

# ADMISSIONS, REGISTRATION AND ENROLMENT

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## UNDERGRADUATE ADMISSIONS

Trinity Western University desires to provide, for people of any race, colour, or creed, university education in the arts and sciences with an integrated Christian worldview.

Each applicant should be acquainted with the aims, objectives, regulations, and standards of conduct at Trinity Western University as outlined in the application materials, the Academic Calendar, Student Handbook, and University website. In making formal application for admission, the applicant agrees to respect these aims and objectives and to adhere to these regulations and standards of conduct.

The University reserves the right to grant, deny, or revoke the admission of any applicant or student on the basis of his or her inability to fully commit to and comply with the University's Responsibilities of Membership and/or policies and guidelines of the University. Further, the University reserves the right to grant or deny admission to any applicant on the basis of criteria outlined below. Limitation of facilities, personnel, or other considerations may also place restrictions on admission to the University and/or specific programs.

### RECOMMENDED APPLICATION DATES

#### FALL SEMESTER (2009)

Application for Admission – February 28  
(Applications will be accepted after this date, subject to space availability)

Application for Financial Aid – February 28

Application deadline for Nursing – February 28  
(Applications will be accepted after this date, subject to space availability)

Application deadline for Aviation – April 30

On-campus housing application – June 1  
(Applications will be accepted after this date, subject to space availability)

Refund deadline for fall deposits (resident or commuter students) – June 1

#### SPRING SEMESTER (2010)

Application for Admission – November 15  
(Applications will be accepted after this date, subject to space availability)

On-campus housing application – November 15  
(Applications will be accepted after this date, subject to space availability)

Refund deadline for spring deposits (resident or commuter students) – December 1

Students must submit a completed application including all official transcripts and the \$40 application fee (application fee waived for students from Canada and United States, if completed online at [www.twu.ca/apply](http://www.twu.ca/apply)) before an admissions decision is made. Students from outside North America must submit an application fee of \$200 before an admissions decision can be made.

Students must submit both the completed application for admission and the application for Financial Aid by February 28 and be admissible to the University to be eligible to receive financial aid.

### VISITING CAMPUS

A campus visit program is available throughout the week to provide prospective students with the most realistic exposure to a TWU education. Students are encouraged to attend one of the scheduled Preview Weekends, Preview Days, or arrange an individual campus tour. To learn more about visiting TWU, or to register for a visit, go to [www.twu.ca/undergraduate/visit](http://www.twu.ca/undergraduate/visit) or email [visit@twu.ca](mailto:visit@twu.ca).

### ACADEMIC SUCCESS

For academic success at Trinity Western University, students should consider taking the appropriate background courses for their intended major or admission to the program may be deferred. Contact the Admissions Office for more information: 604.513.2019, toll free at 1.888.GO.TO.TWU (468.6898), [admissions@twu.ca](mailto:admissions@twu.ca), or [www.twu.ca/undergraduate](http://www.twu.ca/undergraduate).

A C+ average (67 per cent) or higher in high school course work is required for admission to TWU (except for the Nursing program). Consideration is also given to the student's character and career goals. Applicants who fail to meet normal academic requirements are assessed individually on their potential for success in university studies. Additional conditions may be prescribed which must be fulfilled if admission is granted.

The University offers two Writing courses, WRTG 100 and WRTG 101, designed to help ensure that students have the necessary writing skills to be successful in their academic studies. All students must take a Writing course in their first semester of full-time study at TWU (or upon completing 26 sem. hrs. of part-time study), unless they have demonstrated sufficient English proficiency. Native English speakers enrol in WRTG 100, while ESL students enrol in WRTG 101.

Students who meet at least one of the following criteria are not required to take WRTG 100 and can enrol directly in ENGL 103:

- Canadian students: 73 per cent (B) in Grade 12 English and 67 per cent on provincial exam (if applicable in home province);
- U.S. students: 600 on writing portion of SAT or 25 on English portion of ACT;
- International native speakers of English: 73 per cent in the equivalent of BC English 12 and a minimum grade of 67 per cent on a standardized examination (if applicable);
- Transfer students: 73 per cent (B) in a post-secondary English course;
- Score of 5 on essay component of Language Proficiency Index (LPI\*).

Students who enter the University as ESL students and meet the following criteria are not required to take WRTG 101:

- Students who obtain a score of 4 on essay component of Language Proficiency Index (LPI\*) can enrol directly in ENGL 101;

- Students who obtain a score of 5 on essay component of Language Proficiency Index (LPI\*) can enrol directly in ENGL 103.

\*LPI must be written and scored prior to starting first semester at TWU. Visit [www.lpi.ubc.ca](http://www.lpi.ubc.ca) for information on test times and locations.

## ADMISSION REQUIREMENTS

### CANADIAN STUDENTS

#### BRITISH COLUMBIA

Graduation from a British Columbia secondary (high) school or equivalent with a university preparatory program. This must include English 12 plus three additional Grade 12 academic subjects (choose from the list below) at a minimum overall average of 67 per cent. A minimum grade of 60 per cent or better is expected on the provincial examination portion of BC English 12. When a provincial exam is available, students must write the exam for the course to be considered.

Three Grade 12 academic subjects must be selected from this list (in addition to English 12):

Biology  
 Calculus  
 Chemistry  
 Comparative Civilization  
 English Literature  
 Foreign Languages  
 French  
 Geography  
 Geology  
 History  
 Physics  
 Principles of Mathematics  
 Advanced placement courses (except Art or Music)  
 International Baccalaureate courses (except Art, Business, or Music)

#### ALBERTA, NORTHWEST TERRITORIES, AND NUNAVUT

Graduation from a secondary (high) school or equivalent with a university preparatory program. This must include English 30 plus three additional academic 30 level subjects with an average of 65 per cent from the following list:

Aboriginal Studies 30  
 Algebra 30  
 AP Courses (except Art or Music)  
 Applied Math 30  
 Biology 30  
 Chemistry 30  
 Foreign Languages at the 30 level

Math 30  
 Math 31  
 Physics 30  
 Pure Math 30  
 Science 30  
 Social Studies 30

#### SASKATCHEWAN

Graduation from a secondary (high) school or equivalent with a university preparatory program. This must include English A30 plus three additional academic 30 level subjects with an average of 65 per cent from the following list:

