To: Academic Advisors  
Date: September 15, 2017  
From: Office of Global & Off-campus Education  
Re: Role of Academic Advisor in Off-Campus/Study Abroad Process

The Office of Global & Off-campus Education (OGOE) is pleased to share information that may be helpful to you when advising students who are planning to study off-campus for one or two semesters in their junior year, the fall semester of their senior year, or during the summer. Engineering students may also plan to study off-campus/abroad during their second semester of their sophomore year.

Academic Advisors play an important role in helping students choose the right off-campus study program for their major(s), academic interests, and academic goals. Early in the application process, students are required to meet with their academic advisor to discuss academic progress and how off-campus/study abroad will complement their Bucknell University experience. This initial meeting allows the academic advisor to counsel the advisee regarding program selection and to communicate any concerns with respect to fulfilling major requirements.

FAQs for Academic Advisors

Where is the Office of Global & Off-campus Education located?
The OGOE is located in the Botany Building, Ground Floor.

What is the Intent to Study Off-Campus/Abroad Registration?
Students interested in studying off-campus/abroad during their tenure at Bucknell are required to complete and submit the online Intent to Study Off-Campus/Abroad Registration during the first semester of their sophomore year. The registration’s deadline is October 10, 2017 for priority placement. Priority placement is an opportunity for students to have their off-campus/study abroad semester placement request reviewed early and obtain a greater chance of being placed in their preferred semester, although placement in a particular semester is not guaranteed by priority placement. If a student’s registration is received after the stated deadline, their registration placement will be on a rolling admission process, and their options to study off-campus during the fall or spring semester may be limited.

The OGOE uses this registration to assist and place students in a particular semester. Students may indicate a preference, but not all students will be placed in their preferred semester. One of the key criteria for determining the appropriate semester for students to study off-campus is the confirmation of curricular and academic needs of the student. Students are told to seek guidance from their academic advisor when completing this form to confirm the curricular and academic needs of the student and most appropriate semester to study off campus. Students received a letter from the OGOE in mid-September outlining the Intent Registration process and the rolling deadline.
The link to the Student Application Process Flow Chart can be found on the OGOE webpage.

Can a student appeal their semester placement?
If a student wishes to appeal their assigned semester placement for off-campus/study abroad, he/she must complete the Study Abroad Semester Placement Appeal which is due to the OGOE by November 6, 2017. The link to the appeal process is noted in the student’s semester placement confirmation email.

We encourage you to read the Intent to Study Abroad Registration Completion & Review Policy.

What is the process for a student to appeal their semester placement?
Students interested in switching to a specific semester after receiving approval from the OGOE must show cogent academic reasons for the request and submit it directly to the Office, Botany Building, Ground Floor. Students are required to obtain the signature of their academic advisor to confirm the curricular and academic needs of the student and most appropriate semester to study off-campus on the Study Abroad Semester Placement Appeal.

*Academic Advisors will also receive a form from OGOE asking for a written recommendation supporting the student’s semester placement appeal. A googl.doc link will be sent to your Global Education.

Intent to Study Off-Campus Abroad Registration - October 10, 2017 for priority placement. Placement continues on a rolling admissions basis as determined by the OGOE.
Study Abroad Semester Placement Appeal Deadline – November 6, 2017

When does study abroad advising start?
Advising for off-campus/study abroad is an integral component of a student’s tenure at Bucknell. The OGOE advises based on academic focus and meets with students to discuss how an off-campus/study abroad opportunity will complement their curricular requirements.

Office of Global & Off-campus Education Advising for Spring 2019– March 1, 2018

What are the different types of program deadlines?
There are two different types of deadlines as defined by the OGOE:

Early deadline application programs are any programs with a deadline prior to October 1. Additionally, those programs that have the deadline set earlier in the semester are programs which are highly competitive and/or the program has rolling admissions which operate on a first-come-first-served basis.
Regular deadline application programs are any programs with a deadline after October 1. The majority of programs are regular deadlines.

