**COURSE EQUIVALENCY REQUEST EMAIL TEMPLATE FOR TOWSON UNIVERSITY STUDENTS CURRENTLY ABROAD**

If your schedule changes after you arrive at your host institution or program, you may be able to obtain course equivalencies from abroad.

* Search for the course you are taking abroad in the [**TU Study Abroad Standard Course Equation Database.**](http://fusion.towson.edu/www/internationalprograms/studyabroad/course_equivalency/index.cfm)
* **If the overseas course IS LISTED in the databaseyou DO NOT NEED to obtain approval from the academic department for that course.**  Instead, email the **course information page** from the TU Study Abroad Standard Course Equation Database **to the** **TU Study Abroad Office****.**
* **If the overseas course IS NOT LISTED in the database you can request to have your courses equated by the academic department via email.**
* Fill in the blanks in the email template below.
* Look up the email address for the appropriate academic department on the TU department webpage.
* Attach a copy of the **course syllabus** to your email. *All Business departments (except Economics) require a detailed syllabus for all courses at non-AACSB / EQUIS accredited institutions.*
* Attach a copy of your current **Academic Requirements Report.**
* *Business courses only:* **Information on the accreditation agency** for the university or program overseas if you are participating on an affiliate (non-TU) program.
* Enter your Study Abroad Advisor’s name in the Cc address field and send the email.
* Make sure your Study Abroad Advisor receives a copy of the department’s response.

**IMPORTANT:** Students may NOT take MNGT 481, FIN 331, or any upper level accounting courses (except ACCT 341) abroad.

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My name is       and I am studying at       University in       *(country)*. I am taking a course (     ) *(course title)* that that I did not get equated prior to departure. I am a       major and a       minor.

Please take a look at the course syllabus/description (attached) and let me know if it is equivalent to any course currently offered in the department. If there is no exact match please let me know if this class can be accepted as either an upper or lower division elective.

Please ‘reply all’ to this message to ensure my Study Abroad Advisor receives a copy of this message.

Thank you.