Algebra 30  
 AP Courses (except Art or Music)  
 Biology 30  
 Biology 30 CORE  
 Calculus 30  
 Chemistry 30  
 Cree 30  
 French 30  
 Geography 30  
 Geology 30  
 Geometry-Trigonometry 30  
 History 30  
 Math 30  
 Math A30  
 Math B30  
 Math C30  
 Native Studies 30  
 Physics 30  
 Social Studies 30

#### MANITOBA

Graduation from a secondary (high) school or equivalent with a university preparatory program. This must include English 40S plus three additional academic 40 level subjects with an average of 65 per cent from the following list:

Applied Math 40S  
 AP Courses (except Art or Music)  
 Biology 40S  
 Chemistry 40S  
 French 40S  
 Geography 40S  
 History 40S  
 Math 40S  
 Physical Science 40S  
 Physics 40S  
 Pre-Calculus Math 40S  
 Western Civilization 40S  
 World Geography 40S  
 World Issues 40S

## ONTARIO

Students graduating from the Ontario High School curriculum must meet the following requirements: successful completion of an Ontario Secondary School Diploma (OSSD) or equivalent, with an overall minimum average of 65 per cent in six Grade 12 U or M courses, one of which must be Grade 12 U English. In addition to English, normally three courses must be from the following areas:

### Geography:

Canadian and World Issues: A Geographic Analysis (CGW4U)

World Geography: Human Patterns and Interactions (CGU4U)

The Environment and Resource Management (CGR4M)

Geomatics: Geotechnologies in Action (CGO4M)

### History:

Canada: History, Identity, and Culture (CGI4U)

World History: The West and the World (CGY4U)

### Politics:

Canadian and World Politics (CPW4U)

Analyzing Current Economic Issues (CIA4U)

Canadian and International Law (CLN4U)

### English:

English (ENG4U)

Studies in Literature (ETS4U)

The Writer's Craft (EWC4U)

### Languages:

Any foreign language at the U level

### Math:

Geometry and Discrete Mathematics (MGA4U)

Advanced Functions and Introductory Calculus (MCB4U)

Mathematics and Data Management (MDM4U)

### Native Studies:

Issues of Indigenous Peoples in a Global Context (NDW4M)

Aboriginal Governance: Emerging Directions (NDG4M)

### Science:

Science 12 (SNC4M)

Biology (SBI4U)

Chemistry (SCH4U)

Earth and Space Science (SES4U)

Physics (SPH4U)

### Philosophy:

Philosophy: Questions and Theories (HZT4U)

### Religion:

Religious Education (HRE4M)

(HRE4M or an equivalent may be used as part of the admission decision, but it will not count toward the four required academic subjects.)

\*Students graduating from an Ontario high school prior to June 2004 will be evaluated using the old curriculum. Completion of the Ontario Secondary School Diploma (OSSD) including a minimum of six Ontario academic courses (OACs), one of which must

be English, with a minimum of 65 per cent overall average in OACs. Consideration for admission is given to students who have completed the OSSD with four OACs (including English) where a minimum of 70 per cent overall has been achieved.

## QUEBEC

Successful completion of the first year of a CEGEP program including academic subjects with a 60 per cent average. Students who have completed a two-year CEGEP program may be eligible for transfer credit to a maximum of 30 sem. hrs. A minimum grade of 65 per cent must be achieved for a course to be considered for transfer credit.

## NEW BRUNSWICK

Graduation from an accredited high school with a minimum average of 65 per cent in English 122, plus three other academic subjects from the following list:

Adv. Math 120

Adv. Math 122

American History 120

AP courses (except Art or Music)

Biology 122

Calculus 120

Canadian Geography 120

Canadian History 121 or 122

Canadian Literature 120

Chemistry 122

French 121, 122

Mathematics 121 or 122

Modern European History 120

Native Studies 120

Physics 122

Political Science 120

20th Century Literature

## NOVA SCOTIA

Graduation from an accredited high school with a minimum average of 65 per cent in English 12 plus three other academic Grade 12 subjects from the following list:

AP courses (except Art or Music)

Biology 12 (441, 541)

Canadian Literature 12

Canadian Geology 12

Chemistry 12 (441, 541)

Etude Plan. Geog 12

Foreign Languages 12

Geography 12

Global Geography 12

Global History 12

History 12

Math 12 (441, 541)

Math Pre-Cal (MPC) 12

Physics 12 (441, 541)

Political Science 12  
Sociology 12

### PRINCE EDWARD ISLAND

Successful completion of Grade 12 examinations in a university preparatory program with an overall average of 65 per cent. Program must include English 621 plus three other academic subjects from the following list:

AP courses (except Art or Music)

Biology 621  
Chemistry 621  
French 621  
Geography 621  
History 621  
Mathematics 611 or 621  
Oceanography 621  
Physics 621

### NEWFOUNDLAND AND LABRADOR

Graduation from an accredited high school with Language 3101 plus three other academic 3000 level subjects with a minimum average of 65 per cent from the following list:

AP courses (except Art or Music,)

Biology 3201  
Biologie 3231  
Chemistry 3202  
Chimie 3252  
French (core) 3201  
French (accel) 3203  
French (immer) 3202  
Français (1st lang) 3230  
Géographie 3232  
Global Issues 3205  
History 3201  
Histoire Mondiale 3231  
Literary Heritage 3202  
Thematic Lit 3201  
Math (acad) 3200  
Math (adv) 3201, 3204, 3205, or 3207  
Physics 3204  
Physique 3254  
World Geography 3202

### INTERNATIONAL BACCALAUREATE (IB) DIPLOMA

Students who are in the process of completing the IB Diploma can be considered for admission to the University based on their predicted grades. A minimum total score of 24 points, including the Extended Essay and Theory of Knowledge, will be required for general admission to the University. A higher score may be required for admission to the Nursing or Aviation programs, specifically in program prerequisites. TWU requires that students

submit the following items, signed, stamped, and sealed by their high school counsellor:

- the Anticipated IB Grades Form (available at [go.twu.ca](http://go.twu.ca))
- an official high school transcript showing courses completed and grades attained for Grades 9 to 11
- an official interim high school transcript that shows all other courses in progress (including IB courses).

