## **QUEENSBOROUGH COMMUNITY COLLEGE**

OF THE CITY UNIVERSITY OF NEW YORK

To:	All Members of the Instructional Staff
From:	Registrar (registrar@qcc.cuny.edu)
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**Subject:** AUDIT GRADES

Thank you f or your attention to this matter.

An audit Grade (AUD) is given to those students who officially register for credit courses and notify their instructors within the <u>first three weeks</u> of the semester that they are auditing (listener status) the course. Courses taken on an audit basis may not be repeated for credit and Audit Grades do not signify courses were completed. This does not apply to students attending classes to make up INC grades.

Faculty should submit a list that includes the names, CUNY ID numbers, and course sections of students requesting Audit Grades. Upon receipt of your list, students' course records will be updated and the Audit Grades will be preprinted on your Final Grade Rosters.

PLEASE PRINT  Professor			