

**FOREIGN LANGUAGE CITATIONS
in Romance Languages
FREQUENTLY ASKED QUESTIONS**

Who needs to sign my form?

The Director of Language Programs, Dr. Elvira G. Di Fabio, is the designated “foreign language head tutor” in Romance Languages whose signature is required on the form. You also need the signature of your house Allston Burr Assistant Dean of Harvard College.

Do I need to make an appointment?

No, you can stop by the Language Program Office (Boylston 436) at your convenience to fill out a citation form. Fill out the form, numbering the courses 1-4 in the order you took (or are planning to take) them, write your email address at the top of the form and drop it off in Katherine Killough’s mailbox. She will email you when it's ready for pick-up. You then have the Allston Burr Assistant Dean at your house sign it and turn it in to the Undergraduate Requirements Office at the FAS Registrar's Office on the 4th floor of the Smith Campus Center by the degree application deadline of your senior spring (usually in late March-early April).

Can I use study abroad or other courses taken out of residence for citation credit?

Courses taken abroad must meet the same criteria we have for courses taken on campus in order to be used for citation credit. They must be conducted entirely in the target language and be taken at the appropriate level in a logical sequence. You need to apply for Harvard degree credit through the Office of International Education (OIE) and receive the equivalent of a B- or above. Note that for citation credit, courses must be taken abroad in a country in which the target language is spoken. For example, a summer language course taken at Middlebury (or any other US institution) or a French course taken in a term-time program in Germany or Australia would not count.

In order to receive foreign language citation credit for courses taken out of residence, in addition to the completed Foreign Language Citation Study Plan, please submit the following supporting documentation:

- A transcript from the host institution showing the final grades received for the course(s) (must be B- or above).
- A sample of written, graded work for the course(s).
- Either a copy of the letter from the Office of International Education (OIE) notifying you that your courses were accepted for transfer credit OR an unofficial Harvard transcript listing the transfer credits.
- Course descriptions clearly indicating both the language of instruction and course level. Courses must be taken in an appropriate sequence.
- For summer courses, please include information about the total number of classroom hours and/or the length of the program. (Should be a minimum of 39 hours over a 4-week period.)

When should I declare my intention to pursue a language citation?

You can file the form with the Registrar's Office as early as your freshman year, before you have completed the coursework. The deadline to submit the form to the Registrar's Office for graduating seniors is usually at the end of March or beginning of April, the degree application deadline. Please check with the Requirements Office at the Registrar's Office to confirm (617-495-1489, require@fas.harvard.edu) because this deadline is very strict.

If I end up taking different courses, do I need to file a new citation form with the Registrar's Office?

No, submitting the foreign language citation study plan to the Registrar's Office declares your intention to complete the requirements, but does not limit you to the courses you specified on the form. If you end up taking different courses, when the Department or Registrar reviews your record just before graduation, we will verify that you have met the requirements. Petition for study abroad credit requires separate paperwork. *N.B. Although you do not need to submit a new form if your plans change, it is a good idea to check in with Katherine Killough in the Language Program Office to make sure that you are still on the right track.*

What is the difference between a citation and a secondary field?

In terms of the number of required courses, a secondary field is just one course more than the citation (five instead of four, or 20 credits instead of 16). The requirements for the citation are broader, and the emphasis is on language learning, while the secondary field requirements are more specific and focus on the period, genre or cultural issue under study and require higher-level courses. If you are interested in pursuing the secondary field, contact Dr. Kathy Richman (richman@fas) the Director of Undergraduate Studies or Cathy Downey (cdowney@fas) the Undergraduate Program Coordinator.

<http://rll.fas.harvard.edu/pages/secondary-field>

Do I need to take courses in sequence for citation credit?

All lettered and numbered courses through the 60s level are sequenced, and must be taken in the appropriate order for degree and citation credit. Within levels, courses are considered to be at the same level, i.e. French 55 can be taken after French 59, and French 61c can be taken after French 61h. Literature and other non-language courses numbered 70 and above may be taken interchangeably. For a description of the course numbering system in Romance Languages and Literatures, refer to "Course Levels in RLL:"

<http://rll.fas.harvard.edu/pages/course-levels>

Please see the Handbook for Students for more information on the citation program:

<http://handbook.fas.harvard.edu/book/welcome>

If you have any questions about this process, or general questions about obtaining a foreign language citation in Catalan, French, Italian, Portuguese or Spanish, e-mail Katherine Killough (killough@fas.harvard.edu) or stop by Boylston 436, the Language Program Office.