In addition, upon completion of the IB Diploma, a final transcript will be required to complete the offer of admission and assessment of university credit for the IB Diploma courses.

Students completing the IB Diploma may be considered for financial aid based on their predicted grades. Refer to [www.twu.ca/awards](http://www.twu.ca/awards) for details.

### IB CERTIFICATE COURSES

For students completing one or more Certificate courses, they will be evaluated for admission based on their interim high school and IB Certificate grades. Predicted grades must be submitted in the same manner as those students completing the IB Diploma (see above). Students' predicted grades will be converted to a percentage based on the chart below (for Certificate courses only).

### UNIVERSITY CREDIT FOR IB DIPLOMA AND CERTIFICATE COURSES

Advanced credit of up to 18 sem. hrs. at Trinity Western University will be granted for higher level IB courses earning a minimum grade of 4. Students completing four higher level courses as a part of their IB Diploma may be considered for an additional 6 sem. hrs. of credit at TWU. An IB transcript is required to make this assessment. A transfer guide of IB courses to TWU is available at [www.bccat.bc.ca](http://www.bccat.bc.ca).

### ASSESSMENT OF IB PREDICTED GRADES FOR CERTIFICATE COURSES

IB predicted grades for Certificate courses will be assessed based on the following conversion chart.

IB Certificate Converted to Percentage	
7	96 per cent
6	90 per cent
5	86 per cent
4	76 per cent
3	70 per cent
2	64 per cent

### ADVANCED PLACEMENT

Trinity Western University will grant high school graduates credit for Advanced Placement courses in which a minimum grade of 4 (on a scale of 1 to 5 with 5 the highest) has been achieved. Transfer credit will be based on courses approved for first year or equivalent course credit by the faculty concerned. An Advanced Placement grade report is required to make this assessment. A transfer guide of AP courses to TWU is available at [www.bccat.bc.ca/otg/ap/index.html](http://www.bccat.bc.ca/otg/ap/index.html).

**UNACCREDITED HIGH SCHOOLS**

Students graduating from unaccredited high schools are considered for admission on academic trial and may be required to meet additional conditions before being granted admission to Trinity Western University. Graduates of the Accelerated Christian Education program are considered for regular admission if they graduate from a Model Status school with the college preparation program and submit an acceptable SAT or ACT score (please see SAT and/or ACT details in the U.S. Students section).

**HOMESCHOOL POLICY**

Students who complete their secondary education through homeschooling must complete the regular application for admission and the Homeschool Education Background Chart (available from the Admissions Office or at <http://go.twu.ca>). The Homeschool Education Background Chart must show evidence of senior level academic course work completed. The University reserves the right to require additional academic course work to be completed before admission is granted. Students must also submit official SAT or ACT scores. A combined SAT score of 1590 (1060 on old 2 section SAT) or an ACT score of 22 meets the minimum admission requirement. For information about these tests, students should contact: SAT at 609.771.7600 or [www.collegeboard.org](http://www.collegeboard.org); ACT at 319.337.1448. Scores may be sent directly to Trinity Western Admissions by using the following code numbers: SAT – 0876; ACT – 5242 (please see SAT and/or ACT details in the U.S. Students section).

**GENERAL EDUCATION DEVELOPMENT (GED)**

Students who do not complete a regular provincial high school diploma may complete a Test of General Education Development as an alternative to high school graduation. Admission to Trinity Western will be granted providing a standard score average of 500 is achieved with a minimum of 450 in any of the five individual tests. Eligibility to complete the GED may vary from province to province. Students are encouraged to contact their local school board for more information.

**B.C. ADULT GRADUATION DIPLOMA (BCAGD)**

Applicants who have completed the Adult Graduation diploma must be at least 19 years old and have completed the diploma with four provincial level academic courses, one of which must be English. A minimum average of 67 per cent is required in these courses.

**U.S. STUDENTS**

To ensure success at university, applicants should have graduated from an accredited high school and have the following units in their college preparation course work:

English	4
Mathematics	3
Social Sciences	2
Science	2 (with one lab science)
Other college prep	2

It is recommended that a minimum of six solid subjects be completed in the applicant’s junior and senior years, including a minimum of three solids in the senior year.

Admission is based upon a combination of the application, the applicant’s GPA in the above course work, and satisfactory standardized test scores. A minimum GPA of 2.5 in these courses with a combined SAT score of 1590 (1060 on old 2 section SAT) or an ACT score of 22 meets the minimum admission requirement. Scores should be sent directly to Trinity Western Admissions by using the following code numbers: SAT – 0876; ACT – 5242. For information on the new SAT requirements, contact the Admissions Office.

Students studying U.S. curriculum outside the United States are expected to meet the same criteria.

**ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE**

Please see details under Canadian Students section.

**GENERAL EDUCATION DEVELOPMENT**

Students who do not earn a regular high school diploma may complete a Test of General Education Development as an alternative to high school graduation. Admission to Trinity Western will be granted providing that a standard score average of 500 is achieved with a minimum of 450 in any of the five individual tests. Students who are under 19 must submit an SAT or an ACT score report in addition to the completion of the GED. A minimum of 1590 on the SAT (1060 on old 2 section SAT) and 22 on the ACT is required for admission.

**IMMIGRATION REQUIREMENTS**

United States citizens and legal residents thereof are allowed to apply for student visas at a Canadian port of entry. A student must be in possession of

- 1) an official letter of acceptance from Trinity Western University;
- 2) have evidence of sufficient funds for all tuition and accommodation expenses;
- 3) be in good health and of good character;
- 4) and have either identification establishing his or her U.S. citizenship or a U.S. alien resident card.

A processing fee (\$125 Cdn. cash) will be collected at the port of entry. Students should contact the nearest Canadian embassy or consulate regarding questions about required documentation.

**INTERNATIONAL STUDENTS**

Requirements for international students include:

- A. English language proficiency (see English Proficiency Requirement below)
- B. General Certificate of Education standing in five subjects of which at least two must be taken at the Advanced level.

Students may be eligible for 3 sem. hrs. of credit for each Advanced level course completed to a maximum of 12 sem. hrs. provided that a minimum grade of C is achieved in that course. Departments will determine if credit awarded is general or course specific.

