

## Specialization Approval Email Template

Getting specialization approval from your Faculty Advisor is a requirement for your major. Beginning the conversation with a faculty member can be challenging, especially when writing a professional email. We encourage that you consider using the following template as a guide when writing to your Faculty Advisor.

Reminder: You should discuss the courses for your specialization prior to taking a course.

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To: profemail@ucdavis.edu

CC: asac@ucdavis.edu

Subject: Faculty Advisor Specialization Approval

Dear Professor Last Name,

My name is First Name Last Name. You have been assigned to me as my Faculty Advisor. I am writing to discuss my proposed specialization course selection. My anticipated graduation date is Fall/Winter/Spring year, and I am specializing in \_\_\_\_\_.

Specialization Courses I have taken:

**Course Number**- Title- units- Grade Earned

**Course Number**- Title- units- Grade Earned

Specialization Courses I plan to take:

**Course Number**- Title- units- quarter offered

**Course Number**- Title- units- quarter offered

**Course Number**- Title- units- quarter offered

**Total:** 20-23 units

I would be more than happy to meet with you in person to discuss my specialization courses at your convenience. I am available at the following dates & times: \_\_\_\_\_

My goals for my time at Davis are: *(this may include career interests, internships, research opportunities, study abroad et cetera)*

I look forward to hearing from you, Professor. Thank you in advance for your time and consideration.

Sincerely,

**First Name Last Name**