What are the OGOE deadlines for applications?
- Early Deadline, Fall 2018 and Full Year 2018-2019 – November 16, 2017
- Regular Deadline, Fall 2018 – February 8, 2018
- Early Deadline, Spring 2019 – April 5, 2018
- Regular Deadline, Spring 2019 – September 6, 2018

Students have the opportunity to petition to apply to a program that is not on Bucknell’s Approved Program list. To do so, the student must follow the Policy and Guidelines posted on the OGOE webpage. The student must show that the program being petitioned demonstrates an academic component that the already-approved program does not.
- Petition Deadline, Fall 2017 and Full Year 2018-2019– November 16, 2017
- Petition Deadline, Spring 2019– April 5, 2018

The link to the Application Process Flow Chart can be found on the OGOE webpage.

What are the Academic Advisor and Faculty Recommendation Forms?
Every student applying to study off-campus/abroad for a semester or full-year program will be required to request an Advisor Approval Form and Faculty Recommendation Form to complete their Bucknell Off-Campus Study Application.

Students are instructed to meet with their Academic Advisor(s) and Faculty Recommender prior to submitting their Bucknell Off-Campus Study Application to seek faculty approval/agreement to complete the Advisor Approval or Faculty Recommendation on their behalf.

Students will submit their requests via the Office of Global & Off-campus Education application system, and these requests will be sent via email (GlobalEd@bucknell.edu) to the requested faculty member. The email will include a direct link to the requested form, as well as:

- Student Name
- Request Type: Advisor Approval, Faculty Recommendation, Language Evaluation
- Program Name

The Advisor Approval and Faculty Recommendations should be completed within two (2) weeks of the initial email request. For any pending requests, a weekly system reminder will be sent to inform Academic Advisor(s) and Faculty members of each pending request.

What are the Student Eligibility requirements for off-campus/study abroad?
For the **FALL** semester, if a student’s GPA is a 2.8 or higher, they are required to submit only one (1) faculty recommendation for their Bucknell online application. If a student’s GPA is lower than 2.8, they are required to submit two (2) faculty recommendations.

For the **SPRING** semester, if a student’s GPA is a 3.0 or higher, they are required to submit only one (1) faculty recommendation. If the student’s GPA is lower than 3.0, they are required to submit two (2) faculty recommendations.

Students must meet with their global education advisor to discuss this policy in detail. Some exceptions/additions may apply. A portion of the program provider study abroad application requires additional faculty recommendations on a separate non-Bucknell Faculty Recommendation Form.

**What is the Transfer of Credit (TOC) Form and what role do the academic advisor, faculty member, and chair of the department play in the TOC approval process?**

Prior to departure on a Bucknell-approved, off-campus study program, students must obtain university approval for the courses they wish to take off-campus in order to receive Bucknell credit for those courses. The Transfer of Credit form serves almost as a registration card for those students applying to study off-campus. However, instead of simply signing up for classes and obtaining advisor approval, students must go through several extra steps to obtain university credit for those courses taken during their time off campus.

Once a student has been approved to study off campus by the Office of Global & Off-campus Education, the student will receive a link in the Post-Acceptance forms for the *Transfer of Credit Form* on which they will indicate the exact courses that the student will be taking during the semester(s) off campus.

All students are required to take the equivalent to a Bucknell University full course load (usually 15-16 semester hours) while studying off campus. If a student chooses to take courses in English in a non-English speaking country, the student must take a language course while studying off campus. All courses must receive a letter grade to have the credits transferred. Students are not permitted to take Pass/Fail courses.

If a student chooses to take a course that has not been approved within the last three (3) years by a Bucknell University department chair, the student is required to obtain the signature of the current department chair under which that course falls. A list of previously approved courses can be located in the “Resources for Approved Students” and/or “Pre-Departure Information” sections on the Office of Global & Off-campus Education website. If a course that a student wishes to take is on that list, then the student does not need to obtain additional department approval to take that course.

The academic advisor must review the *Transfer of Credit Form* after it has been completed by the student. Like the *Advisor Approval Form*, the *Transfer of Credit Form* requires the academic advisor’s signature for final Bucknell University approval.
As an experienced faculty member and department chair, you are qualified to determine whether or not a course meets your department’s standards for educational rigor.