The following equivalents will be considered:

1. School Certificate: same as GCE with at least two passes at the principal level of the Higher School Certificate;
2. Certificate of matriculation from recognized universities;
3. International Baccalaureate with at least two subjects at the higher level;
4. Other countries: contact the Admissions Office for information.

## DOCUMENTS

Official supporting documentation must be submitted. Documents that cannot be replaced should be sent via registered mail.

## ENGLISH PROFICIENCY REQUIREMENT

Applicants must possess proficiency in both oral and written academic English. Those applicants whose native language is not English are normally required to demonstrate this proficiency regardless of their academic qualifications. TWU accepts official original results from TOEFL, IELTS, CAEL, and the ESL Proficiency exam. These results must be submitted at the time of application. Applicants may also complete the academic TWU/ESL program (see Academic ESL Requirements below). As well, students must complete WRTG 101 and ENGL 101 in their first year of full-time study at Trinity Western University.

Proof of English language proficiency is required from all international students with the exception of natives of:

- Australia
- Ireland
- New Zealand
- United States
- United Kingdom
- Countries of the West Indies except Cuba, Dominican Republic, Haiti, Martinique, Netherlands Antilles, Puerto Rico, St. Lucia

In the case of those who are not native to these countries but who have studied at a high school or post-secondary level in one of them, proof of English language proficiency is still required if less than four years of study have been completed. In cases of four years or more, their completed application will be reviewed and the language requirement may be waived. Students must submit a letter of appeal requesting this requirement be waived. If it is waived, the student must normally complete ENGL 101 in his or her first semester.

## TOEFL REQUIREMENTS

Normally, regular admission requires a TOEFL score of at least 570 (230 computer-based, or 88 Internet-based) and a Test of Written English (TWE) score of at least 5. If the TWE score is less than 5, the student may be admitted to the University, but is required to write a Diagnostic Test for placement in the appropriate first year English course. The test is written during Orientation Week. Students who score at least 600 are not required to submit a TWE score. Students who are required to write the Diagnostic Test, but fail to do so during Orientation Week, are placed in English 099.

Students taking the iBT must achieve a minimum

score of 21 in each of the four areas with a total overall score of 88.

For more information about TOEFL examinations, please contact:

*Educational Testing Service  
Box 899  
Princeton, New Jersey USA 08541  
Tel: 609.771.7100  
Website: [www.toefl.org](http://www.toefl.org)*

To send TOEFL results directly to Trinity Western University and to receive them more quickly, students should use code 0876.

## IELTS REQUIREMENT

Trinity Western University will accept the International English Language Testing System (IELTS) score report as an alternative to TOEFL. A minimum score of 6.5 is required for admission. For more information on the IELTS test, visit [www.ielts.org](http://www.ielts.org).

## CAEL REQUIREMENT

Trinity Western University accepts the Canadian Academic English Language score as an alternative to the TOEFL or IELTS. A minimum score of 70 is required for admission, with no score lower than 60 for undergraduate admissions. For more information on the CAEL test, go to [www.cael.ca](http://www.cael.ca).

## ESL PROFICIENCY EXAM

Applicants who have not submitted a TOEFL, IELTS, or CAEL report may write an ESL Proficiency Exam through the English as a Second Language International (ESLI) Language Centre. Students who achieve 70 on the exam will be admitted to a regular undergraduate university program. Students who do not achieve the minimum score required for admission to a University program may study in the ESLI program until they have achieved the recommended standing. This exam is administered on the TWU campus. Students must first make full application to Trinity Western before they have the opportunity to write the Proficiency Exam.

## ACADEMIC ESL REQUIREMENTS

Students whose TOEFL, IELTS, or CAEL scores do not meet the minimum requirement but who qualify academically to attend TWU may seek entrance to the University through the English as a Second Language International (ESLI) program at Trinity Western. These students must register with ESLI and will be assessed regarding their English skills during Orientation Week, at which time they will be placed in the appropriate ESL level. Upon completion of level 5, they may enrol in a degree program without a TOEFL, IELTS, or CAEL score. For more information, see Affiliate Institutions: ESLI Language Centre section in this Calendar.

## INTERNATIONAL TRANSFER CREDIT EVALUATIONS

Transfer credit from international schools must be assessed by an external international credit evaluation agency. All transcripts sent to an international credit evaluation agency must be official documentation. International evaluation reports that are based on

unofficial transcripts will not be accepted for transfer credit. To avoid delays in receiving transfer credit, students should submit an international credit evaluation report during the admission process. The cost is determined by the agency. TWU recommends the International Credential Evaluation Service (ICES) through BCIT, a member of the Alliance of Credential Evaluation Services of Canada. This agency conducts evaluations for several B.C. universities. They may be contacted at [www.bcit.ca/ices](http://www.bcit.ca/ices). Students are welcome to use World Education Services (WES), International Qualifications Assessment Services (IQAS), International Credentials Assessment Services, or any evaluation agency that is a member of the Alliance of Credential Services of Canada.

### IMMIGRATION REQUIREMENTS

International students need to apply for an entry visa and a study permit with the Canadian Embassy, High Commission, or Consulate in their own country. No person will be permitted to enter Canada as a student without presenting the required documents to immigration officials at the port of entry. Application for a visa and study permit should be made as early as possible to ensure sufficient time for processing. For more information, visit [www.cic.gc.ca/english/study/index.html](http://www.cic.gc.ca/english/study/index.html).

### TRANSFER STUDENTS

Transfer students must present the same application forms and high school transcript as those applying for first year standing. In addition, an official transcript from each post-secondary institution attended must be submitted. Additional information such as course outlines/syllabi may be requested from the Admissions Office to assist in the evaluation. Students may find out what courses have been transferred from their college or university by visiting [go.twu.ca](http://go.twu.ca) to access TWU's transfer credit database. Courses that cannot be found in the database will require an evaluation. Syllabi and/or course descriptions are required for the evaluation process. An official transfer credit assessment will be completed upon submission of a completed application.

Transfer students may be eligible for admission to the University upon completion of one semester of full-time studies (12 credits/hours or more) in a university transfer program, if they have also met the high school requirements in their home province. Admission will be based upon achievement in this post-secondary course work and previous college or high school work. A minimum cumulative GPA of 2.0 (C) is required on all course work. Students who have completed a minimum of 27 credits/hours of course work may be admitted solely on the basis of their performance in that course work. A high school transcript is still required as part of the application as the Admissions Office requires a complete academic history of all students.

