students must meet the minimum average of 2.70 (70%) on the following courses, if taken as part of the diploma program: Sociology, Psychology, Deviance, Criminal Justice, Abnormal Psychology, Criminology, and Victimology.

Candidates for admission to the second stage of the Bachelor of Applied Arts in Criminal Justice will apply to the St. Thomas University Admissions Office by February 15 of their second year at NBCC or CCNB.

Successful completion of the first stage of the Bachelor of Applied Arts in Criminal Justice Degree program does not guarantee admission to the second stage. Candidates not admitted to the second stage may apply for admission to the Bachelor of Arts Degree program. They must complete regular graduation requirements for the BA degree.

### Application procedures

Candidates will apply to the St. Thomas Admissions Office for admission to the second stage of the Bachelor of Applied Arts in Criminal Justice. The application deadline is February 15.