

Harvard Law School • Office of the Registrar

WCC 4007 • 617-495-4612 • registrar@law.harvard.edu

<i>Internal Use Only</i>
Date received: _____
Status: _____

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.

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: _____



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:

- 2022 Fall Deadline: September 12
- 2023 Winter Deadline: January 4
- 2023 Spring Deadline: January 27

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.