application form;
3. a letter of academic reference or a confidential report from a teacher, guidance counsellor, 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 application
Once applicants have been accepted to St. Thomas, they are eligible to complete a residence application form which must be completed by all applicants who wish to live in residence. Following the April 15 deadline by which students must apply for residence in order to be guaranteed a residence placement, students will be sent information about their residence building and room. After receiving their residence building and room, 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 con-

sidered 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.