Internal Transfer Policies

Human Services and Human Relations Administration Majors

Applying for internal transfer to Human Services (HMSV): 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.
- After the meeting, students may submit a Change of Major, Minor, Concentration web form through UDSIS for approval (the form will not be approved if the student has not attended the informational meeting).

Minimum requirements for submitting an application for internal transfer into Human Services Clinical Services concentration and Human Relations Administration majors:

Both are restricted major so the following GPA and application requirements are in place:

- Current University of Delaware students must contact the HDFS Department to request an appointment to discuss departmental transfer policies with the appropriate person.
- Completed credit hours and GPA required:
  - 0-32 credits  2.25 GPA
  - 33-60 credits  2.4 GPA
  - 61 + credits  2.5 GPA
- Completion of the Application for Internal Transfer
- 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 Human Services or Human Relations Administration and (2) how that particular major meets your educational and career goals. For 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. 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 Sciences 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.
APPLICATION FOR INTERNAL TRANSFER
Human Services: Clinical Services and Human Relations Administration Majors

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:
   _____ HMSV: Clinical Services   _____ Human Relations Administration

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 Human Services or Human Relations Administration and (2) how that particular major meets your educational and career goals. For 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. Your statement should be a minimum of one typed page and reflect the writing quality expected of a University level student.

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