



DREXEL UNIVERSITY

College of
Medicine

Office of Professional Studies
in the Health Sciences

Forensic Science Programs

Application for Fall Semester

- Master of Forensic Science (MFS) Program
- Master of Criminalistic Science (MCS) Program

Application Checklist

- ☐ 1. **The Application** — Complete pages 5-7 in their entirety following the specified instructions. Answers to Question #15 are to be attached to the END of the application.
- ☐ 2. **The Application Fee** — U.S. \$65.00 made payable to “Drexel University.”

Additional materials to be completed by others and sent by them directly to the Office of Professional Studies in the Health Sciences at the address below.

- ☐ 3. **Official Transcripts** (from all colleges and universities attended) or where coursework was attempted or taken
- ☐ 4. **References**-(minimum of 3)
- ☐ 5. **Official GRE, MCAT Scores or MAT**

Suggestions to Applicants for Facilitating the Application Process

- Apply well in advance of the application deadline date.
- Request supporting documents such as transcripts, test scores, and reference letters as soon as possible.
They may take longer to be received than you expect. Photocopies cannot substitute for official test scores or transcripts.
- When contacting the University, always put your Social Security Number on your correspondence.
It will be easier to quickly match your letter with our file if this information is included.

Mail your completed application and all supporting documentation to:

Office of Professional Studies in the Health Sciences
Attention: Thelicia Hill, Associate Director of Forensic Admissions
Drexel University College of Medicine
Mail Stop 344, Room 4104 NCB
245 North 15th Street
Philadelphia, PA 19102-1192

Drexel University College of Medicine

Office of Professional Studies in the Health Sciences — 215-762-4692

Application for Admission - Office of Professional Studies in the Health Sciences

Application Deadline Date

The deadline to apply to the MFS & MCS programs is the last Friday in July of the year you plan on attending the program. It is your responsibility to ensure that all application materials required for evaluation are received by the Office of Professional Studies in the Health Sciences before the deadline date. You will be notified of your application status via email. If you find a discrepancy from what is written in the email and what you believe to be accurate regarding your application, please call to discuss your concerns/questions with the admissions counselors at (215) 762-4692.

Application Information

Acceptance for graduate study at Drexel University requires a bachelor's degree from an accredited institution in the United States or an equivalent international institution. Applicants to the MFS & MCS programs are required to submit Graduate Record Examination (GRE) General Test scores, Millers Analogy Test (MAT) or Medical College Admissions Test (MCAT) scores. Our University School code for the GRE is 2194 and the department code is 5199. For those applicants whom English is a second language, a TOEFL is required as well. A non-refundable application fee of U.S. \$65.00 is required of all applicants. The check or money order must be drawn on a U.S. bank and made payable to Drexel University. The application and supporting materials must be received no later than the program application deadline date. If necessary, use a private (i.e. UPS, FedEx) overnight delivery service to ensure the arrival of the application in a timely manner. Applications will only be reviewed when complete.

Applications are considered complete

ONLY when the programs receive all official transcripts, official standardized test scores, and all requested letters of reference. The Admissions Committee evaluates all credentials submitted by applicants to determine a student's ability and potential to succeed in graduate study. Applicants will be accepted on a rolling admissions basis. An acceptance letter will be emailed to you and applicants must respond in writing on or before the deadline date stated in your acceptance letter along with a \$500.00 deposit to hold a seat in the program. The **NON-REFUNDABLE** deposit will be applied toward your fall tuition.

SUBMITTING OFFICIAL TRANSCRIPTS

Official transcripts from all colleges and universities as well as professional schools attended, or where coursework was attempted or taken, are required for application to the program. Transcripts must be signed by the registrar and sealed in an envelope in order for it

to be considered official. In addition, applicants currently taking classes are required to submit a copy of their current registration form. Upon completion of these courses, applicants are required to submit an updated transcript showing the degree received and the date the degree was conferred. Only a transcript showing the conferred degree date will be considered final and must be submitted prior to matriculation. No student will be allowed to begin a program without having all final materials into the Office of Professional Studies in the Health Sciences.

