

## **INTERNAL TRANSFER APPLICATION AND PROCEDURES (also used for Double Majors) FASHION MERCHANDISING MAJOR**

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

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### **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 Fashion Merchandising Application Form (see attached)
- Copy of your unofficial transcript

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

### **HOW WILL MY APPLICATION BE EVALUATED?**

Fashion Merchandising 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 MATH 114 **OR** 115, 221, 241 **which must be completed prior to applying for transfer**)
- Seniority (e.g., juniors will have priority over sophomores, etc.)

### **WHAT ELSE DO I NEED TO KNOW ABOUT TRANSFERING INTO FASHION MERCHANDISING?**

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.

**2008 Fall**

**INTERNAL TRANSFER APPLICATION**

**~FASHION MERCHANDISING~**

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 Fashion Merchandising Major by your originally projected graduation date?

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have read the cover page of this application and the above statement and understand the process of application, admission, and graduation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Committee Action:    Accept: \_\_\_\_\_

Reject: \_\_\_\_\_

Committee Comments: