

INTERNAL TRANSFER APPLICATION AND PROCEDURES (also used for Double Majors) 2008 APPAREL DESIGN MAJOR

Department of Fashion and Apparel Studies
College of Human Services, Education & Public Policy
University of Delaware

WHEN CAN I APPLY AS AN INTERNAL TRANSFER?

Applications are reviewed once each semester and completed applications should be submitted to the Department of Fashion & Apparel Studies, 211 Alison Hall West by the following dates:

- For Spring 2009 admission, submit your application between **September 22 and October 6, 2008** and you will be notified of the outcome by October 10, 2008.
- For Fall 2009 admission, submit your application between **February 9 and February 23, 2009** and you will be notified of the outcome by February 27, 2009.

WHAT MATERIALS DO I NEED TO SUBMIT?

- Completed Apparel Design Application Form (see attached)
- Copy of your unofficial transcript
- Essay (should be no more than two pages and include your reasons for wanting to transfer into the Apparel Design major and how this major will support your future career plans)
- Portfolio (helps us evaluate your potential through examples of your art, design, and/or fashion work. It must include samples from FASH122 and an additional 5-10 well-organized examples of your work with media labels and short project descriptions. You might include samples of garments you have sewn and/or designed, illustrations, sketches, paintings, computer graphics, and/or other 2D and 3D work. Although a variety of work is helpful, it is not essential)

Please be aware that applications not containing all required materials will not be considered.

HOW WILL MY APPLICATION BE EVALUATED?

Apparel Design is a restricted major which means that the number of spaces available for internal transfers will vary by semester and we may not be able to offer admission to internal transfers during some semesters. A faculty committee will review your application based on the following criteria:

- Academic Merit (2.0 GPA and above, grade in FASH 122 **which must be completed prior to applying for transfer**)
- Quality of portfolio
- Appropriateness of the major to the student's objectives as stated in the essay
- Seniority (e.g., juniors will have priority over sophomores, etc.)

WHAT ELSE DO I NEED TO KNOW ABOUT TRANSFERING INTO APPAREL DESIGN?

Be sure you refer to the most recent curriculum requirement sheet for a summary of course requirements and offerings. You are required to complete all requirements for the major and some courses are not offered each semester. Therefore, graduation from the university within four years may not be possible for internal transfers. If accepted, you will be required to complete an electronic change of major form and will be assigned a faculty academic advisor. Prior to completing the electronic change of major form, you should meet with Pat Brinley (831-8714) to determine your expected graduation term and whether you will be able to graduate within an

acceptable timeframe. It will be very important to meet with your advisor at least once a semester to review your academic progress and to stay on track for graduation (see attached guidelines).

Guidelines for Apparel Design Majors

1. It is critical that you work closely with your faculty advisor and regularly monitor your academic progress by reviewing your audit in UDSIS. This will insure proper progress towards graduation.
2. Many courses in the Apparel Design major are sequential and must be taken one before another. In other words, it is not possible to take sequential classes at the same time. For example, 122, 221, 314, 324, 424 and 433 must all be taken in sequence and in separate semesters.
3. Additional pre-requisites are listed in the catalog. Be sure to keep in touch with the best advice by attending advisement meetings and working with your advisor in the planning of your schedule.
4. If you are planning on applying for the program at FIT, you need to pick up all the information from the department office and begin planning early. Note that the schedule for apparel design students is quite different from the schedule for fashion merchandising students. Apparel design students attend FIT the spring of their senior year and the following fall semester. This means it takes a minimum of 4.5 years to graduate. If this is your intention, you must plan your schedule carefully. Meet with your advisor during your sophomore year to discuss and plan for this path.
5. FASH 424, Apparel Collection Development and FASH 433, Product Development and Management Studio are considered the area's 'capstone' experiences and are taken during the senior year. They must be taken in separate semesters. FASH 424 is only offered in the fall and FASH 433 is only offered in the spring. Careful planning and meeting all pre-requisites in a timely way is critical. Some students may need to stay an additional semester in order to meet all requirements if courses are not taken at the correct time in their program.
6. If you are a transfer student, you may not be able to complete the program in a total of four years. Most transfer students who enter the program after the sophomore year will need to stay an additional year at minimum. Again, careful planning with your advisor is critical.
7. Study abroad experiences are recommended and many are offered during Winter sessions. If you choose to study abroad for a semester, this is also an exceptional experience, but requires early planning in order to meet all requirements of our program and graduate within four years.

I have read the above. I understand that deviating from these guidelines may require an extension of my program, by an additional semester or two.

Signature _____ **Date** _____

INTERNAL TRANSFER APPLICATION

~APPAREL DESIGN~

Name: _____

Student ID # _____

Current Address: _____

Telephone #: _____

Cell Phone #: _____

E-Mail Address: _____

Current Major: _____

Classification (SR, JR, SO, FR): _____

Overall GPA: _____

Do you understand that you may not be able to complete the requirements of the Apparel Design Major by your originally projected graduation date?

Yes _____ No _____

I have read and understand the process of application, admission, and graduation. I understand, based upon the attached APD major course sequence plan, that my expected graduation date will be no earlier than _____.

Signature

Date

Committee Action: Accept: _____

Reject: _____

Committee Comments: