INTENT TO STUDY ABROAD REGISTRATION COMPLETION & REVIEW POLICY

All sophomore students who plan on studying off campus in their junior year, first semester senior year, or summer are REQUIRED to complete the Intent to Study Abroad Registration. The Office of Global & Off-campus Education (OGOE) uses data from the Intent to Study Abroad Registration to:

1. Project the number of students who will be studying off campus for a particular semester and year. This projection is important for student housing and enrollment management planning.
2. Determine semester assignments for off-campus study. It is Bucknell policy to maintain balanced numbers of students studying off campus in the fall and spring semesters. A number of University functions would be adversely impacted in the absence of such balance.
3. Better plan advising sessions to more effectively assist students for off-campus study.

Because of the primary importance of the Intent Registration in the off-campus study process, the OGOE advises and strongly encourages all eligible students to consider completing the registration by the deadline. It is advisable to complete the registration even if you are not sure of studying abroad. We understand circumstances do change and it would be okay for you to not proceed to apply for an off-campus program after completing the Intent Registration. Failure to complete and submit the form by the deadline, however, may jeopardize your off-campus study plans. To avoid possible disappointments later, please make the effort to complete the form by the deadline.

SEMESTER SELECTION

Bucknell policy requires that students who study off campus in the fall semester have at least a 2.8 GPA. The GPA requirement for the spring semester is at least a 3.0.

The Intent to Study Abroad Registration allows students to choose their preferred semester to study off campus. The OGOE will make every effort to assign students their preferred semester. However, due to the need to create a balance between fall and spring numbers, not all students will get their preferred semester. Students are strongly advised to be flexible in their choice of semester for study off-campus/abroad. Semester assignments will be based upon the following criteria:
• Minimum Cumulative GPA (Spring: 3.0/Fall 2.8. Please note that traditionally, more students elect to study off campus in the spring than the University can support. Thus a minimum of 3.0 GPA may not necessarily qualify you for the spring semester. The number of students choosing a particular semester and the other criteria below may also be used to assign your off-campus study semester)

• Curricular and Academic Needs (where a field of study off campus/abroad is limited to a particular semester)

• Student preference

• Athletic or other program commitments (where participation in an official university athletic program limits student to a particular semester)

• Special Personal Circumstances (where clear evidence of medical or other circumstances limit a student to a particular semester)

**APPEAL PROCESS**

In order to be sure no relevant criteria is overlooked in semester assignment and to be fair to all students, the OGOE allows students who are not satisfied with their assigned semester to request a review. To request a review of your study off campus semester, please note the following:

1. Complete the *Change of Semester Request Form* and submit it to the Office of Global & Off-campus Education within the advertised appeal period. Any appeals submitted after the deadline will not be considered.

2. An appeal must include all supporting documentation. This may include an official Department Chair and/or academic advisor written submission for on-campus academic course requirements, letter from Athletics Department supporting participation in official university athletic program, or doctor’s report or relevant Bucknell administrative department letter supporting an already accommodated personal circumstance.

3. Be aware that though a particular personal circumstance may be very important to you it may not necessarily override the academic consideration of off-campus study. Personal circumstances such as weddings, graduate school plans, family travel plans, club activities, strong personal preferences, etc., may normally not be strong grounds for semester change request.

4. The OGOE will respond to a semester change request within two weeks after the deadline.

5. **Focus on the Important Things.** If your aim is to have a rewarding off-campus study experience, the OGOE will work with you, whatever your circumstance, to explore all alternatives to ensure you achieve your aim. Though most students study off campus/abroad in their junior year, alternatives such as first semester senior year and the summer are available and equally rewarding.