



Policy Title	Audit Policy
Policy Number	3105
Category	Academic
Applicability	College-wide
Responsible Office	Academic Affairs
Effective Date	September 2, 2025

I. Policy Statement

A. Audit Policy

Auditing a course involves attending class but receiving neither a grade nor academic credit for the course. Students who chose to audit a course are responsible for both tuition and fees, with an exception for senior citizens (see Senior Citizens section below). The class being audited will not be eligible for financial aid.

To audit a course, a student must notify the Campus Registrar at the time of registration. When a student audits a course, a grade of “AUD” will be recorded and no academic credit will be given. An auditor is not required to take tests, write term papers or submit homework assignments, but is expected to participate in class as outlined in the course syllabus. Faculty are under no obligation to grade or provide feedback on exams or assignments. A student must inform the instructor at the first class meeting that they are auditing the class. Once the first class begins, a student auditing a course may not change to credit status. Program restricted courses (e.g., Nursing, Veterinary Science Technology) are not eligible for auditing. All course prerequisites must be met or approved for a waiver by the Campus Academic Dean.

B. Senior Citizens

Suffolk County residents 60 years of age or older are invited to attend credit-bearing courses on a space-available basis, with students taking the course for credit receiving priority. Senior citizens auditing classes will not be charged tuition, but are responsible for all required college and course fees. The following courses are not eligible for auditing on a tuition free basis:

- Honors Courses
- Internships
- Major restricted courses (e.g., Nursing, Veterinary Science Technology, etc.)
- Study Abroad
- Non-credit courses (e.g., continuing education and workforce development)

Each semester a special registration time is set aside for senior citizens who wish to avail themselves of this program. Students auditing courses are required to obtain a parking permit and student ID card. Additional information may be obtained by contacting the Campus Registrar’s Office.

C. AUD (Audit) Grade

Students who have registered for a course on an audit basis, will receive a grade of “AUD” and no academic credit will be given. Audit grades can never be reverted to a letter grade.

II. Rationale

The purpose of this Policy is to establish an equitable policy under which students may audit certain coursework at the college without receiving a grade or credit for the course, recognizing that individuals may wish to take a class for other purposes such as personal enrichment and academic exploration. This will provide clear communication to students on the college’s policies and procedures on auditing classes, as well as to senior citizens on the additional policies and procedures that govern their ability to audit a more limited group of courses on a tuition-free basis.

III. Scope and Applicability

This Policy governs the management and execution of the course audit policy college-wide.

IV. Responsible Office/Executive

The Office of Academic Affairs has responsibility for review of this Policy. The Campus Office of Academic Affairs has responsibility for the implementation of this Policy. Individuals with questions about this Policy should contact the Campus Registrar’s Office for more information.

V. Definitions

“Auditing” is when a student registers for and attends a course, but does not intend to receive academic credit or a grade for the course.

VI. Related Administrative Procedures

The Audit Policy will be listed on the Academic Policies webpage under “Course Registration and Prerequisite Policies”.

The “AUD” grading system grade will be updated to reflect only what the grade represents. The procedural components have been memorialized within this Audit Policy as described above.

VII. Cross-References

None

VIII. References

- Middle States Commission on Higher Education (MSCHE) [Standards II, III](#)
- 8 NYCRR § 602.10(h)

IX. History / Revision Dates

The previous audit policy and senior citizens audit policy, as well as applicable procedures, were memorialized in the College Catalog (including under the “AUD” grade within the grading system) and the College website, with approval through Academic Affairs and the President’s Cabinet.

Revised effective September 2, 2025 (approved by campus governance bodies Spring 2025; approved by President’s Cabinet on July 7, 2025)