



When Pace students study abroad at a partner institution for a semester, year, or summer program they will receive Pace institutional credits for courses taken abroad. In order to get these Pace credits, students must take a series of steps involving course approvals from a Chair. Courses taken at a foreign university (or through a study abroad program provider) must match a course offered at Pace, in terms of content and academic level.

[* HERE](#) is information we provide students about this process (on our website), referred to as

* <https://www.pace.edu/study-abroad/getting-started/course-credit-while-studying-abroad>

Students select courses from those offered at the overseas institution, with the assistance of their Pace faculty/academic advisor.

For every course taken abroad, students must get approval for a similar course at Pace

(1) relevant Department Chair (approval)

(2) academic advisor (sign off) to ensure that the course is an academic plan.

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If a Chair deems that there is no direct equivalent course at Pace, the Chair may elect to instead assign major or general elective credits up to the Chair to decide how the credit should be applied, as the student must get credit for the course. They can also elect to provide Liberal Arts credit.

Students are advised to obtain these credit equivalencies before departure and they are guided through this process at mandatory pre-departure sessions at Pace Education Abroad. It is each student's responsibility to ensure that they have obtained all necessary approvals before departure.

Although students are advised repeatedly to obtain course equivalencies prior to going abroad, some students wait until they are abroad. In this case, a student may send a Chair a request for course equivalency approvals via email. If the Chair wishes, they can require that the student provides more information via the CER Form ([as outlined on this page](#)).

Students also get approvals once they are abroad because courses may be unavailable. Even if they get many courses pre-evaluated, course availability is not guaranteed and their schedule may need to change once they arrive abroad.

Students enrolling for study abroad at the following partner institutions are not able to provide course syllabi prior to arrival abroad

Paris: IESE School of Management

Paris: Paris School of Business