



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.

This option requires extensive advance preparation and submission of a petition (including short essay responses) for endorsement by your Department, the APD International Studies Committee (ISC), and K-State Office of International Programs (OIP)

Please note that departmental approval does not guarantee an endorsement by the APDesign International Studies Committee and 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:

Start early and plan ahead!

1. Research potential programs
2. Talk to your K-State Education Abroad Advisor, Amanda Mack (mackah@ksu.edu), regarding program availability, use of financial aid, scholarships, etc.
3. Discuss your alternative education abroad plans with APDesign International Programs Director, Jessica Canfield (jesscan@ksu.edu)
4. Prepare petition
 - a. Compose a brief cover letter requesting consideration from your 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
5. Send the 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 approved, the Department Head will write a statement supporting your intention.

6. Submit your petition and the statement from the Department Head to the Director of International Programs, Jessica Canfield at jesscan@ksu.edu **no later than October 25, 2024.**
7. **You must also complete the APDesign Off-Campus Study Application by October 25th. Check the "Alternative Education Abroad Program."** If you have a second or third choice for education abroad, which is one of the established APDesign programs, you should indicate this on the application.
8. You will be notified of the final decision by the Director of International Programs after all Off-Campus Study Applications have been reviewed, generally by mid-December.