

University of Delaware
College of Human Services, Education and Public Policy
Department of Individual and Family Studies (IFS)
111 Alison Hall West
302-831-6500

IFS INTERNAL TRANSFER POLICIES

Applying for Internal Transfer for Early Childhood Education (ECE) or Human Services (HMSV), Clinical Services (CLSV) or Administration and Family Policy (AFP) concentrations:

- Current University of Delaware students must contact the IFS Department to request an appointment to discuss departmental transfer policies with the appropriate person.
- Application deadlines:
 - October 15, 2007
 - February 1, 2008
 - March 17, 2008
 - **Students with a 3.0 GPA or greater may apply on a rolling basis**
- Applications may be obtained on-line or in person and returned to the department office not later than 4:30 on the dates indicated above.
- All supporting materials must be submitted with the application prior to the deadline (including documentation of passing Praxis scores for ECE applicants with 32 or more credit hours).
- Students are notified of review committee's decision within four weeks of the published deadlines.

Minimum requirements for submitting an application for internal transfer into all Individual and Family Studies majors

- Completed credit hours/GPA required
 - 0-32 credits 2.25 GPA
 - 33-60 credits 2.4 GPA
 - 60+ credits 2.5 GPA
- A statement of your educational and career goals.
- A current transcript (available on UD-SIS).
- Program specific requirements:
 - **ECE:** Students with 32 or more credit hours must attach a copy of **passing** Praxis I test scores (i.e., Reading, Writing, and Math). Call 831-6717 or check teacher education website (www.udel.edu/teachered) for more details. Allow 3 - 6 weeks for scores to be returned from Educational Testing Services (ETS).
 - **HS (HMSV/CLSV):** Include description of any related volunteer work

General information

- The number of students who can be accepted into the Department of Individual 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 IFS 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 IFST 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 IFST courses in the hope of gaining admission **may not** lead to admission into an IFST major. **NOTE:** No credit by examination is available for IFST courses. Transfer credits for IFST 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 4/08

**APPLICATION FOR INTERNAL TRANSFER
DEPARTMENT OF INDIVIDUAL AND FAMILY STUDIES**

Please print clearly.

Date Submitted: _____

Full Name: _____

Current Major: _____

Expected Graduation Date: _____

UD Email Address: _____

Alternate Email Address: _____

Local Mailing Address Street: _____

City/State/Zip: _____

Home Mailing Address Street: _____

City/State/Zip: _____

Phone (include area code): Local: _____ Home: _____

(Please asterisk (*) address where correspondence should be sent)

Major/Concentration Requested: ___ ECE ___ HS - AFP ___ HS - CSC

Number of Completed Credit Hours to date: _____ Cumulative GPA: _____

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Education and Career Goal Statement

Attach your educational and career goal statement. Describe (1) why you want to be admitted into ECE or HS 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 HS, include a brief summary of any volunteer work in which you have participated, especially if it has contributed to your decision to pursue the HS major.
- If you are applying for ECE and have 32 or more credits, you must attach an official copy of your three Praxis I Test Scores indicating you have passed. Minimum passing scores: Math = 174; Reading = 175; and Writing = 173

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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 IFS major the less likely that I will graduate according to my originally scheduled graduation date. My signature indicates (1) that I have **read** the statement regarding a possible change in my graduation date and (2) that I **understand** the possible impact that changing my major at this time may have on my expected completion.

Student's Signature

*** LATE APPLICATIONS WILL NOT BE ACCEPTED OR REVIEWED****