The University reserves the right to accept only such courses as comply with the academic standards established by TWU and with the requirements for graduation. See Graduation Requirements section in this Calendar.

The maximum number of semester hours accepted for transfer credit from various post-secondary institutions is 75. Individual maximums are as follows:

#### Universities and Community Colleges –

A maximum of 75 sem. hrs. transfer credit will be given for all acceptable courses with a passing grade (D and higher).

*Note: Some required courses in Business, Education, and Nursing programs require a minimum letter grade above that of a pass. In cases where a lower grade than the minimum required is achieved, general elective credit will be granted and the course must be retaken at Trinity Western University to meet graduation requirements.*

#### Bible colleges accredited with the Association for Biblical Higher Education (ABHE) –

A maximum of 60 sem. hrs. of appropriate courses of which a maximum of 24 sem. hrs. may be biblical studies and 36 sem. hrs. may be liberal arts courses. Transfer credit will be given for all acceptable courses completed with a C- grade (60 per cent) or higher.

Bible college courses that have been articulated with a public university may be assigned credit for these courses above the maximum totals indicated.

Applicants from Bible colleges with candidate status with the ABHE are eligible for a maximum of 48 sem. hrs. of appropriate courses of which 24 sem. hrs. may be biblical studies and 24 sem. hrs. may be liberal arts courses. Transfer credit will be given for all acceptable courses completed with a C- grade (60 per cent) or higher.

Applicants from Bible colleges not accredited with the Association for Biblical Higher Education (ABHE) should not expect to receive transfer credit for work completed at Bible college except by appeal and careful review by the University. (Such a review would normally include evaluation of course syllabus and instructor credentials.) No credit will be given for work completed in practical discipleship training programs.

*Note: Due to teacher certification requirements, TWU's Teacher Education program can accept Bible college transfer credit only if the Bible college is a fully accredited member of the Association for Biblical Higher Education (ABHE) or is a member of a recognized regional college and university accreditation body. Students must still meet the normal Education degree and other TWU degree graduation requirements. Transfer credit from colleges with candidate or unaccredited status will not be accepted.*

#### Institutes of Technology and Colleges of Applied Arts –

Courses will be considered on a course-by-course basis where a minimum grade of B- has been obtained. A maximum of 45 sem. hrs. of credit will be awarded for such course work. Course outlines/syllabi are normally required to facilitate this process.

*Note: Students transferring from BCIT may transfer up to 75 sem. hrs. of course work to TWU. Courses eligible for transfer must have equivalency and have a passing grade (no less than a D).*

#### Transfer Credit Limits –

Students will be able to transfer upper level courses taken at other institutions subject to the following limits (Note: Any exceptions to the major, concentration, and minor upper level limits stipulated below must be recommended by the relevant faculty

or school dean and approved by the Vice Provost. See the department concerned for further details):

1. Courses in student's major field: 24 to 27 upper level sem. hrs. are required; a maximum of 9 of these can be taken at institutions other than Trinity Western University.
2. Courses in student's field of concentration: 12 upper level sem. hrs. are required; a maximum of 6 of these can be taken at institutions other than Trinity Western University.
3. Courses in student's minor field: 9 to 12 upper level sem. hrs. are required; a maximum of 3 of these can be taken at institutions other than Trinity Western University.
4. Courses outside of student's major, concentration, or minor:
  - No limit to the transferability of appropriate upper level courses for elective credit, subject to the policies on (1) residency and (2) limits in major, concentration, or minor fields.
  - Notwithstanding the above, no Trinity Western University baccalaureate degree can be earned in a major (or general degree in minors) that the University does not offer.
  - A student may not declare a major, concentration, or minor in any field not offered as such by the University, e.g., engineering.
  - Students who have transferred to Trinity Western University from other post-secondary institutions with at least 57 sem. hrs. of transfer credit may be eligible for adjustment in the core requirements (see Graduation Requirements section.)

**Block Transfer for British Columbia Associate of Arts or Science Degrees** – Trinity Western University guarantees 60 sem. hrs. of transfer credit to students who enter TWU with an Associate of Arts or Associate of Science degree that is awarded by a recognized college or university college in B.C. Students must still meet all 100 and 200 level course requirements for specific degree programs and this may require students to take more than 122 sem. hrs. to earn a Trinity Western degree. It is advised that transfer students plan their college course selection well in advance of transfer to TWU to help ensure courses meet graduation requirements. Courses for which no equivalent TWU course exists will be given unassigned credit at the lower level.

**International Transfer Credit Evaluations** – Transfer credit from international schools must be assessed by an external international credit evaluation agency. Please note that all transcripts sent to an international credit evaluation agency must be official documentation. International evaluation reports that are based on unofficial transcripts will not be accepted for transfer credit. To avoid delays in receiving transfer credit, students should submit an international credit evaluation report during the admission process. The cost is determined by the agency. TWU recommends the International Credential Evaluation Service (ICES) through BCIT, a member of the Alliance of Credential Evaluation Services of Canada. This agency conducts evaluations for several B.C. universities. They may be contacted at [www.bcit.ca/ices](http://www.bcit.ca/ices). Students are welcome to use any evaluation agency that is a member of the Alliance of Credential Services of Canada.

## MATURE STUDENTS

Some applicants who do not fully meet the academic requirements for admission to the University may be admitted if there are indications of compensating strengths or other factors which would point to probable success in university studies. Such students must be 21 or older and have been out of school for at least one year.

Applicants in this category must have completed a high school diploma or equivalent. Please refer to the previous Canadian Students and U.S. Students sections for more information about the Test of General Education Development and the B.C. Adult Graduation Diploma.

Any U.S. student admitted as a mature student must obtain a high school diploma or its equivalent to be eligible for Title IV funds.

## STUDENT CLASSIFICATIONS

### TRADITIONAL (DEGREE) STUDIES STUDENT

Regular admission as either a part-time (1 to 11 sem. hrs. per semester) or full-time (12 or more sem. hrs. per semester) student. Students are referred to as being in a particular year of their studies based on the following number of semester hours completed: first year (0 to 26 sem. hrs.); second year (27 to 56 sem. hrs.); third year (57 to 89 sem. hrs.); and fourth year (90+ sem. hrs.).

