

Gordon-Conwell Theological Seminary
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 Theological Seminary
 Registration Office
 130 Essex Street
 South Hamilton, MA 01982
 Fax: 978-646-4566 (no cover necessary)
 registr@gcts.edu

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

Degree(s) _____ Telephone _____ Professor Approval (only required if the course has limited enrollment) _____

Course Number _____ Section (i.e., HA, HB, BA, HS1, etc.) _____ Course Title _____ Professor Name _____

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 *Hamilton/Wenham Resident

Other: _____
 (only by Registrar's approval)

*Hamilton/Wenham residents must furnish proof of residency (e.g., drivers license, utility bill) before being allowed to take a courtesy audit. Hamilton/Wenham 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 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.**
- **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)