FINANCIAL AID

The Financial Aid Office plays an integral role in administering a variety of scholarship, grant, loan and employment programs. Their aim is to assist and counsel students and families in identifying the necessary financial resources required to further reduce student debt. Their goal is to serve and meet the needs of our students in the most expedient and efficient manner possible.

All students must complete the Free Application for Federal Student Aid (FAFSA) and the Institutional Financial Aid Application in order to be considered for any financial aid from the University. The FAFSA deadline is May 1 prior to the academic year for which funds are needed. However, March 1 is the preferred submission date and students can file as early as January 1. The most efficient way to file the FAFSA is via the internet at: www.fafsa.ed.gov. Students will need the FAFSA pin in order to electronically sign the FAFSA. All continuing students that cannot locate their FAFSA pin, please log onto www.pin.ed.gov as soon as possible. To add, all students must place Drexel's school code: 003256 on the FAFSA in order for it to be received by the University. Students will be notified via mail if additional Financial Aid requirements are needed. Feel free to contact the Drexel University College of Medicine-DUCoM Office of Financial Aid with questions/concerns.

Drexel University College of Medicine-DUCoM
Office of Financial Aid
2900 Queen Lane, Suite G27
Philadelphia, PA 19129
Office#: 215-991-8210
Fax#: 215-843-5243
ASK DREXEL: <https://ask.drexel.edu>

HOUSING

On Campus Housing is available at Stiles Alumni Hall which provides housing for single graduate and post baccalaureate students of Drexel University and Drexel College of Medicine. The Hall contains one, two, and three bedroom unfurnished apartments. Each student is given their own bedroom, but will share a kitchen, bathroom and living space. The bedrooms are carpeted and each room has temperature control, cable, local phone service, and internet access. Additional information and applications are available online on line at <http://www.drexel.edu/housing/halls/Stiles/>.

APPLICATION INSTRUCTIONS

Complete pages 5-7 in their entirety following the specified instructions.

7. Information on your country of citizenship and residency status are required for immigration purposes. If you are a permanent resident, enclose a photocopy of both sides of your alien registration card.

4, 8, and 9. Answering these questions is optional and your answer will not affect the evaluation of your application. These questions will aid the University in determining how well it is complying with affirmative action legislation.

10. For all tests, indicate when you took the test or when you plan to take it. List all GRE, MAT and/or MCAT scores starting with **the most recent score on top**.

11. Check all appropriate boxes regarding how you heard about the programs.

12. For MFS program applicants, two letters of evaluations must come from science faculty who have instructed a class in which you received a grade. MCS applicants are not expected to submit letters from science faculty, but instead are required to submit letters from faculty in their major. For both MFS & MCS candidates, one additional letter from a professional who can attest to your character is also required. Additional letters may be submitted.

13. List all colleges, universities, graduate, and professional schools attended and where course work was attempted or taken in chronological order with the most recently attended first. Have official transcripts from all colleges, universities, graduate, and professional schools attended forwarded to our office (see *Submitting Official Transcripts*).

14. Only a mother, father, grandparent, or sibling who has graduated from the Medical College of Pennsylvania, Hahnemann Medical College, MCP Hahnemann University, Drexel University or Drexel University College of Medicine is considered an alumnus. If you have questions about completing this application, please contact the Office of Professional Studies in the Health Sciences at (215) 762-4692. You may also e-mail your questions to medsciences@drexelmed.edu.