Advisors should be involved every step of the way, but before a student submits the Transfer of Credit form to the Registrar’s Office, the advisor for each of the student’s majors must sign the form, just as an advisor would sign a registration form. This will allow you to go over your advisee’s final course choices and determine whether those selections enable your advisee to achieve his or her academic goals and requirements.

**If I am a department chair, how do I determine whether an off-campus course is worth granting Bucknell credit?**

As a means of determining whether a course taken off-campus should be weighted the same as a Bucknell University course, you should ask that students provide you with information about the course. Sometimes a course description or reading list will suffice, while other department chairs may wish to see sample syllabi or coursework. Generally this information is available to the student through the program website, catalog, or contact with the program. It is up to you to determine how much and what kind of information you need to make a decision about course approval.

**What does it mean to have “a full course load”?**

A full course load at Bucknell University is four (4) credits per semester, which is approximately 15-16 semester hours. Each off-campus program measures courses differently depending on location, university, or sponsor. Students are made aware of their course load requirements at the time that they receive preliminary approval to study off-campus, and on the Transfer of Credit form they will indicate a full course load (e.g. 4 credits, 5 courses, 24 units) on the form.

**What CCC/GenEd requirements can students fulfill while studying off-campus?**

**CCFL:** All students who study in a country where English is not the primary language are required to enroll in the host country language while abroad.

**GBCC and EVCN:** It is possible, with approval, for students to find courses that fulfill both the Global Connections and Environmental Connections requirements.

**ARHC and SLSC:** Courses approved for transfer credit by the Arts & Humanities and Social Sciences automatically fulfill these CCC requirements.

Some students have also found courses that fulfill the following requirements: CCQR, NSMC, AHLG, SSLG.

**IP:** Many summer courses taught abroad by two (2) Bucknell faculty from different departments may fulfill the IP class. Faculty offering this class would need to get CCC approval for the IP designation before departure.

**Engineering majors must follow the Engineering General Education and major requirements.** Engineering majors must follow the requirements for their degree program including major requirements, major related requirements, and general education requirements. Courses must first be approved by the department chair for each course of interest for transfer to Bucknell. For students in the class of 2019 and thereafter, no additional approval for a course to count as one of the five general
education courses is needed. Students should be sure that the course they seek to transfer will be in a department that fulfills the requirement they are seeking to satisfy. (Engineering students in the class of 2018 seeking approval for general education courses must contact Associate Dean Ziemian, ziemian@bucknell.edu.) For a course to count for the college's Global Perspectives requirement, it must be also approved as a Global Connections or Foreign Language course by the CCC coordinator.

**There are two main categories of summer programs:** the “Bucknell in” programs which are led by a Bucknell faculty member and non-Bucknell University programs which are facilitated by global education partners/program providers. Students interested in applying to a “Bucknell in” summer program can find information on our webpage, under Faculty-Led Summer Programs. Students interested in these programs must contact the appropriate faculty leader directly. Faculty will provide the details on the program and the application process. It is mandatory for students to meet with a Global Education Advisor before they apply for an off-campus summer program. Students will discuss academically appropriate program options and share resources provided by our office. Typically summer advising begins late in the fall semester.

Bucknell University requires no specific GPA for the Non-Bucknell Summer Study Abroad opportunity. Some programs do require a specific GPA. Students should have a history of good conduct and citizenship with the University. Conduct violations will be evaluated by the Office of Global & Off-campus Education as approval to study off-campus/abroad is considered.

Students must complete **two** applications: the Bucknell University Application for Approval to Study Off-Campus Summer and a program application for their specific program through the provider website. Students must send all program application materials directly to the provider. Summer application deadlines vary greatly by program and students must have their program applications completed and submitted by the program deadline. Many program providers require institutional approval from the Office of Global & Off-campus Education. When this is required, students will need to bring, or have sent, the nomination/approval form to the Global Education Advisor for approval.