



MOODY BIBLE INSTITUTE AND MOODY THEOLOGICAL SEMINARY

COURSE CREDIT AUDIT FORM

Date: _____ ID: _____

Full Name: _____
(First) (Middle) (Last)

Email: _____ Phone: _____

Instructions:

- Use one form for each class.
- Obtain signature from instructor.
- Return this form with instructor's permission by the end of the 2nd week of the semester.
- Submit completed form to the Office of Academic Records (Culbertson 2ng or fax to 312-329-8987).
- Verify that your enrollment has been changed to AUDIT in your my.moody.edu Student Center.

Policies:

- Students are not permitted to attend classes unless they are registered.
- AUDITS are only permitted if the class is open and the instructor gives permission.
- AUDITS do not count towards your status as a full-time student.
- Audits are **50% of the class tuition**.
- All class fees apply.
- Once a class has been AUDITED, it cannot be taken for credit. Courses that are required for your major cannot be audited.

If you have any questions, you can contact the Office of Academic Records at 312-329-2087.

COURSE TO BE AUDITED

Course #: _____ - _____ Course Title: _____

Assigned Faculty Member's Name (please print): _____

Faculty Member's Signature: _____ Date: _____

Completed by Academic Records

Registered Student

Staff initials: _____

Emailed to student and faculty member

Date: _____