

# APPLICATION GUIDELINES

## Graduate Program in Forensic Sciences

REVISED 8/24/09

### Requirements

- **Bachelor's degree and a grade point average of 3.0 or better**
- **For the MS Research and Thesis program**
  - **Degree/Major:** An undergraduate degree in the behavioral, biological, medical, or physical sciences, typically with a major (or minor) that supports advanced studies in the chosen specialty.\* The current MS specialties are: forensic identification through DNA, forensic pathology, forensic psychology, and forensic toxicology.
  - **MS Interview:** Eligible MS applicants must complete a phone or on-campus interview with the faculty member for the chosen specialty. The Program office will initiate and schedule these according to initial rankings after the application period closes and before an offer is made. Interviews for wait-listed students will be scheduled as openings occur.
  - **Course Deficiencies:** A pre-admission review of the undergraduate transcript may result in identification of deficiencies in coursework necessary for the chosen MS specialty. In such cases, completion of specified undergraduate courses may be a condition of admission.
- **For the MS Forensic Science Administration and Forensic Document Examination options**—at least one year of academic or professional experience in the forensic sciences or in related fields. College-level biology and chemistry are prerequisites for certain required courses. Applicants with appropriate experience may request a waiver on course prerequisites.
- **For the Graduate Certificate in Forensic Examination of Questioned Documents**
  - Related training or experience
  - Permission from the lead instructor for questioned documents
- **Capability for Web course participation** is required of all Program students. This includes having computer proficiency in using Windows, Internet, e-mail, and basic office applications; a multimedia computer; and ongoing high-speed access to the Internet (cable or DSL). The initial 18-22 hours of MS Research and Thesis program courses are Web-based, allowing these students to delay relocating to the campus area until the third semester of study. All MS Forensic Science Administration and Forensic Document Examination option courses and QD courses are online.
- **Admissions Test** – Find test information/location at [www.gre.com](http://www.gre.com) or [www.milleranalogies.com](http://www.milleranalogies.com).
  - For the **MS Research and Thesis program**—a combined **GRE** score of at least 1000 for the verbal and quantitative sections, with the score on the analytical writing section also taken into consideration.
  - For the **MS Forensic Science Administration and Forensic Document Examination options**—above the 50th percentile on the Miller Analogy Test (**MAT**) or GRE scores as above. With permission from the Program Director of Forensic Sciences, the following scores may be substituted: Medical College Admissions Test (MCAT), Dental College Admissions Test (DAT); passing scores on the national board examination in dentistry, nursing, medicine, psychology, or accounting; or passing scores on the state bar exam.
  - International students must also score at least **600 on the TOEFL** (Test of English as a Foreign Language), or 250 on the computerized version and at least **five on the TWE** (Test of Written English), or 100 on the iBT version and at least **twenty on the written portion**. These exceed minimum requirements for OSU international admission.
  - If you require any special accommodations for disabilities, make arrangements in advance directly with GRE; or, for the MAT, contact the testing center.
- **Test six weeks before application deadline and use proper codes** to ensure timely delivery
  - **For the paper version of the GRE or TOEFL/TWE**, the Institutional Code is **6546**, and the Departmental Code is **0612** (for **Osteopathic**, a program code unique to our campus).
  - **Computer-based versions of the GRE and TOEFL/TWE** may list school and program options rather than codes. If Forensic Sciences is NOT an option under OSU, proceed as if NO option available. After the test, ask for the paper form for programs/schools that have no codes listed; **fill in the form to have scores sent directly to the GPFS** address below.
  - **For the MAT**, use **2183** as the Recipient Code.
- **[Forensic Employment Background Checks](#)** – Please read this notice before applying.

---

\* The MS program requires a college major or minor in a related science; e.g., biology, cell biology, genetics, molecular biology for the DNA track; chemistry or biochemistry for the toxicology track; biology, human anatomy, histology, microbiology, physical anthropology, or physiology for the pathology track; and psychology or sociology for the psychology track. Contact the Program office about suitability of other majors.

