

## The FEPAC Application - UNDERGRADUATE

The following is a step-by-step guide to completing the online FEPAC Undergraduate Application. Please review this document and the FEPAC Standards document before proceeding. The FEPAC Standards document is available for download from the FEPAC web site <http://fepac-edu.org>

### To create a user account/profile:

- Go to URL <http://webdata.aafs.org/FEPAC>
- Select “Create a New User” from the lower right corner of the screen. (NOTE: The person identified as the User should be the person responsible for the program document processing)
- Select “Create”

Upon successful creation, you may sign in to your account by selecting “Sign In” using the email and password used to create the account. Once signed in, you will be diverted to the Dashboard for your account. Here you may edit the user account or create an institution. The institution is the university and information that will be associated with your self-study.

### To create an institution:

- Select “Create Institution” from the dashboard completing the contact information specific for the college/university.
- Complete the institution information and select “Create”

You will be returned to the dashboard and should now see “Add Application” in addition to the user account and manage institution tabs.

**NOTE: Before beginning the application process online, you will need to have the full-time faculty CVs available for uploading.** Full-time faculty are those full-time members of the instructional/research faculty whose major regular assignment includes instruction within the program, including those with released time for research.

### To create an application:

Select “Add Application” (NOTE: as you enter information and select “continue” your work will automatically save)

- Page 1 – Select the application type (e.g. Graduate Level Forensic Sciences, Undergrad Forensic Sciences, etc.)
- Page 2 – Program Information: enter information specific to the program. Enter or edit the information and “continue”
- Page 3 – Faculty Information. Be prepared to upload CVs (PDF or Word Doc) for all full-time faculty teaching in the forensic science program. Select “Add Faculty Member”
  1. Enter faculty first and last name.

2. Enter Title (Program Director, Professor; Professor of Chemistry; Adjunct Instruction, Law, etc.)
  3. Enter the faculty highest degree.
  4. Check if faculty member is full-time
  5. If full-time, select "Choose CV" and upload document (PDF or Word Doc) from your hard drive.
- Select "Save & Add Next Faculty Member" and repeat #1-#4 until all program faculty are identified.
  - When completed select "Save & Return to Faculty List" – you can add, review, edit, or delete faculty at this point. – Select "Continue"
  - Page 4 – Course List – enter your program's course information here. Select "Add a Course":
  - Select "Course Type" from the drop down list (Natural Science Core Courses, Specialized Science Courses, Forensic Science Courses, Additional Courses)
    1. Course Type (1) Natural Science Core Courses
      - a. Biology: at least one course with an associated lab (4 semester hours)
      - b. Differential & Integral Calculus: at least one course in differential & integral calculus (3 semester hours)
      - c. General Chemistry: at least two courses with associated labs (8 semester hours)
      - d. Organic Chemistry: at least two courses with associated labs (8 semester hours)
      - e. Physics: at least two courses with associated labs (8 semester hours)
      - f. Statistics: at least one course in statistics (3 semester hours)
      - g. Enter Course ID, Course Name, Course Semester Hours, and if Laboratory is required.
      - h. Curriculum Topics – check any topics presented within the course and indicate the number of semester hours for each topic.
    2. Course Type (2) Specialized Science Courses
      - a. Enter Course ID, Course Name, Semester Hours, and if Laboratory is required.
      - b. Curriculum Topics – check any topics presented within the course and indicate the number of semester hours for each topic.
    3. Course Type (3) Forensic Science Courses (A minimum of 15 semester hours in forensic science coursework. Of the 15 hours, 9 shall involved classes in forensic biology, forensic chemistry, physical methods, or microscopy and contain a laboratory beyond an introductory level)
      - a. Enter Course ID, Course Name, Semester Hours, and if Laboratory is required.
      - b. Curriculum Topics – check any topics presented within the course and indicate the number of semester hours for each topic.
      - c. Course Specific Topics (Forensic Biology, Forensic Chemistry, Physical Methods & Microscopy) – check course specific topics related to the course.

4. Course Type (4) Additional Courses (A minimum of 19 additional semester hours of advanced, upper level courses that provide a greater depth in the student's area of specialization. Students can use these additional course to begin to specialize along a forensic science discipline track (NOTE: include any courses in the program not identified in Course Type 1-3))
  - a. Enter Course ID, Course Name, Semester Hours, and if Laboratory is required.
  - b. Select "Add Specialization" and enter specialization (e.g. Comprehensive Forensic Chemistry, Biomedical Chemistry, Genetic Engineering, etc.) Select "Save Specialization" or "Add Specialization" if more than one.
  - b. Curriculum Topics – check any topics presented within the course and indicate the number of semester hours for each topic.
- When all courses have been entered select "Save & Return to Course List" – you can add, review, edit, or delete courses at this point. – Select "Continue"
- Page 5 – Application Notification – In addition to the Program Director, list all individuals to be copied on correspondence and on the FEPAC decision related to the program. (e.g. Program Chair if different from the Director, Provost, etc. (NOTE: at least one additional contact is required)).
  - a. Select "Add Contact"
  - b. Enter Contact First Name, Contact Last Name, Contact Degree, Notification Job Title, and Notification Email.
  - c. Select "Add Another Contact" or, if completed, "Save & Return to Contact Manager"
- Select "Continue" – at this point the system will identify any Application Errors and its location within the system. Return to the Error Location, correct and save changes, edits, or additions.
- Select "Review" at any time you want the system to review your work and identify any errors. When all errors have been identified, selecting "Review" will alert you the application was successfully generated and provide you with a PDF (see "Document Object"). Select "FEPAC Application" to download a copy of the final form.
- Select "Submit Application" when satisfied and ready to submit the information to FEPAC.
- Page 6 – Review and Submit Your Application – The institution's Chief Executive Officer or Authorized Administrator approves submission.
  - a. Enter the name of authorized person and title of authorized person
  - b. Check for "Authorized Application"
  - c. Check if an invoice is required.
- Select "Submit Application" – an email with appropriate attachment will be sent to you.