

## HLS SJD REQUEST TO AUDIT FORM

**\*\*This form is to be used by HLS SJD students only\*\***

**A separate audit request form must be submitted for each course in your study plan. Please submit all audit requests to the Registrar's Office (WCC 4007) within the dates listed below:**

- 2020 Fall Deadline: September 14
- 2021 Winter Deadline: January 6
- 2021 Spring Deadline: January 29

**For each semester, the Registrar's Office will contact you about the status of your petition within a week after these dates have passed. Submitting a request does not guarantee approval. *If approved to audit*, you will be added to the course Canvas site and be cleared to pick up any course materials from the HLS Copy Center.**

***To be processed, this request form must be completed in its entirety (all fields entered) and must be legible. Please note your Harvard ID and official HLS SJD email address on the form below:***

**STUDENT NAME (PRINT):** \_\_\_\_\_

**HARVARD STUDENT ID:** \_\_\_\_\_

**HARVARD EMAIL:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**COURSE NUMBER:** \_\_\_\_\_

**TERM:** \_\_\_\_\_

**FACULTY (PRINT):** \_\_\_\_\_

**FACULTY SIGNATURE:** \_\_\_\_\_

### ***Audit Policy:***

Any SJD student interested in auditing a Harvard Law School course must submit an audit request form to the Office of the Registrar (WCC 4007). The form requires the signature of the instructor of the course. The form will be held in the Registrar's office until the end of the term add/drop period. If it is determined that space is available in the course the student will be notified that he/she may attend the course.

Potential auditors may, subject to available seating, sit in the course until an official decision is made. If multiple students request to audit the same course and there is not enough space to seat them all, the audit requests will be processed on a first come/first served basis with priority being given to HLS SJD students. Exceptions to this policy may be made only with the approval of the Office of Academic Affairs. Audited courses do not appear on student transcripts.