HDFS INTERNAL TRANSFER POLICIES

Applying for internal transfer to Early Childhood Education (ECE) and Human Services Family and Consumer Sciences Education concentration (FCS):

• Current University of Delaware students must contact the HDFS Department to request an appointment to discuss departmental transfer policies with the appropriate person.
• Applications may be obtained on-line at hdfs.udel.edu or in person and returned to the department office at any time.
• All supporting materials must be submitted with the application (including documentation of passing Praxis Core scores for ECE applicants with 32 or more credit hours).
• Students are usually notified of the review committee’s decision within one week of receipt of the completed application.

Minimum requirements for submitting an application for internal transfer into ECE and FCS:

• Completed credit hours and GPA required:
  - 0-32 credits 2.25 GPA
  - 33-60 credits 2.4 GPA as well as passing Praxis Core scores
  - 61 + credits 2.5 GPA as well as passing Praxis Core scores
• A statement of educational and career goals saved in a Word document and emailed to Dr. Lynn Worden (worden@udel.edu)
• Copy of Praxis scores (if not submitted electronically to UD by ETS) for applicants with more than 32 credits
  - Call 302-831-6717 or check the teacher education website (www.teachered.udel.edu/students) for more details.

Applying for internal transfer to Human Services (HMSV): Clinical Services, Administration and Family Policy and Community Education concentrations:

• Current University of Delaware students must contact the HDFS Department to request an appointment to discuss departmental transfer policies with the appropriate person.
• Applications may be obtained on-line at hdfs.udel.edu or in person and returned to the department office at any time.
• All supporting materials must be submitted with the application.
• Students are usually notified of the review committee’s decision within one week of receipt of the completed application.

Minimum requirements for submitting an application for internal transfer into Human Services:

• Minimum 2.0 GPA
• A statement of your educational and career goals saved in a Word document and emailed to Dr. Lynn Worden (worden@udel.edu). Clinical Services concentration applicants should include a description of related volunteer work in the statement.
GENERAL INFORMATION

- The number of students who can be accepted into the Department of Human Development and Family Studies is limited by the current number of students in a particular major, course demands, availability of advisors/supervisors and clinical placements.

- Not all students meeting the minimum requirements are guaranteed admission.

- The HDFS Undergraduate Program Committee reviews applications and, based on availability of space, admits students who show the most promise of successfully completing the degree. The principle criterion for selection is academic performance. If accepted, students must process the electronic change of major forms and once completed, are assigned to an academic advisor.

- Given the recent demand for the department’s courses, non-majors may have difficulty accessing HDFS courses. Under no circumstances will a non-major be admitted to a “majors only” course. Students are encouraged to explore alternative majors since enrollment in HDFS courses in the hope of gaining admission may not lead to admission into an HDFS major.

NOTE: No credit by examination is available for HDFS courses. Transfer credit for HDFS 412, 413, 435, 449 and EDUC 400 are not accepted.

IT IS THE POLICY OF THE UNIVERSITY OF DELAWARE THAT NO PERSON SHALL BE SUBJECTED TO DISCRIMINATION ON THE GROUNDS OF RACE, COLOR, RELIGION, SEX, NATIONAL OR ETHNIC ORIGIN, AGE, HANDICAPPED OR VETERAN STATUS.

Revised July 2014
APPLICATION FOR INTERNAL TRANSFER  
DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES

Please print clearly.

Date submitted: _______________________ Full name: __________________________________________

UD ID #: ____________________________ Current major: _______________________________________

Expected graduation date: ______________ UD email address: ____________________________________

Permanent mailing address: __________________________________________

City/State/Zip: __________________________________________

Phone: (               ) _________________________________

Major/Concentration requested: _____ Early Childhood Education _____ HMSV: Clinical Services

_____ HMSV: Administration/Family Policy _____ HMSV: Community Education

_____ HMSV: Family and Consumer Sciences Education

Number of completed credit hours to date: ____________  Cumulative GPA: ____________

Education and Career Goal Statement

Attach your educational and career goal statement. Describe (1) why you want to be admitted into ECE or HMSV and (2) how that particular major meets your educational and career goals. Your statement should be a minimum of one typed page and reflect the writing quality expected of a University level student. Program-specific information:

- If you are pursuing Human Services, include a brief summary of any related volunteer work in which you have participated, especially if it has contributed to your decision to pursue the HMSV major.
- If you are applying for ECE or HMSV Family and Consumer Education concentration and have 32 credits or more, you must attach an official copy of your three passing Praxis Core test scores.

Statement regarding possible change in graduation date

I understand that acceptance into one of the department’s majors does not guarantee that I will graduate according to my originally scheduled graduation date. Due to major requirements, the schedule of course offerings and the required sequencing of courses, the later I transfer into an HDFS major the less likely that I will graduate according to my originally scheduled graduation date.

My signature indicates that (1) I have read the statement regarding a possible change in my graduation date and (2) I understand the possible impact that changing my major at this time may have on my expected completion.

__________________________________________   _____________________________
Student’s Signature       Date