### GLOBAL LEARNING CONNECTIONS (CONTINUING STUDIES) STUDENT

Individuals who wish to register in university courses for up to 9 sem. hrs. in one semester without admission to a degree program or specific program may do so through Global Learning Connections (GLC). Credit courses taken in this program may count towards a degree program upon application and admission to the Traditional (Degree) Studies program. Students may complete up to a total of 27 sem. hrs. before full application and admission to TWU is required. For information, contact Global Learning Connections. International students must meet the regular university TOEFL, IELTS, or CAEL requirements.

Individuals who desire to take credit and non-credit courses in the areas of (1) professional programs, (2) associate programs, (3) Summer sessions, or (4) Special sessions should register as a GLC student. Admissions and application procedures are simplified and vary according to programs (see Global Learning Connections section in this Calendar). GLC programs may be held either on campus or as part of an extension program off campus.

### AUDITOR

A limited number of people who wish to enjoy some of the benefits of university study without being required to fulfil the normal requirements of courses taken for credit may enrol as auditors.

In all cases, admission to the University is required, although a simplified admission procedure is used. International students must meet the regular university TOEFL, IELTS, or CAEL requirement. Students may not pre-register to audit a course.

Students wishing to change to audit status in a course must do so within the first two weeks of each semester. Faithful attendance must be maintained by auditors.

## PROGRAM SPECIFICS

### AVIATION

In addition to the general University requirements, applicants must also have completed the following with a minimum grade of C+ in each: Mathematics 11 (preference given to applicants with Mathematics 12), Physics 11, and English 12. Physics 12, Computer Science 11, French, or another language are strongly recommended.

Trinity Western University has a cooperative agreement with Coastal Pacific Aviation and the University of the Fraser Valley for students who wish to combine quality aviation training with academic studies towards a university degree (baccalaureate) or an Associate of Arts diploma. Students must make separate applications to Trinity Western University and to Coastal Pacific Aviation. Students can apply to Coastal Pacific after they have begun their studies at Trinity Western University, although they must be accepted by both institutions for admission to the aviation program.

Applicants to Coastal Pacific must have completed a Canadian Private Pilot's licence or make arrangements for completion prior to enrolment. Summer courses are offered at Coastal Pacific Aviation for students to complete their Private Pilot's Licence before beginning in the fall. Please contact Coastal Pacific Aviation at 604.855.1112 for more information on summer courses.

Applicants must hold a Licence Validation Certificate showing Transport Canada Category 1 medical.

Applicants must also satisfy an entrance evaluation that includes (an) interview(s), a qualifying exam, and an assessment of references.

The Aviation program starts in September and the application deadline is March 31. Late applications may be considered if space permits. For an application to TWU, call 604.513.2019, 1.888.GO.TO.TWU (468.6898), or email [admissions@twu.ca](mailto:admissions@twu.ca). For further information regarding the flight training component and for an application packet, call Coastal Pacific Aviation at 604.855.1112, or visit [www.coastalpacfic.com](http://www.coastalpacfic.com). Students also need to complete a separate application to the University of the Fraser Valley. Contact the Admissions Office for more information.

### NURSING

Admission to the TWU Nursing program is limited to 45 students and students may begin in the fall semester only. Students applying to Nursing must complete both an application to the University and one to the Nursing program (a separate application and reference). Visit [go.twu.ca](http://go.twu.ca)

Admission into the Nursing program is competitive and based upon academic admission requirements, the Nursing application, references, and relevant work and volunteer experience. Applications are reviewed for Nursing admission after the February 28 deadline for the following fall semester. Applications will not be considered until all required components have been received. Late applications will be considered on a space availability basis.

In addition to meeting TWU entrance requirements, admission to the Nursing program requires completion of Grade 12 or GED with a minimum cumulative GPA of B- in Biology 12, Chemistry 12, English 12, and Math 11 with a minimum standing of C+ in each course.

Transfer students from colleges and universities, including TWU, must meet the entrance requirements outlined above. University credits must meet the stipulated minimum requirements within the Nursing program: C in science courses, C average in all other courses, and C+ in any prior nursing credits. Transferring nursing credits into the TWU Nursing program should not be assumed. Courses are considered on an individual basis. Transfer credits do not usually shorten the four years required to complete the TWU Nursing program.

Admitted students will receive notification by letter and/or a telephone call from their Admissions counsellor. All students admitted to the program must forward a \$500 Nursing deposit by May 1 to confirm their admission into Nursing (in addition to the \$400 admissions deposit). Those who do not make this payment by May 1 will lose their place in the program. This deposit is non-refundable after May 1. Students who meet the entrance criteria but who are not admitted are placed on a deferred admission list. Students from this list may be admitted after May 1 providing there is a place in the program. Applications received after March 15 will be reviewed space permitting.

Personal interviews with Nursing faculty may be required prior to admission to the Nursing program.

Current TWU students who wish to transfer into the Nursing program must pick up an application package from the Nursing Department's faculty assistant. Completed application forms and supporting documentation must be submitted by February 28.

Students with English as a second language are required to meet the English Proficiency Requirement as outlined in this Calendar.

### LEARNING DISABILITIES

Students with a disability who need assistance are encouraged to contact the Equity of Access Office upon admission to TWU to discuss their specific needs. All disabilities must be recently documented by an appropriately certified professional and include the educational impact of the disability along with recommended accommodations.

Within the first two weeks of the semester, students must meet with their professors to agree on accommodations appropriate to each class.

For further information see the Students with Disabilities section in this Calendar.

### APPLICATION PROCEDURE

Applications for admission are available from the Admissions Office at [go.twu.ca](http://go.twu.ca). Online applications are preferred.

All completed paper applications and supporting documentation should be mailed to:

*In Canada:*

*Trinity Western University Admissions  
7600 Glover Road  
Langley, BC V2Y 1Y1*

*In USA:*

*Trinity Western University Admissions  
PO Box 1409  
Blaine, WA 98231-1409*

## ORIENTATION PROGRAM

An orientation program for all new students occurs at the beginning of each semester for the first several weeks. The purpose of the extended orientation program is to assist students in adjusting to university life. During this program, important discussions, instructions, and tests are given, making it imperative for all new students to be present.

