QUEENSBOROUGH COMMUNITY COLLEGE

OF THE CITY UNIVERSITY OF NEW YORK

To: All Members of the Instructional Staff
From: Ann S. Tullio, Registrar
Subject: AUDIT GRADES

This memorandum should answer the many inquiries this office receives concerning the submission of Audit Grades.

An audit Grade (AUD) is given to those students who officially register for credit courses and notify their instructors within the first three weeks 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.**

The last day to submit AUD (Audit) grades for each Semester is **three weeks after the commencement of the semester.** Faculty should submit a list that includes the names, social security 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.

Thank you for your attention to this matter.

..... **PLEASE PRINT** .....

Professor _____

Student Name	**Social Security #.**	**Course & Section**
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