Guidelines for Petitioning for an Alternative Education Abroad Program

APDesign offers many approved education abroad programs. Therefore, a student should only petition for an alternative education abroad experience under exceptional academic circumstances. Endorsement by the department and the APDesign International Studies Committee is not guaranteed and is determined on a case by case basis.

Students who have demonstrated strong academic performance and maturity and who are interested in pursuing a semester education abroad program that is not already endorsed by the College of Architecture, Planning and Design must do the following:

   a. Brief cover letter requesting consideration from the department and the International Studies Committee. Clearly state your academic goals and how this alternative program, rather than one of the established approved programs, will better meet your goals. A narrative that elaborates on this relationship is expected. A self-assessment of your ability to meet the admission requirements must be included.
   b. General Information
      i. Name of the university, program and location. Include pertinent website(s).
      ii. Student population
      iii. Language requirements
      iv. Rankings and other information establishing the quality of the university and program
      v. Relationship (if any) to Kansas State University
      vi. Admission requirements for non-degree seeking students
   c. Proposed Semester Plan of Study
   d. Include proposed courses and studio (RCP students are not required to take studio) including descriptions and availability of the courses to non-degree seeking students

2. Send petition as a pdf to your advisor and schedule a meeting to review the petition before November 15th of your 3rd year.

3. Your advisor will submit the petition to the department on your behalf.

4. The department will review your petition. If they approve it, the department head will write a statement supporting your intention to include with your petition.

5. Submit your petition and the statement from the department head to the Associate Dean no later than February 1st of the spring semester of your 3rd year.

6. You must also complete the APDesign Off-Campus Study Application by the announced deadline. If you have a second or third choice for education abroad that is one of the established APDesign programs, you should indicate this on the application.

7. You will be notified of the final decision by the Associate Dean and Director of International Programs after all Off-Campus Study Applications have been reviewed.

Departmental approval does not guarantee an endorsement by the APDesign International Studies Committee. Endorsement by the APDesign International Studies Committee does not guarantee acceptance by the international university for admittance.

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