

Audit and Class Visitor Policies

Student Auditor

Full-time certificate or degree seeking students may audit one course per quarter without charge. Auditing is defined as attending a course and not being required to complete assignments or exams. Auditors attend on a non-credit basis and will not receive grades. AU will appear on the student's transcript, which indicates that they audited the course. With the approval of the Registrar, additional courses may be audited without charge. Registration for audits can only be made with the Registrar.

Guest Auditor

A Guest Auditor is an individual who wishes to attend classes for personal enrichment at a theological seminary. This "auditor" is not a certificate or degree seeking student in any of our programs and is attending classes on a non-credit basis.

Guest Auditor status is granted after the Registrar and Academic Dean approve this type of arrangement. This status is granted on a quarter by quarter basis, upon review. A Guest Auditor Application form, along with the \$35 application fee will be submitted to the Registrar's Office.

Audited classes will be recorded on a transcript and a student record will be created and maintained in the Registrar's Office. AU will appear on the student's transcript, which indicates that they audited the course. This Guest Auditor status allows access to MyClasses, the seminary library, a CTSFW email account and the ability to attend classes. This Guest Auditor status is defined as sitting in on a course, but not being required to complete assignments or exams. The Guest Auditor will be a United States citizen or a lawful permanent resident of the United States.

Guest auditors are charged 35% of the current per credit hour M.Div. tuition rate, plus fees. If staying in a residence hall, the normal room/board fees apply and will be paid by the Guest Auditor.

Class Visitor

A Class Visitor is an individual who is visiting the seminary to immerse themselves in research in our library and to experience classes taught by our professors. This "visitor" is not an enrolled student in any of our classes or programs.

Class Visitor status is granted after the Co-Directors of International Studies and the Academic Dean approves this type of arrangement. This status is granted only for one-ten week quarter. International Class Visitors will communicate with the International Studies Office regarding travel and lodging.

Nothing will be recorded on a transcript nor will a student record be created and maintained in the Registrar's Office. This visitor status provides access to the seminary library and for them to visit classes. Typically, the Class Visitor is someone from outside of the United States (International). However, a United States citizen could also be a Class Visitor.

Class Visitors are charged a fee for the quarter by the Accounting Office. If staying in a residence hall, the normal room/board fees apply and will be paid by the visitor.