INTERNAL TRANSFER APPLICATION AND PROCEDURES
FASHION MERCHANDISING MAJOR
Department of Fashion and Apparel Studies
College of Arts & Science
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:

- **Spring Admission:** Submit your application by **September 15th** and you will be notified of the outcome by **September 30th.**

- **Fall Admissions:** Submit your application by **February 15th** and you will be notified of the outcome by **February 28th**

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. Before applying, you should meet with Brenda Shaffer (831-8532) to determine whether you will be able to graduate within an acceptable timeframe. If accepted, you will be required to complete an electronic change of major form and will be assigned a faculty academic advisor. 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.

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: _____

MATH course completed and grade: _____

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

Committee Action: Accept:_____ Reject: _____

Committee Comments:

Revised: 02/19