

*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.*

## Admission Requirements

The University reserves the right to establish and enforce minimum requirements for admission. Possession of the minimum admission requirements, however, does not guarantee admission to the University. The University retains the right to grant or refuse admission based on any and all relevant criteria it deems to be applicable.

### A. First-Year Arts

#### High School Applicants from New Brunswick

##### Anglophone Schools

High school applicants must meet the following minimum requirements for admission to the Bachelor of Arts program at St. Thomas University:

1. High school graduation (by end of August of the year in which students apply);
2. A minimum average of 70% on five successfully completed Grade 12 academic courses one of which must be English 122;
3. four remaining academic electives chosen from the list below (please note that, where they exist, Level 1 courses and any of the following electives offered in a French Immersion program, are acceptable as substitutes for courses listed below).

- AP Psychology
- Biology 122
- Calculus 120
- Canadian Geography 120
- Canadian History 122
- Canadian Literature 120
- Chemistry 122
- Computer Science 120
- Economics 120
- French 122
- French Immersion Lang Arts 120
- Geology 120
- Intro to Environmental Science 120
- Latin 120
- Law 120 OR Business Organization and Management 120 OR Introduction to Accounting 120 OR World Issues 120
- Mandarin 120
- Media Studies 120 OR Communications 120 OR Journalism 120 OR Broadcast Journalism 120 OR FI Techniques de Communication 120 OR Women, Media and Culture 120
- Modern History 112
- Native Studies 120
- Oceanography 120
- Philosophy 120
- Physical Geography 110
- Physics 122
- Political Science 120
- Pre-Calculus 110 OR Foundations of Math 120
- Pre-Calculus A 120
- Pre-Calculus B 120
- Sociology 120
- Spanish 120
- Stats 120
- Theatre Arts 120 OR Art 120 OR Music 120 OR World Music 120

## Francophone Schools

High school applicants from New Brunswick Francophone schools must meet the following minimum requirements for admission to the Bachelor of Arts program at St. Thomas University:

1. High school graduation (by end of August of the year in which they apply);
2. A minimum average of 70% on five successfully completed academic courses one of which must be Français 10411 (for all applicants from Francophone school, regardless of their first language);
3. Four remaining academic electives chosen from the list below.

(Please note that where they exist, AP, IB, and Advanced Courses are accepted as substitutes for the courses listed below.)

- Anglais 22411
- Art dramatique (théâtre) 93411 OR Art visuel 91411 OR
- Musique 92411
- Astronomie 55411
- Biologie 53411
- Biologie 53421
- Chimie 52411
- Droit 86411/45411 OR Le Monde Contemporain 42411 OR Comptabilité 84411
- Economie 44411
- Espagnol 23411
- Espagnol 23421
- Études des médias 11411
- Géographie 41411
- Français 10421
- Histoire du Canada 42311
- Histoire 42411
- Intro. Sc. Informatique 87411 OR Intro. à la Programmation Informatique 02411E
- Institutions politiques, économiques et juridiques (IPE) 43411
- Math 30331C
- Math 30411
- Math 30421
- Physique 51411
- Physique 51421
- Science de l'environnement 54411
- Statistique 31411

*Other grade 12 academic courses may be considered as admission electives. Please contact the Admissions Office for information regarding the approval process. Please note that fulfilling these minimum requirements does not guarantee admission to the University.*

## High School Applicants from Other Canadian Provinces and Territories

*Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, NWT, and Nunavut*

Grade 12 with subject distribution and other minimum requirements as for applicants from New Brunswick.

For province-specific requirements, please see [stu.ca/hsrequirements](http://stu.ca/hsrequirements).

### 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 New Brunswick. Applicants who have completed an appropriate two-year CEGEP program and received a DEC may be considered for advanced standing (to a maximum of 30 credit hours).

## 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: 173 (computer-based)	IELTS: 5.0
TOEFL: 500 (paper-based)	

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: 89 (Internet-based)	MELAB: 80
TOEFL: 230 (computer-based)	IELTS: 6.5
TOEFL: 570 (paper-based)	

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 university courses 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 \$55.00 (\$40.00 for New Brunswick residents) 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 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 2018 in October 2017. Grade 12 students who have achieved an average of 70% 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.

High school students 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, 2018.

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 2018 will be considered until December 2017.

*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, 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 sub-