

SAMPLE LETTER TO REQUEST ADVANCED STANDING

(All syllabi and current transcripts should be attached in the email request: Email should be sent to Susan McNabb at smcnabb@samford.edu, but addressed to Dr. Hogg)

Dear Dr. Hogg,

(Summarize request)

I look forward to starting classes in the spring. The purpose of this email is to request advanced standing in DVNT 511 *Introduction to New Testament Greek* and DVNT 512 *Greek Syntax and Translation*. As a summary, I have taken 6 semesters of Greek language and exegetical study for a total of 20 credits in my undergraduate work.

(Give further explanation of why advanced standing should be granted)

My first three semesters (Elem. I, Elem. II, and Int. I) focused on the grammar and syntax of the Greek language, introducing concepts of exegesis. These three semesters seem to be very similar to DVNT 511 and 512, and I am confident that the classes I have taken sufficiently prepared me for exegetical study in Greek beyond the first two semester courses at Beeson.

I also took an independent study "Greek Reading" course with four other students. The class counted for 2 credits each semester and we met together once per week for an hour. There was no syllabus, but the professor described the course in an email (in addition to talking to us about it): "This course will build on the skills learned in Elementary and Intermediate Greek. Vocabulary and syntax will be reviewed and extended. Extensive reading in selected Greek texts will provide the context for both the review and extension." These two semesters helped to solidify our knowledge of Greek Grammar and syntax and to expand and reinforce our vocabulary.

(Summarize textbooks used and ask if anything else is needed)

In addition to our text books for Elementary and Intermediate Greek, the Greek Reading course utilized *Koine Greek Reader* by Rodney J. Decker. Below is a complete list of our textbooks from all 6 semesters. Thank you for considering my request. Please let me know if you would like anything else from me for your consideration. **(Include list of textbooks covered)**

Sincerely,

(Student's name)