

Courtesy Audit Form

Please complete this form in its entirety and sign it before submitting it to the Registration Office. If the course is limited, you must obtain the professor's signature before submitting this form.

Send form to:
 Gordon-Conwell-Boston
 Registration Office
 90 Warren Street
 Boston, MA 02119
 Fax: 617-541-3432 (no cover necessary)
 cumereg@gordonconwell.edu

Name _____ GCTS ID # (if applicable) _____ Date _____ GCTS Box # (if applicable) _____

Degree(s) _____ Telephone _____ E-mail Address _____

Course Number and Section (i.e., BA, BB, HA, HB, HC, etc.) _____ Course Title _____ Term _____ Professor Approval Signature (only required if course has limited enrollment) _____

Contact Information

Street _____

Street (continued) _____

City _____ State _____ Zip _____ Phone _____

Name of Emergency Contact _____ Relationship to Auditor _____

Phone of Emergency Contact _____

Auditor Classification

Student Spouse of Student/Faculty/Staff

Alumnus/Alumna Local Pastor

Faculty/Staff Roxbury Resident*

Other: _____
 (only with Registrar's approval)

*Roxbury residents must furnish proof of residency (e.g., driver's license, utility bill) before being allowed to take a courtesy audit. Roxbury resident courtesy audits will be restricted to a limited number of seats in specified courses. See the Registration Office for a detailed list of eligible classes.

I understand and agree to abide by the following auditor conditions:

- Courtesy audit courses are not transcribed nor will Gordon-Conwell provide confirmation that a courtesy auditor has sat in on a course.
- One courtesy audit per semester is available to each Gordon-Conwell student, spouse, alumnus/alumna, staff member, faculty member. *Hamilton/Wenham residents and local pastors may also take one courtesy audit per semester.
- The last day to register for a courtesy audit each semester is the same as the last day to add a course for that semester. This date can be found on the Academic Calendar, available online www.gordonconwell.edu.
- The signature of the professor is required to courtesy audit courses that have limited enrollment. (See the limit column on the current course schedule to determine whether a course has a limit on its enrollment.)
- Auditors are restricted to non-participating member status in the classroom. In other words:
 - Auditors *may not participate* in class discussion (except as authorized by the instructor according to the terms in the course syllabus),
 - Auditors *may not submit any written work*, and
 - Auditors *may not sit for exams for the purpose of receiving an evaluation*.
- Audio or video recording or broadcasting of lectures is strictly prohibited.
- Courtesy auditors are not guaranteed access to online course materials.
- I also understand that a professor *may excuse a courtesy auditor at any time for any reason* and I agree to comply with this request should the professor issue one.

 Courtesy Auditor's Signature (REQUIRED — ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.)