

**E-mail template for reaching out to Pace University Chairs  
– requesting Course Equivalencies:**

*Subject line: Requesting Pace course equivalency for a foreign course (study abroad)*

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Dear Professor \_\_\_\_\_,

My name is \_\_\_\_\_, and I am a \_\_\_\_\_ major at Pace.  
I am currently a \_\_\_\_\_ (*class standing*).

I am planning to study abroad for the \_\_\_\_\_ (*fall/spring + year*) semester  
at \_\_\_\_\_) program/university in \_\_\_\_\_ (*city, country*).

I hope to obtain approval from you for the foreign course \_\_\_\_\_  
(*foreign course code, foreign course title*). Below is a brief course description, and I have  
attached the full course syllabus to this email for your review, as well as the **Course  
Equivalency Form**.

**Course Description:**

XXXXXXXXX  
XXXXXXXXX  
XXXXXXXXX  
XXXXXXXXX

Will you kindly review and return the Course Equivalency Form to me with your  
approval/equivalent course indicated, or an explanation of why you *cannot* approve  
the course?

Note: Per the Pace Registrar, the Registrar will only accept an email from a Department  
Chair if you use your official Pace Faculty email address.

Thank you very much for your time and assistance.

(*Your name and Pace UID*)