

## **Guidelines for Petitioning for an Alternative Education Abroad Program**

### **Purpose and Eligibility**

APDesign offers multiple approved education abroad programs. Students should petition for an alternative education abroad program only when an approved APDesign program does not adequately meet their academic goals. This option is for students who demonstrate strong academic performance, maturity, and readiness for a semester-long education abroad experience.

Note: Petitions require approval in a series of steps, initially from the Director of International Programs (Prof. Jessica Canfield), secondly from your academic department, thirdly from the International Studies Committee (ISC), and finally from the host institution.

### **Timeline & Check-List of Required Tasks**

To be considered for an alternative study abroad program, students must complete the following steps by the dates listed below:

- April – May 2026:** Research potential programs. Identify your academic goals and why your program(s) of choice support those goals.
- By June 1, 2026: Meet** with the APDesign Director of International Programs, Jessica Canfield, to discuss the program(s) you are interested in and refine your plans.
- By July 1, 2026: Meet** with the APDesign Education Abroad Advisor, Savannah Maynard, to review program availability, curriculum, and scholarship opportunities.
- By August 1, 2026: Submit** a draft of your Petition Proposal to Jessica Canfield. See p. 2-3 of this document for the required proposal components and the review/approval process.
- By August 1, 2026:** If applicable, meet with your Financial Aid Advisor to discuss whether your Financial Aid package can be applied to your proposed program(s). To make an appointment, go to: <https://www.k-state.edu/sfa/about/advisor/>.
- By September 1, 2026:** Submit the final version of your Petition Proposal to your Department Head for their review/endorsement.
- By October 14, 2026:** Submit your Off-Campus Study Application online. Your application should include the name of the alternative education abroad program.



## **Petition Proposal Content**

Compile the following into a **single PDF** and include the following components:

### **1. Cover Letter**

- Write a formal letter addressed to your Department Head and the APDesign International Studies Committee (ISC), clearly explaining:
  - Your academic goals
  - Why your program of choice better suited to support your goals than existing APDesign-approved programs

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### **2. Narrative Statement (Maximum 2 pages)**

- Discuss the following:
  - How the proposed program supports your academic, personal, and career objectives
  - Your capacity for independence, adaptability, and managing ambiguity while studying abroad

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### **3. Program Information**

- Provide clear and well-organized information, including:
  - Name of university, program title, and location
  - Relevant program and university website(s)
  - Student population
  - Language requirements
  - Rankings or other indicators of institutional quality
  - Relationship to Kansas State University (if any)
  - Admission requirements for non-degree-seeking students

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### **4. Curricular Information**

- Provide the following:
  - A list of proposed courses (and studio, if applicable) with full course descriptions and a weblink to the online information
  - Confirmation of course availability for non-degree-seeking students
  - A statement confirming your ability to meet the program's admission and academic requirements

*Note: Regional & Community Planning (RCP) students are not required to enroll in studio.*

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## Submission & Approval Process

1. **By August 1, 2026:** Email your Petition Proposal in PDF format to Jessica Canfield ([jesscan@ksu.edu](mailto:jesscan@ksu.edu)). Your petition will be reviewed and vetted, with close attention given to course equivalencies. If approved, you will receive the go-ahead to submit a final draft to your department.
2. **By September 1, 2026:** Submit your final Petition Proposal in PDF format to
  - Your Department Head
  - CC: Jessica Canfield ([jesscan@ksu.edu](mailto:jesscan@ksu.edu)) and Courtney Markle ([markle@ksu.edu](mailto:markle@ksu.edu))
3. **By October 1, 2026:** If approved, your Department Head will prepare a written statement in support of your request.
4. **By October 14, 2026:** Complete your Off-Campus Study Application and indicate that you have selected an alternative education abroad option. You will also be asked to select a second option in the event that your approved program admission falls through.
5. The International Studies Committee (ISC) will review the approved proposal and notify you **by early December** whether you have been endorsed and what time-sensitive steps are required to enroll in the approved program.