

## AUDIT PETITION

Only *Harvard University affiliates* are permitted to audit Harvard Law School classes. HU affiliates interested in auditing a Harvard Law School course must submit an audit request form to the Office of the Registrar. 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 drop/add period. If it is determined that space is available in the course (where there is no HLS waitlist or the waitlist has been cleared and cross-registrants have been admitted), the *qualifying auditor* will be notified that they may attend the course and will be added to the course Canvas page. **At the discretion of the faculty member, potential qualifying auditors may continue to sit in the course (provided a physical seat is available) until an official decision is made by the Registrar.** Any denied audit request will be communicated back to the faculty member. The audited course will not appear on the transcript. Auditors will not be provided a transcript or any other record of having audited a course. *Qualifying auditors* may only be approved to audit up to 6 HLS credits per academic year.

Additionally, HU affiliates interested in auditing a Harvard Law School course agree to the following conditions:

1. **Masks and Distancing:** You must abide by Harvard's COVID policies related to wearing masks, social distancing, and other requirements as listed on the [University's COVID web site](https://www.harvard.edu/coronavirus/) (<https://www.harvard.edu/coronavirus/>). Please note that these requirements are likely to change over the course of the semester and that you are responsible for staying current on the requirements.
2. **Testing:** Harvard Law School students, staff, and faculty are required to undergo regularly recurring COVID PCR testing. Harvard is only allowing auditors who have an active HUID and are who enrolled in the Harvard University testing protocols.
  - a. If you need to test at Harvard Law School:
    - i. [Ccreate an account with Color](https://home.color.com/create-account?next=%2F covid%2F activation) (<https://home.color.com/create-account?next=%2F covid%2F activation>) to activate test kits and to review test results.
    - ii. You can pick up and drop off test kits at Wasserstein Hall (<https://www.google.com/maps/place/Wasserstein+Hall/@42.3797273,-71.1218887,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x25bbd4d35f1fea94!8m2!3d42.3797273!4d-71.1197>) located on the ground level concourse of the Harkness Commons in the Caspersen Student Center.
    - iii. Last weekday pickup: 3:00 PM.
3. **Disclosures:** You hereby authorize Harvard University and your home school to share your name, contact information and COVID test results with each other for the purposes of contact tracing and to help protect the health and safety of the Harvard community and surrounding communities. We will rely on this authorization in sharing information with your home institution. If your home institution has a separate authorization form that will enable them to share this information with us, you are required to fill it out and submit it to your home institution.
4. **Crimson Clear:** As a *qualifying auditor*, you must use the [Crimson Clear system](https://www.pin1.harvard.edu/cas/login?service=https%3A%2F%2Fcrimsonclear.harvard.edu%2Faccounts%2Flogin%2F%3Fnext%3D%252Fharvard%252Fstart) (<https://www.pin1.harvard.edu/cas/login?service=https%3A%2F%2Fcrimsonclear.harvard.edu%2Faccounts%2Flogin%2F%3Fnext%3D%252Fharvard%252Fstart>) to attest to your symptoms and exposures every day. If you do not plan to come to campus but have new symptoms, exposures, or a positive COVID-19 test, you must also report this using Crimson Clear.
5. **Important:**
  - a. If you test positive, have COVID symptoms, or have been exposed to COVID you may not come to Harvard Law School's campus until you have been cleared by the contact tracing team.
  - b. If your home institution notified you that you are not in compliance with its COVID protocols, you may not come to Harvard Law School's campus.

An audited course may not be taken for credit in a future term.

*To be processed, this request form must be completed in its entirety (all fields entered) and must be legible.*

*Harvard University affiliates must note your Harvard ID and official Harvard email address on the form below:*

HARVARD AFFILIATION: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

HARVARD ID#: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

DEGREE PROGRAM: \_\_\_\_\_

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

COURSE NUMBER: \_\_\_\_\_ TERM: \_\_\_\_\_

FACULTY (PRINT): \_\_\_\_\_ FACULTY SIGNATURE: \_\_\_\_\_

**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:**

- 2021 Fall Deadline: September 15
- 2022 Winter Deadline: January 5
- 2022 Spring Deadline: January 28

For each semester, the Registrar's Office will contact you about the status of your petition approximately a week after the deadline. 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. At the conclusion of the term, auditors will be removed from the course Canvas page; this does not apply for S.J.D. auditors who will remain.