

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:

- 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 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:

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. As an auditor, you must abide by the testing cadence set forth by Harvard University, which can be found on the [University's COVID Testing and Tracing webpage](https://www.harvard.edu/coronavirus/testing-tracing/) (<https://www.harvard.edu/coronavirus/testing-tracing/>).
 - a. **To Test**
 - i. If you have not already, [create an account with Color](https://home.color.com/create-account?next=%2Fccovid%2Factivation) (<https://home.color.com/create-account?next=%2Fccovid%2Factivation>) 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!1s0x0:0x25bbd4d35f1fea9418m2!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.
 - iv. For active SJDs visiting other institutions, and not in the Harvard University testing protocol, you can be added to the course Canvas page but are not permitted to attend classes.
3. **Crimson Clear:** As an 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.
4. **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 you are notified that you are not in compliance with COVID protocols, you may not come to Harvard Law School's campus.

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. **Given COVID-19, if a course has met its cap, SJDs will be given access to the course Canvas site but may not physically attend the course.**

FOR OFFICE USE ONLY

Date Received: _____