

# Theatre Program

## Internal Transfer Guidelines

### Internal Transfer Criteria

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**The B.A. Theatre Arts major in the Theatre and Dance Department will accept internal transfers who meet the following criteria:**

- Must have a cumulative Cal Poly GPA of at least 2.2
- Must have earned a grade of "B" or higher in both TH210 Introduction to Theatre and one (1) additional Cal Poly Theatre Program academic or production class
- Must have completed at least one (1) quarter at Cal Poly
- Must have a faculty "sponsor" who will help guide students in the transfer process

### Transfer Packet

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**Prospective candidates must submit a "Transfer Packet" to the department office (45-104) by one of the deadlines noted below. The packet should contain the following:**

1. A "Petition to Change Major" or "Add Major" form (available at the Records Office)
2. A Cal Poly transcript downloaded from Poly Profile, including coursework from the most recent quarter completed
3. Personal data sheet (available in the department office) which contains the following information:
  - a. Name
  - b. Local address and cell phone number
  - c. Current major
  - d. Double major (if applicable)
  - e. Theatre Arts faculty sponsor
  - f. A written description of your theatre background/experience, excluding Cal Poly coursework
4. A well-written essay describing why you want to major in Theatre Arts at Cal Poly and your projected professional goals

### Evaluation

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**The Theatre faculty will review all materials. Students will be evaluated on the following:**

1. The quality of written expression in the essay, including clarity, organization, precision of thought, grammar, punctuation, spelling and syntax
2. Evidence of your commitment to the discipline as well as your potential for success in both the major and post-graduation activities

### Due Dates

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**There will be three review cycles. Please deliver internal packet material to faculty sponsor by the following dates:**

- **October 10, 2008 - deadline for admission winter quarter 2009**
- **January 30, 2009 - deadline for admission spring quarter 2009**
- **April 24, 2009 - deadline for admission fall quarter 2009**