Internal Transfer Policies

Human Services Administration and Family Policy,
Clinical Services; and Community Education Concentrations

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 www.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
Administration and Family Policy; and Community Education Concentrations:

- 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). Explain (1) why you want be admitted into 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.

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

- Completed credit hours and GPA required:
  - 0-32 credits   2.25 GPA
  - 33-60 credits  2.4 GPA
  - 61+ credits    2.5 GPA
- A statement of your educational and career goals saved in a Word document and emailed to Dr. Lynn
Worden (worden@udel.edu). Explain (1) why you want be admitted into HMSV and (2) how that particular
major meets your educational and career goals. 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.
Your statement should be a minimum of one typed page and reflect the writing quality expected of a
University level student.
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.

• Meeting the minimum requirements does not guarantee 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.