

Sample e-mail to Pace Univ. Chairs - requesting Course Equivalencies:

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

Dear Professor _____,

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

I plan on studying 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 course syllabus to this email for your review.

Course Description:

XXXXXXXX

XXXXXXXX

XXXXXXXX

XXXXXXXX

Will you kindly respond to this e-mail (and all recipients I have included on it) with your approval decision?

Per OSA standards, OSA 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)