15. Answers to this question are to be written in essay format and attached to the END of the application.

16. MFS applicants only, in chronological order, list all mathematics and science courses in which you have enrolled at the undergraduate, post-

baccalaureate, graduate, and professional school level at any U.S., U.S. Territorial or Canadian postsecondary institution, regardless of whether credit was earned for the course. Be sure to calculate your undergraduate, post-baccalaureate, graduate science GPAs separately. Duplicate and attach additional sheets if necessary in order to list all courses. Please note the following specific instructions:

- **Semester/Term Taken:** List the courses in the order in which they appear on the official transcript, (ex. Fall '12). Include all repeated courses as well as courses that you have withdrawn from, even if you have never retaken the course.
- **BCPM:** Indicate whether the discipline was a Biology (B), Chemistry (C), Physics (P), or Mathematics (M) course. Use only one code for each course.
- **Course Name:** Write the complete and proper title of the course as is referenced on your transcript.
- **Grade:** List the grade received for each course, making sure to list and indicate any courses that were pass/fail or satisfactory/unsatisfactory, as well as repeat courses.
- **Grade Weight:** When calculating the GPA, determine the weight for each grade. (A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points). For courses in which you have received a + or - grade subtract .3 for a - and add .3 for a + (ex. A- = 3.7, B+ = 3.3, etc.)
- **Credit Hours:** List semester credits for each course taken. To convert quarter hours to semester hours, multiply each quarter hour by 0.67 to get semester hours.
- **Quality Points:** In order to calculate the Quality Points (QPTS) for each course, multiply the designated grade weight with the Credit Hours (ex. for a 3 credit course and a B+ grade, the grade weight = 3.3 and the Credit Hours = 3. The calculation: $3.3 \times 3 = 9.9$ Quality Points). If you have questions about completing this application, please contact the Office of Professional Studies at (215) 762-4692. You may also e-mail your questions to medsciences@drexelmed.edu.

Access Privileges and Property Rights

Drexel University abides by the provisions of Public Law 93-380: Family Educational Rights and Privacy Act, which gives the students the right to examine any admissions file that becomes part of his or her permanent educational record. It is important to understand that applicants for admission are not granted rights under this

legislation. However, once an applicant for admission becomes a student by enrolling in and attending Drexel University, any admissions documents that become part of the student's permanent educational record become available to the student for review. Applicants should understand that only the college or university transcript, standardized test score reports, and those portions of the application generated by the student will become part of the student's education record upon enrollment. No other information or material gathered or submitted in the admissions process will be retained as part of the student's educational record. Therefore, letters of recommendation or evaluation provided by an individual as part of this application do not become part of the student's education record and will not be available for the student's review. All documents that you submit, or that are submitted on your behalf, in support of this application for graduate admission to Drexel University become the property of Drexel University and will under no circumstances be released to you or any other party. In accordance with the provisions of the Family Educational Rights and Privacy Act, all admissions decisions are given to the applicant only, in the form of a decision letter from the Office of Professional Studies in the Health Sciences.

Equal Opportunity Policy

It is the policy of Drexel University to provide a working and learning environment in which employees and students are able to realize their full potential as productive members of the Drexel community. To this end, Drexel University affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, sex, age, sexual preference, disability, or applicable veteran status. Furthermore, Drexel University pledges to act affirmatively in providing access to employment, benefits, facilities, and other University administered programs to women and members of ethnic and racial minorities in recognition of the many benefits that accrue to the University as a result of their diverse experiences, cultural heritage, and perspectives that enrich the University learning experience. All Drexel University employees, administrators, faculty, and staff, as well as the students, are expected to cooperate fully in meeting these legal and ethical obligations.

Application for Admission – Master of Forensic Science (MFS) Program or Master of Criminalistic Science (MCS) Program

Please read the complete instructions carefully before starting the application. TYPE OR PRINT IN BLACK OR BLUE INK ONLY.

- Return this application form, accompanied by all required documents and the non-refundable U.S. \$65.00 processing fee, payable to Drexel University, to the Office of Professional Studies in the Health Sciences, Attention: Thelicia Hill, MFS, MCS and DPMS Academic Administrator, Drexel University College of Medicine, Mail Stop 344, Room 4104 NCB, 245 North 15th Street, Philadelphia, PA 19102-1192
- It is your responsibility to ensure that all requested credentials are received before the deadline date.

