



Harvard University Extension School

Undergraduate Degree Programs Office

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • Fax: (617) 998-8494 • www.extension.harvard.edu/undergrad/

Citation Petition

Undergraduate degree candidates may earn professional citations by completing four courses in one professional area with B– or higher grades. Professional citations can be awarded three times a year (November, March, and May) and appear on the transcript.

In addition, candidates have the option of pursuing liberal arts citations (similar to minors) that complement their chosen area of concentrations or fields of study. For example, a student with an area of concentration in social science could complete a citation in Boston history and culture or a student with a field of study in economics could earn a citation in East Asian studies, Chinese language, or mathematics.

In order to earn a citation, you need to complete four courses at Harvard in the professional or liberal arts field with B– or higher grades. You can earn one professional citation and a maximum of two liberal arts citations. Courses applied to a field of study cannot count toward a citation.

Citation petitions are due November 1, March 1, and May 1.

You can submit the form before or after you complete the four required courses, but we encourage you to submit the form upon completion of the first course, so that your citation can be pre-approved. The Undergraduate Degree Programs Office is not obligated to grant a citation that has not been pre-approved.

Please return this form to Mark Ouchida, assistant director, Undergraduate Degree Programs, Harvard University Extension School, 51 Brattle Street, Cambridge, Massachusetts, 02138-3722.

Student Information

Name _____
First *Last*

Address _____
Street

_____ *City* *State* *Zip*

E-mail address _____ Daytime phone number _____

DCE ID number @

--	--	--	--	--	--	--	--	--	--

(see www.extension.harvard.edu/login if unsure)

Citation Information

Proposed citation name _____

Please list the individual course(s) you plan to take or have taken:

	Term
	Term
	Term
	Term

Continued on next page.

Please state your reasons for earning a citation

Student's signature _____ Date _____

Undergraduate Degree Programs Office use only
Approved by _____ Date _____
Approval e-mail sent to student? _____ Coded in FM5? _____