

The FEPAC Application - GRADUATE

The following is a step-by-step guide to completing the online FEPAC Graduate 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.

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)
- 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 Detail – enter your program’s course information here. Select “Add a Course:
- Select “Course Type” from the drop down list (Core Forensic Science Topics, Courses in Specialized Areas, Additional Courses)
 1. Course Type (1) Core Forensic Science Topics
 - a. Enter the Course ID, Course Name, Semester Hours, and if Laboratory is required.
 - b. Identify which topics the course addresses from the Curriculum Topics lists. Include the Semester Hours and Instructional Hours for each topic identified.

NOTE: An instructional hour is a 50-min or 60-min class period.
 Instructional Hours = Number of instructional hours per week X number of weeks in the term (e.g. semester, quarter, trimester).
 The following topics must be part of the curriculum:

 - Crime Scene Investigation
 - Physical Evidence Concepts
 - Law/Science Interface
 - Ethics and Professional Responsibilities
 - Analytical Chemistry and Instrumental Analysis
 - Drug Chemistry/Toxicology
 - Microscopy and Materials Analysis
 - Forensic Biology
 - Pattern Evidence
 - Quality Assurance
 2. Course Type (2) Courses in Specialized Areas

The curriculum must include graduate-level science courses appropriate to the specialization, track(s) and or concentration(s) offered by that institution (e.g. courses covering the topics of molecular biology and populations genetics, advanced analytical chemistry, toxicology and materials analysis).

 - a. Enter Course ID, Course Name, Semester Hours, and if Laboratory is required.
 - b. Curriculum Topics – check any topics presented within the course. Include Semester Hours and Instructional Hours for each topic identified.
- 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. 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.