1. ☐ MFS ☐ MCS

2. Social Security #

☐ Mr.
3. Name ☐ Ms.

Last

First

Middle

4. Date of Birth / /
month day year

5. Current Mailing Address

City/State/Zip

Phone

Date when Current Mailing Address may expire

6. Permanent Mailing Address

City/State/Zip

Phone

Email Address(es)

7. Are you a U.S. citizen? ☐ Yes ☐ No Dual U.S. citizen? ☐ Yes ☐ No

List any non-U.S. countries of citizenship

Are you a permanent resident of the U.S.? ☐ Yes ☐ No

If so, list your Alien registration #

Visa Type

8. What is your gender? ☐ Male ☐ Female

9. What race or ethnicity best describes you? Choose ONLY one.

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American (non-Hispanic)

☐ Chinese

☐ Cuban American

☐ Filipino

☐ Hispanic or Latino

☐ Indian

☐ Japanese

☐ Korean

☐ Mexican American

☐ Native Hawaiian or Pacific Islander

☐ Pakistani

☐ Puerto Rican Amer-Commwlth

☐ Puerto Rican American-Mainland

☐ Vietnamese

☐ White

☐ Other, please specify

10. Applicants are required to have ALL official test results forwarded to the Office of Professional Studies in the Health Sciences.

List most recent scores first.

GRE/Gen Date Verbal Quantitative Analytical Writing Total

GRE/Gen Date Verbal Quantitative Analytical Writing Total

MAT/Date Scaled score % for Major % for total group (For in-service law enforcement officers ONLY)

Number of times you have taken the MCAT:

Did (will) you take an upcoming MCAT? ☐ Yes ☐ No If Yes, when?

Date Verbal Physical Writing Biological Total

Date Verbal Physical Writing Biological Total

11. Letters of evaluation are being sent on my behalf from the following faculty who instructed a class in which I received a grade and one professional regarding my character.

Name _____

Name _____

Name _____

12. Provide a complete list of all colleges and universities attended in chronological order, MOST RECENT FIRST:

Institution and Address (City/State)	Dates Attended (from Month/Year to Month/Year)	Major	Degree Granted BS/BA/etc.	Date (Month/Day/Year)

13. Are you related to any Alumni or Faculty of Drexel University? ☐ Yes ☐ No

If yes please complete the following information on the individual.

Name _____

Degree/Year _____

Relationship _____

14. Please complete the required supplementary information. Provide explanations in **SHORT ESSAY** form on a separate sheet of paper and attach it to this application.

- A. Has your education been continuous other than vacations? Check one: ☐ Yes ☐ No If no, please indicate what you have done while out of school or since graduation.
- B. Were you ever the recipient of any action (i.e. dismissal, disqualification, suspension, etc.) by any college or medical school for: (1) unacceptable academic performance or (2) conduct violations? Check one: ☐ Yes ☐ No If yes, please explain.
- C. Have you ever received any misdemeanors or felonies? ☐ Yes ☐ No If yes, please explain.
- D. Discuss any college honors, awards, and research activities.
- E. Describe, indicating dates, any extra-curricular, volunteer, vocational and community activities.
- F. Please submit a **ONE PAGE** personal statement including reasons for your interest and aspirations in the forensic science field.

Total Math/Science Quality Points ÷ Total Math/Science Credit Hours = Math/Science GPA

Total Math/Science Quality Points: _____ Points
divided by:
Total Math/Science Hours: _____ Hours
equals: _____ Math/Science GPA

Grade Point Averages:

Undergraduate Math/Science GPA _____	Cumulative Undergraduate GPA _____
Post-bacc. Math/Science GPA _____	Cumulative Post-bacc. GPA _____
Graduate Math/Science GPA _____	Cumulative Graduate GPA _____

Signature of Applicant _____ Date _____