

Application Checklist

- Bucknell in London Application
 - Statement of Purpose – Five hundred words
 - What are your academic interests and personal goals and how do you plan to pursue them while overseas? Please address in detail the following points: how does Bucknell in London meet your **academic goals**, both in structure and specific course content. Demonstrate in detail how you will **graduate on time** with all degree requirements completed. Finally, explain how you hope to **integrate your off-campus study experiences** into your academic and extracurricular life once you return to Bucknell.
- Please provide copies of this essay to your academic advisor as well as any faculty completing recommendations.
- Academic Advisor Approval Form
 - Faculty recommendation: Please request a recommendation from a relevant faculty member in your major or minor department when possible

Code of Conduct/Disciplinary Record

Bucknell University is concerned about the disciplinary record of students applying to participate in off-campus study; this record may have an impact on the approval of this application. Your response will be verified with the Dean of Students.

Have you ever been sanctioned by the University for a violation of the Student Code of Conduct on or off campus?

_____ Yes _____ No

If yes, please explain:

Code of Conduct while participating in this program: I understand that Bucknell's social and disciplinary policy is based upon the premise that its students remain Bucknell students and are guests abroad, that they are expected to abide by the regulations of Bucknell University and by the laws and customs of Great Britain, that they are legally subject to the same laws that govern British citizens and regulations that govern local students, that Bucknell in London is an academic community, that students are expected to respect the rights of other students, the staff, and the faculty, and that students who violate the codes of Bucknell or of the British government will be subject to immediate dismissal.

The information in this application is complete and correct to the best of my knowledge. I understand that any action on this application is contingent on review of all of my Bucknell grades until the time of departure for the program. I further understand that, if I incur any Code of Conduct sanction prior to my departure overseas, this may result in the withdrawal of Bucknell approval for off-campus study. I understand that the application process may include supplementary materials which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. I also authorize the Registrar to release my transcript to the Office of International Education as part of this application. I authorize the Office of International Education to share my academic records, and other information relating to my attendance at Bucknell University, including but not limited to disciplinary proceedings and outcomes as appropriate to the Faculty Directors of this program.

With this signature, I understand that the Office of International Education will provide general off campus study information, including financial information, to my parents or legal guardian. I understand that no specific information regarding my application, application status, or other educational records at Bucknell will be released.

Signature: _____

Date: _____



International Education Advisor Approval Form
Bucknell in London, Fall 2004

Name of Applicant: _____ Degree Program: _____

IV. Academic Adviser's Approval:

(Separate approval is required from both advisers if the student has declared two majors).

Please review the student's plans for off-campus study in London to ensure:

- 1) that the program is academically appropriate;
- 2) that the semester chosen for off-campus study is suitable given the requirements for the major, and;
- 3) that the student will be able to meet all degree requirements (including W2 courses) even though off campus for one semester.

Please note: Bachelor of Arts students are to have fulfilled distribution requirements by the end of the sophomore year (i.e., four humanities, two social sciences, two lab sciences and a third approved course from the natural sciences/math division).

_____ I have reviewed with the student, if pursuing a B.A. degree, the need to complete all distribution requirements by the semester to be spent off campus and have advised him/her concerning options for so doing. (If unable to complete them, please explain below.)

_____ I have reviewed with the student his/her progress toward meeting the writing requirement and have advised him/her concerning options for completing it.

_____ I approve of this student's plans to study off campus.

_____ I approve with the following reservations and/or requirements:

Signature _____ Date _____

Name _____ Department _____

Please return or e-mail **as soon as possible**
(but no later than **February 13th, 2004**) to:

Lisa D. Donatelli, Director
International Education
intled@bucknell.edu

Academic Worksheet

Please complete this form to the best of your ability prior to seeing your advisor. When meeting with your advisor, please take every opportunity to discuss your degree requirements as well as which of these requirements you may take while off campus.

Courses completed first year (Fall)

Courses completed first year (Spring)

**Courses completed second year (Fall)
(Spring)**

Courses (to be) completed second year

Requirements (to be) completed junior year (Fall)

**Requirements (to be) completed junior year
(Spring)**

Requirements (to be) completed senior year (Fall)

**Requirements (to be) completed final year
(Spring)**



Faculty Recommendation for Bucknell in London

To Be Completed by the Student:

Name of Applicant: _____

I.D. # Number: _____

Major(s): _____ Minor: _____

Applicant's Waiver of Right of Access to Confidential Statement

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records. I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.

Signature

Date

To the Professor Completing this Form:

This recommendation will be reviewed by the Director 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 do not feel qualified to assess the student, please ask him/her to choose another evaluator. Should you have any questions about the program(s) the student is proposing, please feel free to contact the Office of International Education at 7-3796. **You may also submit a letter of recommendation which includes the requested information in lieu of this form. As a signature is required to forward this form to the program provider, emails can not be accepted.**

Professor's Recommendation:

1. In what capacity and for how long have you known the applicant? In which course(s) have you taught the applicant and when?

2. Please describe the course in which you taught the student in terms of assignments required and performance of the applicant in relation to his/her peers.

3. Using the box below, please rate the applicant, in relation to other students in the course, on each of the following criteria.

	Poor (Lower 10% of the class)	Average	Above Average	Outstanding (Upper 10% of class)	Unable to comment
Overall Academic performance					
Intellectual motivation					
Writing ability					
Quantitative ability					
Critical Thinking					
In class participation					
Class attendance					
Ability to work with peers					

4. Please comment briefly on this student's academic strengths and motivations for studying off campus. To the extent possible, please assess the student's maturity, stability, independence, and ability to adjust to off-campus study.

Would you welcome this student as a participant on a program you are leading? (Circle one)

Yes, without reservation Yes, with reservations (please specify) No

5. Please provide any additional comments or list any special considerations of which we should be aware.

Signature _____ Date _____

Name _____ Department _____

Please return as soon as possible or by February 13th, 2004 to: Lisa D. Donatelli, Director International Education