



To: Academic Advisors
From: Dr. Stephen K. Appiah-Padi
Director, Office of International Education
Date: September 13, 2011
Re: Role of Academic Advisor in Off-Campus Studies for the Fall 2012, Full Year
2012-2013 and Spring 2013 Off-Campus/Study Abroad Advising Cycle.

Dear Academic Advisor,

The Office of International Education (OIE) 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 or first semester senior year. For additional resources please go to *Faculty and Staff Resources* on the Office of International Education website at: <http://www.bucknell.edu/x13699.xml>

All links to assist you in navigating this process can be found at the link above.

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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 their academic progress and how off-campus study 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.

Two exciting developments in OIE are the transition to an online Bucknell Off -Campus/Study Abroad Application and the launching of an Introduction to Study Abroad Video (ITSABV) for students. All students who are planning to study off-campus at any point in their time at Bucknell University are required to review the *Introduction to Study Abroad Video*. Engineering students are required to view the *Engineering Introduction to Study Abroad Video*.

We encourage you to watch the online ITSABV at the following link: <http://www.bucknell.edu/x12760.xml>

Please contact a study abroad advisor in the Office of International Education at 7-3796 if you have any questions about the process.

Please view the *OIE Flow Chart/Cycle Sheet: Academic Advisor/Student Process for Off-Campus/Study Abroad Opportunity* for additional details on the calendaring cycles for students and advisors at the following link: <http://www.bucknell.edu/Documents/InternationalEducation/Forms/FINAL%20OIE%20Flow%20Chart%20-%20Students-Academic%20Advisors.pdf>

Upcoming Office of International Education Deadlines

**For a more detailed listing of current application and forms deadlines please see the Office of International Education website.*

OIE Abroad Application & Provider Application Due: Regular Deadline-Spring 2012:
September 22, 2011

Intent to Study Off-Campus/Abroad Form for the Fall 2012, Spring 2013, Full Year 2012-13 Cycle Deadline: **October 19, 2011**

Requesting a Change of Semester for an Off-Campus/Study Abroad Program Form Deadline:
Friday October 27, 2011

OIE Study Abroad Advising Begins for the Fall 2012, Full Year 2012-2013 and Spring 2013:

Fall 2012 & Full Year 2012-13: **October 31, 2011**

Spring 2013: **February 29, 2012**

OIE Study Abroad Application & Provider Application due for the Fall 2012, Full Year 2012-2013 and Spring 2013

Early Deadline-Fall 2012 & Full Year 2012-13: **December 1, 2011**

Regular Deadline-Fall 2012 & Full Year 2012-13: **February 9, 2012**

Early Deadline-Spring 2013: **April 12, 2012**

Regular Deadline-Spring 2013: **September 13, 2012**

Note: there are two different types of deadlines as defined by the Office of International Education. Early Deadline applications and Regular Deadline applications. Early Deadline programs have the deadline set sooner typically for the following reasons: they are highly competitive and or rolling admissions which operate on a first come first served basis. Regular Deadlines are typically programs that do not fall into either of the Early Deadline categories. The majority of programs, roughly 90%, are Regular Deadlines.

Intent to Study Off-Campus/Abroad Form

Deadline for sophomore students to submit *Intent to Study Off-Campus/Abroad Form*: **Friday October 19, 2011**

Students interested in studying off-campus during the fall 2012, spring 2013, full year 2012-13 cycle are required to complete and submit the online *Intent to Study Off-Campus/Abroad Form* by **October 19, 2011**. The Office of International Education uses this form 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.

For additional information on this process please see the Intent to Study Off-Campus/Abroad for Sophomores Mailing at the following link: <http://www.bucknell.edu/x9096.xml>

Requesting a Change of Semester for an Off-Campus/Study Abroad Program Form

All *Requesting a Change of Semester for an Off-Campus/Study Abroad Program Forms* are due to the Office of International Education by **Friday October 27, 2011**.

Students interested in switching to a specific semester after receiving approval from the Office of International Education must show cogent academic reasons for the request and submit it directly to the Office of International Education, 105 Taylor Hall. 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 *Change of Semester for an Off-Campus/Study Abroad Program Form*.

A copy of the Change of Semester for Off-Campus/Study Abroad Program Form can be viewed online at the following link: <http://www.bucknell.edu/x13711.xml>

Academic Advisor Approval Form

Deadline for advisor to complete the Academic Advisor Approval Form:

Early Deadline-Fall 2012 & Full Year 2012-13: **December 1, 2011**

Regular Deadline-Fall 2012 & Full Year 2012-13: **February 9, 2012**

Early Deadline-Spring 2013: **April 12, 2012**

Regular Deadline-Spring 2013: **September 13, 2012**

The *Academic Advisor Approval Form for Off-Campus Study* allows the academic advisor to provide support or voice any reservations concerning the academic suitability of the program that

the advisee has chosen. The form also provides a “comments” section meant to help the study abroad advisor guide the advisee in final course selection once the advisee has been accepted to a program.

