

California Polytechnic State University  
San Luis Obispo  
Department of Modern Languages and Literatures

**TRANSFER CRITERIA: MODERN LANGUAGES AND LITERATURES MAJOR**

Students who wish to be considered as a Modern Languages and Literatures (MLL) Major must petition the Department to review their academic record and application for transfer.

The Department of Modern Languages and Literatures has developed a set of criteria and guidelines to aid prospective students in making an informed decision about the MLL Major, as well as to inform students about the requirements they must meet prior to being considered for admission to the MLL Major.

**Criteria For Eligibility**

1. **Class Level:**  
Students must be at least in the sophomore level and may apply at the end of their freshman year. MLL will not readily accept applications from senior-level students.
2. **Academic Standing:**  
Students must have good academic standing in their department of origin and in courses taken elsewhere. A minimum 2.5 GPA overall and a minimum of 2.75 GPA in courses in the primary language (Spanish at this time) is required. Students with a GPA that does not meet this requirement may still apply, but they must address in their application any extenuating circumstances that may exist which make a justifiable case for acceptance into the major.
3. **Course Prerequisites:**  
Students must have credit in at least one of the following: Spanish 103, 121, 122, 123, 124, and/or 233 or their equivalent (e.g., AP credit, credit by examination, substitute credit, credit at a community college, etc.), and they must have also taken at least one Spanish course at Cal Poly. Students must have sequential credit in Spanish courses. That is to say that course prerequisites cannot be taken after the fact. Students who have not met these minimum requirements, but who have a demonstrated interest in the Major by having taken coursework in the secondary language will also be considered.

Preference will be given to students who are officially enrolled in second-language courses, students who are minors and/or have made significant progress towards completing the minimum requirements.

## APPLICATION PROCESS

1. Prospective candidates will be required to write a letter of application, in English, addressed to the MLL Major Screening Committee. Included in this letter will be statements on how the candidate has met the criteria, extenuating circumstances that directly address criteria, why the candidate wishes to change majors, and how this major will enhance and/or impact the student's academic and career goals. Candidates must indicate their choice of secondary language. Students who are flexible in their choice of secondary language will be given preference.

Also included in the letter of application will be the applicant's name, identification number, address, phone number, and Cal Poly email address.

2. Along with the application letter, candidates must include a minimum of two graded writing assignments, written in the primary or secondary language.

Candidates may also include any creative work, written assignments, journals, and/or videos in either the primary or secondary language.

3. Applicants must submit all materials to the department office no later than by 3:00 p.m. on Friday of the 5th week of the Spring Quarter. Applications for internal transfer are accepted only during the Spring Quarter.
4. Candidates who demonstrate a serious commitment to language study through coursework and who have good writing ability in the primary language (Spanish) will be chosen as finalists.

Those who are chosen as finalists will also be required to have an oral interview with the Screening Committee which will make final recommendations to the MLL Department Chair and the College of Liberal Arts. All decisions will be final.

Interested students should contact:

Dr. Brian Kennelly, Chair (x62889; [bkennell@calpoly.edu](mailto:bkennell@calpoly.edu))

or

Lou Greenberg, Administrative Assistant (x61205; [lgreenbe@calpoly.edu](mailto:lgreenbe@calpoly.edu))

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