## RESIDENCE REQUIREMENT

Trinity Western University is committed to providing on-campus residence that assists students in personal growth. The University believes that residential living contributes significantly to the development of the total person and his/her persistence in post-secondary studies. To enhance the accomplishment of its mission "to develop godly Christian leaders," the University requires that all full-time (12 or more sem. hrs.) students live on campus for their first two years or until third year standing of at least 57 sem. hrs. is achieved. Automatic exceptions to this policy will apply to anyone who is: married, living with parent(s)/legal guardian, at least 21 years of age, or enrolled in part-time studies (11 sem. hrs. or less). Appeals for circumstances not mentioned in the previous exceptions may be submitted in writing to the Housing Office no later than July 1 (for the fall semester) and November 1 (for the spring semester). Until an appeal is granted, the residence requirement remains in effect. Students found living outside Trinity Western's residence requirement will be seen as not fulfilling the requirements of enrolment and may be required to deregister from the University.

## THE UNDERGRADUATE ADMISSIONS OFFICE

*Brian Kerr, Director*

The Undergraduate Admissions Office provides prospective students and their families with information and resources they need to make a great post-secondary decision. It also provides prospective students with personalized service in a timely and efficient manner.

The Undergraduate Admissions Office services include high school visits, representation at college and career fairs, on-campus visits, individual appointments with Admissions counsellors, and course pre-registration for new students. The Undergraduate Admissions Office is responsible for the distribution of all information related to Trinity Western University and its undergraduate programs including applications and the Academic Calendar. The Office serves as a liaison between new undergraduate students and other University offices such as Financial Aid, the Office of the Registrar, the Advising Office, and the Housing Office.

*Hours: 9 a.m. to 4:30 p.m., Monday – Friday  
Mattson Centre*

*Admissions inquiries:*

*1.888.GO.TO.TWU (468.6898)*

*Tel: 604.513.2019*

*Fax: 604.513.2064*

*Email: admissions@twu.ca*

*Website: www.twu.ca/undergraduate*

## REGISTRATION AND ENROLMENT

### PRE-REGISTRATION

#### NEW STUDENTS

Course selection and scheduling for new students may be completed through the pre-registration program and services provided by the Admissions Office. Details regarding new student pre-registration will be included with the student's letter of admission. Students who do not pre-register register in person upon arrival at the University.

#### CURRENT STUDENTS

Students currently enrolled at TWU can pre-register for classes in November (for spring) and in March (for fall). Refer to the Calendar of Events for exact dates.

Registration is permitted until the deadline for add/drop (see inside cover of this Calendar). However, because many courses fill up quickly, students are encouraged to register as early as possible to ensure the best course and schedule selections.

### COURSE LOAD

Normal course load per semester is 15 to 17 sem. hrs.; the maximum load a student may carry without special permission from a faculty or school dean is 19 sem. hrs., (with the exception of B.Ed. students who may carry a maximum of 21 sem. hrs.).

### THE ADVISING OFFICE

*Dr. Gordon M. Gillion, Director*

Academic advising is an integral component of the learning process at Trinity Western University. The Advising Office personnel are available to assist students in developing their program of studies. Services include the selection of a degree program, long-term planning, course selection for each semester, and the adjustment to academic life.

The Advising Office, in consultation with the Office of the Registrar and the deans of the faculties and schools, will assign each student (advisee) to an academic advisor. Each advisor is a faculty member in the advisee's chosen field of study thus ensuring a perspective from which guidance on discipline-specific issues such as careers and graduate study options can be provided.

As students progress through their educational experience at TWU, they may find that a change of program and/or advisor is necessary. The Advising Office is available to facilitate any changes. The overarching goal of the Advising Office is to ensure that each student progresses through to graduation.

The Advising Office collaborates with the Admissions Office, the Office of the Registrar, Financial Aid, Student Life, and all faculties and schools.

*Hours: 9 a.m. to 4:30 p.m., Monday – Friday  
Reimer Student Centre, Second Floor*

*Tel: 604.513.2182*

*604.513.2121 Ext. 3500*

*Fax: 604.513.2061*

*Email: Gordon.Gillion@twu.ca*

*Website: twu.ca/academics/advising*

## PROGRAM OF STUDY

In developing a program of study, consideration should be given to the student's background and special interests as well as to the general course requirements for graduation as outlined in the course requirement section of this Calendar. Of necessity, the course selection for a given semester will depend upon the official timetable of course offerings for that semester. (Some courses are offered in alternate years.)

*Note: It is the sole responsibility of the student to ensure that the courses required for the granting of a degree have been completed satisfactorily. Students are therefore cautioned to be absolutely certain that the number and combination of their courses meet all University and departmental requirements.*

## PERMISSION TO STUDY ELSEWHERE

Trinity Western students who wish to pursue studies at other universities or colleges with the intention of obtaining credit toward a degree at Trinity Western must complete a Letter of Permission worksheet available from the Office of the Registrar prior to their enrolment at another institution. Once the requested courses have been evaluated, the Office of the Registrar will send a Letter of Permission to the host institution and it may serve as the basis for the student's admission as a special student. Students are responsible for ensuring that an official transcript of their grades is sent from the host institution to Trinity Western.

*Note: Application for evaluation does not guarantee TWU Transfer Credit. There is a nominal processing fee for a Letter of Permission for institutions outside of B.C.*

## TESTING

**Math Survey Exam** – All students entering Natural and Applied Science programs in Biology, Chemistry, Computing Science, Environmental Studies, Mathematics, or Physics must write a Math Survey Exam during Orientation Week. The exam tests general understanding of math skills, mainly at the Grade 9 to 11 levels and provides an indication of the student's overall ability in math.

**Music Placement Test** – This test is designed by the Department of Music to measure the knowledge of rudimentary music theory of students wishing to take courses in Music theory or history (not for MUSI 110 Fundamentals of Music or MUSI 150 Music Appreciation). It is not required for students who wish to participate in applied Music courses. This short test covers material equivalent to Grade 2 Rudiments as prescribed by the Royal Conservatory of Music in Toronto.