**Admissions Process and Checklist:** Unless otherwise indicated, send information to Forensic Sciences Dept., OSU Center for Health Sciences, 1111 West 17th Street, Tulsa, OK 74107-1898.

<input checked="" type="checkbox"/>	MARK EACH ITEM/ACTION COMPLETED	DUE DATE#
<input type="checkbox"/>	<b>Take the Admissions Test</b> by date listed so scores arrive on time. <ul style="list-style-type: none"> <li>• <b>GRE Institution Code is 6546; Department Code is 0612.</b> Or choose <b>OSU</b> as the institution and <b>Osteopathic</b> as the department.</li> <li>• <b>For the MAT, use 2183</b> as the Recipient Code.</li> <li>• <b>If codes are unavailable, have scores sent to Program office.</b></li> </ul>	4 to 6 weeks before the application deadline
<input type="checkbox"/>	<b>Submit the Application for Graduate Admission and the \$40 application fee</b> (\$75 for International applicants).	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>
<input type="checkbox"/>	<b>Send a formal Letter of Application</b> of two pages or less, including: <ol style="list-style-type: none"> <li>1. <b>Personal career goals</b> and reasons for choosing the program.</li> <li>2. <b>Area of Specialization—MS research applicants</b> must identify in the letter and on the application the discipline of interest for advanced studies and research. This must correspond to one of four areas for which the program currently provides faculty and research facilities: forensic biology (DNA), forensic psychology, forensic toxicology, and forensic pathology (but not training to become a forensic pathologist).</li> <li>3. <b>A brief description of experience or qualifications</b> that make you a good candidate for the degree program, to be supported by recommendations, transcripts, or employment verification).</li> <li>4. <b>Other important or relevant information</b> that the Graduate Faculty Committee should consider in reviewing the application.</li> </ol>	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>
<input type="checkbox"/>	<b>Have official transcripts sent.</b> Have two official transcripts sent directly from every college/institution attended after high school. If you have a pending graduation, a final transcript must also be sent after you complete all degree requirements.	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>
<input type="checkbox"/>	<b>Arrange for three letters of recommendation.</b> Give the Graduate Recommendation Form to individuals writing recommendations. Each writer should send the form and letter directly to the Program office.	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>
<input type="checkbox"/>	<b>Arrange for Verification of Employment.</b> MS/Administration and MS/FDE applicants should give the Request/Verification form to the employer, who must send it the Program office.	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>
<input type="checkbox"/>	<b>Follow up on information not received.</b> Before the due date, ask if the Program office has received information sent from other sources (test scores, transcripts, recommendations, employment verification). Take appropriate action to get missing information in by the deadline.	<b>MS/Research:</b> Mar. 1 or Oct. 1 <sup>#</sup> <b>MS/Admin. &amp; FDE:</b> Mar. 1, July 1, or Oct. 1 <sup>#</sup>

### Review of Applications

The Graduate Faculty Committee reviews completed applications and admits students on the basis of:

- **Academic background**, including major/minor, grades, coursework, and degree(s) attained
- **Test scores** on the GRE or MAT
- **Letters of recommendation**
- **Pertinent information** from the **application letter**, **transcript review**, and the **employment** history for MS/Administration or MS/FDE applicants; or the application **interview** for MS research applicants (see previous page).
- **The ability of the Graduate Program to support the applicant's career goals.**

Applicants are notified of eligibility status within 6 weeks after the deadline. Any admission offer requires signed acceptance within 14 days along with a \$100 deposit to secure a place in the program.

<sup>#</sup>The MS/research program extends most offers of admission for the fall semester, then considers late applications if positions remain open. The Administration and FDE options consider applications submitted by March 1 or July 1 for fall admission, and by October 1 for spring admission. Exceptional candidates may receive early offers.