

The logo for APDesign, featuring the text "APDESIGN" in white, bold, sans-serif capital letters on a black rectangular background.

THE COLLEGE of  
ARCHITECTURE, PLANNING & DESIGN // K-STATE

## 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.

***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.***

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:

1. Prepare petition—***Start early. Plan ahead.***
  - 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 Department Head, your department's Project Coordinator, and your advisor at the same time. 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.
3. Submit your petition and the statement from the department head to the Director of International Programs, Katrina Lewis at [katrina@ksu.edu](mailto:katrina@ksu.edu) **no later than October 15<sup>th</sup>.**
4. **You must also complete the APDesign Off-Campus Study Application by the announced deadline in October. Check the "Other" program box and enter your desired institution of study.** 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.
5. You will be notified of the final decision by the Director of International Programs after all Off-Campus Study Applications have been reviewed.