Students interested in off-campus/study abroad are encouraged to meet with their academic advisor before completing the Off-Campus/Study Abroad Application to begin planning for a semester abroad. However, once students submit the preliminary application they are required to meet with their academic advisor to complete the Academic Advisor Approval Form. The request for the form will be automatically sent via email to the academic advisors once the student completes their initial application.

Advisors should discuss the student’s plans for Off-Campus/Study Abroad and how their plans will advance their overall course of study. Advisors should ensure that the student can fulfill all university and major requirements to graduate in 8 semesters. The Office of International Education will not approve a student’s application for off-campus/study abroad without prior approval from the student’s academic advisor(s).

Link to Advisor Approval Form Requests: <http://www.bucknell.edu/x13699.xml>

Faculty Recommendations

Deadline for Faculty to complete the Faculty Recommendation Form:

Early Deadline-Fall 2012 & Full Year 2012-13: **December 1, 2011**

Regular Deadline-Fall 2012 & Full Year 2012-13: **February 9, 2012**

Early Deadline-Spring 2013: **April 12, 2012**

Regular Deadline-Spring 2013: **September 13, 2012**

Students may request recommendations from faculty members who have taught them for a minimum of one semester. At least one recommendation should be from a professor in the student’s major or minor department. Faculty recommendations will be reviewed by the Office of International Education and may be forwarded to the program provider or overseas institution as necessary. Your candid assessment of the student is vital to the placement process. If you are not eligible to assess the student, please ask him/her to choose another evaluator.

Fall Semester

For the FALL semester, if a student’s GPA is a 2.8 or higher, they are required to submit only (1) faculty recommendation for their Bucknell Application. If a student’s GPA is lower than 2.8, they are required to submit (2) faculty recommendations.

Spring Semester

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

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

Link to Faculty Recommendation Form Requests: <http://www.bucknell.edu/x13699.xml>

Transfer of Credit Form

Once a student has been approved to study off campus by the Office of International Education, the student will receive a *Transfer of Credit Form* that will indicate the exact courses that the student will be taking during the semester(s) off campus.

If a student chooses to take a course that has not been approved within the last three 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 “Student Resources” section on the Office of International Education website.

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.

The online *Transfer of Credit Form Tutorial* produced by the Office of International Education to aid students in the completion of their Transfer of Credit Form (TOC) can be viewed at the following link: <http://www.bucknell.edu/x67454.xml>

Important information:

- 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 students are required to take the equivalent to a Bucknell University full course load (usually 15-16 semester hours) while studying off campus

Off-Campus Registration Form (OCST)

The OCST confirms the number of credits students will be taking off-campus/abroad and allows for the release of a student's registration PIN number via email so that they may register for classes for their upcoming semester on campus. This form requires the signature of the student’s academic advisor.

The online *General Forms Tutorial* produced by the Office of International Education to aid students in the completion of their *OCST* can be viewed at the following link: <http://www.bucknell.edu/x67454.xml>

Frequently Asked Questions - O & A

What is the Transfer of Credit form?

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.

What are Bucknell-approved, off-campus study programs?

These are programs, both domestic and overseas, run by third-party providers that Bucknell University students may participate in for credit transfer. Bucknell has approved these programs for its students after a vetting process involving faculty, the Committee on International Education and the Office of International Education. These programs differ from “Bucknell-In” programs, which are run by Bucknell University faculty.

How do students get approval for courses taken off-campus?

There are two primary ways in which students obtain approval for courses taken off-campus:

1. The Office of International Education maintains a record of courses taken on Bucknell-approved, off-campus programs that have been previously approved by Bucknell University department chairs. We publish these courses on our **Previously Approved Course List** (<http://www.bucknell.edu/x12781.xml>) for up to **three** years after their initial approval. If a course that a student wishes to take is on that list, then he or she does not need to obtain additional department approval to take that course.
2. If a student wishes to take a course through a Bucknell-approved, off-campus program not on the Previously Approved Course List, then he or she must obtain permission from the current department chair under which that course would fall at Bucknell University. (e.g., a student wishing to take Eastern European Economics would need the signature of the economics department chair).

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.

Do I have to grant approval for a course if a student seeks it?

No. 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 quality.

What does it mean to have "a full course load"?

A full course load at Bucknell University is four credits per semester, which is approximately 15-16 semester hours. Each off-campus program measures courses differently depending on location, university, or sponsor. The Office of International Education has a list of programs and what is needed for students to achieve a full course load through each program. 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.

Do academic advisors have a role in the transfer of credit process?

Yes. 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.