**Email template for reaching out to Pace University Chairs**

**– requesting Course Equivalencies**

Subject line: *Course equivalency request for study abroad*

Dear Professor (name),

My name is \_\_\_\_\_, and I am a \_\_\_\_\_ major at Pace. I am currently a (class standing). I am planning to study abroad for the (term) at (university/program name) in (city/country).

I hope to receive approval from you for the foreign course (foreign course code and title). Below is a brief course description, and I have attached the course syllabus to this email for your review, as well as the course equivalency form needing your signature.

Course Description: XXXXXXXXXXXXXXXXXXXXXXXXX

Will you kindly review the syllabus and return the course equivalency form to me with your approval and the equivalent course indicated, or an explanation of why you *cannot* approve the course? If you prefer to give your approval via email instead of signing the form, please indicate the equivalent Pace course code and title with your approval and ensure [studyabroad@pace.edu](mailto:studyabroad@pace.edu) is on copy.

Thank you very much for your time and assistance.

(Your name and UID)