**RELS 101, 102 Challenge Examination** – Please see Graduation Requirements section. See Religious Studies Department chair for details.

## ACADEMIC STANDING

**Scholastic Distinction** – To encourage high standards of scholarship at Trinity Western University, the following scholastic honours will be recognized:

1. Full-time students who achieve 3.60 or higher current grade point average are listed on the Dean's List each semester. (Pass/Fail courses do not count toward Dean's List status.)
2. Recognition of high levels of scholastic achievement will be made upon graduation, i.e. great distinction for a cumulative GPA of 3.70 or higher and distinction for a cumulative GPA of 3.30 to 3.69.

**Academic Probation** – All Trinity Western University students are expected to maintain a level of academic achievement that will enable them to graduate at the completion of their program. The University minimum cumulative GPA is 2.00; while some departments, especially those involved with professional programs, set the minimum GPA at a higher level. In order to continue in their program from semester to semester, students whose cumulative GPA is below 2.0 during first and second year, or below 2.10 during third and fourth year must achieve academic standards that are monitored by the Academic Standards Committee. Failure to meet these standards will result in restrictions on course registration and may result in required enrolment in the Academic Recovery Program and/or being required to withdraw from the University.

Students below the required GPA (2.0 during first and second year, or 2.10 during third and fourth year) are notified of their status after the completion of each semester and are encouraged to engage a plan to improve their academic standing. Programs available at the University to assist students in this regard include a Study Skills course and the Choosing to Succeed program. If a student continues to report an unacceptably low GPA after several semesters, the University will normally require the student to withdraw.

Academic trial for the first semester of attendance may be required for students with a low standardized test score or who have completed an ACE program, providing these students with an opportunity to achieve success in university studies. Such students should take SKLS 001 (Study Skills) and will have a reduced academic course load.

## ATTENDANCE

It is the responsibility of the student to attend all class sessions of courses for which he or she is registered. Responsibility in this sense is intended to include participation in the class discussion as well as receiving the benefits of class lectures and reports. An instructor may bar a student from writing the final examination in any course if the student has been absent without permission or legitimate cause for more than one-quarter of the classes. Specific regulations regarding attendance in individual courses are announced in the course syllabus by the faculty member concerned. An instructor may remove a student from the course if the student misses the first two classes.

**Chapel Attendance** – Although it is optional, students are strongly encouraged to attend daily chapel services as part of their regular schedule of activities.

## CHANGE OF REGISTRATION (ADD/DROP) AND WITHDRAWAL

A student who wishes to make a change in the program of courses for which he or she has registered must make such changes by the Add/Drop deadline.

1. Adding Courses – Students may add courses, subsequent to registration, until the end of the second week of the semester. All changes must be made through the online registration program. Courses may not normally be added after the second full week of lectures.
2. Dropping Courses – Courses dropped during the first two weeks of classes are not noted on the student's academic record. (See also Graduation Requirements section in the Academic Information chapter: Grading System.) If a student drops all courses, fees which apply to withdrawing students will be assessed.
3. Waitlists – When enrolment in a class has reached capacity, a waitlist is created. This waitlist allows students to remain in a queue until a space opens in the class. Students are encouraged to switch from a waitlisted class into a class that has available space before the add/drop deadline. All waitlists are deleted at the add/drop deadline.
4. Withdrawing from Courses – Between the end of the second week and the end of the sixth week of classes, a student who withdraws from a course will be assessed a late course withdrawal fee and will receive a grade of 'W' on his or her permanent record. Signatures of the student's instructor(s) as well as the appropriate faculty/school dean(s) are required. Withdrawal after six weeks is not permitted except in severe extenuating circumstances (as assessed by the Vice Provost); documentation of the severe extenuating circumstances is required. In such cases a WP or WF grade will be assigned by the instructor(s) concerned. There is no tuition refund on withdrawals after week six. Forms for 3 to 6 week and 7 to 11 week withdrawals must be obtained from the Office of the Registrar. Withdrawal from a course is not permitted after the eleventh week of classes in a semester.
5. Withdrawal from the University – Any student who, after registration, finds it necessary to withdraw from the University should request a withdrawal form at the Student Life Office and obtain signed approvals and releases from various departments as indicated. The date on which the completed form is submitted to the Student Life Office will be used by the Office of the Registrar for calculating refunds of tuition and residence fees. The administration of the University may request a student to withdraw from the University at any time for unsatisfactory conduct, for failure to abide by University regulations, or for exceptionally low academic performance. If a student is re-admitted to the University after being deregistered for one year or more, the graduation requirements at the point of re-admission will apply.

## TRANSFERABILITY OF TWU COURSES TO OTHER INSTITUTIONS

As a fully accredited post-secondary institution, Trinity Western University courses are transferable to other post-secondary institutions. Trinity Western University is a full member of the British Columbia Council on Admissions and Transfer, the governing body responsible for transfer agreements between post-secondary institutions within the province of B.C.

To determine the exact credit that TWU courses will receive at other post-secondary institutions, students should request an official transcript of their TWU academic record be sent to the receiving institution. Often more detailed course syllabi are required to determine the exact credit to be awarded. Course syllabi are handed out in each class by the instructor but can also be ordered from the Office of the Registrar.

## OFFICIAL TRANSCRIPTS

Official transcripts of a student's TWU academic record can be ordered online at [www.twu.ca/registrar](http://www.twu.ca/registrar). All requests will be ready for pick-up or delivery by noon the following business day.

Transcript fees (see Student Fees section) include regular mail service within North America. Courier service within North America or delivery outside of North America is available for an additional fee.

Unofficial transcripts can be viewed online at [www.twu.ca/registrar](http://www.twu.ca/registrar).

## OFFICE OF THE REGISTRAR

The Office of the Registrar is the foremost resource for students' registration and financial account activity. Located in Mattson Centre, the Office of the Registrar serves students in person and online.

*Hours: 9:00 a.m. to 4:30 p.m.*

*Monday, Tuesday, Friday*

*9:30 a.m. to 4:30 p.m.*

*Wednesday, Thursday*

*Tel: 604.513.2070 Fax: 604.513.2096 Email: registrar@twu.ca Website: www.twu.ca/registrar or students.twu.ca*