



# FORENSIC SCIENCE

## **Admission Offer Packet**

Marshall University  
Forensic Science Center  
1401 Forensic Science Drive  
Huntington, WV 25701  
1-304-691-8931  
[forensics@marshall.edu](mailto:forensics@marshall.edu)  
[www.marshall.edu/forensics](http://www.marshall.edu/forensics)

## ADMITTED STUDENT INFORMATION PACKET

*Forms and material A-E should be submitted as soon as possible. Admission is based on a first come-first serve basis (20 slots), and you will not be formally eligible for admission until ALL required materials are received.*

### **FORMS & PROCEDURES**

*The following information (Items A-E) must be completed to secure your position and full admittance to the MUFSP:*

- These forms need to be filled out, signed, and returned to the Marshall University Forensic Science Graduate Program:

Marshall University Forensic Science Graduate Program  
1401 Forensic Science Drive  
Huntington, WV 25701

#### **A. Statement of Commitment**

#### **B. No-Tolerance Drug Policy Agreement**

- This information requires an action on your part to secure your position

#### **C. Background Check via CastleBranch.com**

*Other items that need completed as soon as possible and prior to fall enrollment.*

#### **D. Hepatitis B Vaccination Policy & Procedure**

**E. Official Final Transcript** - The MU Graduate College requires an official final transcript to verify completion of your Baccalaureate Degree and the admissions requirements. All **Official Final Transcript(s)** should be sent from your registrar to:

Marshall University Graduate Admissions  
Office, 100 Angus E. Peyton Drive  
South Charleston, WV 25303-1600.

### **INFORMATIONAL MATERIALS**

- **Graduate Assistantship Opportunities**
- **Frequently Asked Questions**
- **Academic Common Market**
- **Maps & Directions**

*More information may be found on our website, [www.marshall.edu/forensics](http://www.marshall.edu/forensics)*

## **STATEMENT OF COMMITMENT**

### **MARSHALL UNIVERSITY FORENSIC SCIENCE PROGRAM STATEMENT OF COMMITMENT**

I, \_\_\_\_\_ (print), have been notified of my offer of admission into the Forensic Science Program at Marshall University and accept this position in the August in-coming class.

In doing so, I agree to complete all required items stated in the letter of offer in order to secure my spot for full-admission.

I also agree to send a final transcript to the MU Graduate College as soon as such transcript is available.

I attest to being drug-free with respect to illegal or recreational drug use. I am aware that past illegal drug use, particularly in the past two years, may negatively impact my ability to obtain internships and/or employment. I am also aware that selling drugs, even one pill; DUI; child pornography associated activities; or any detected attempt to be deceptive during background check procedures may result in a failed background check.

I agree to be vaccinated against Hepatitis B virus (HBV) by undergoing the recommended 3-injection series and to provide verification of immunity through a HBV titer or sign the HBV declination enclosed. Note that HBV vaccination documentation is not required at this time but may be initiated upon arrival.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FORENSIC SCIENCE GRADUATE STUDENT DRUG POLICY

The Forensic Science Program at Marshall University requires all students admitted to the program to acknowledge that they have been made aware of the Program's drug policy. Students must recognize the importance of a drug-free lifestyle as it relates to a career in forensic science. As required by the core curriculum, students in the Forensic Science Graduate Program must complete an internship before graduating. Many internships require drug testing and/or a polygraph assessment before a prospective intern is accepted. This is also true of many prospective employers. Each student must read and sign the following document acknowledging this information has been provided to him/her.

### ***No Tolerance Policy***

The Forensic Science Graduate Program at Marshall University expects all students to maintain a drug-free lifestyle to ensure they will not be denied access to internships or employment. While the Forensic Science Graduate Program at Marshall University maintains a NO TOLERANCE policy toward the use of illegal drugs, it is the student's responsibility to pass required background checks for internship and employment purposes.

Be aware, many security and law enforcement agencies may require prospective employees to sign a statement affirming their use or non-use of these substances and may require a polygraph assessment related to their statements. Also be aware, many agencies providing internships will require Forensic Science graduate students to take a polygraph test. If students fail said tests, they may be denied internships as well as employment in the field.

I have read and understand the above-stated Drug Policy.

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Name – Printed

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Signature

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Date

# BACKGROUND CHECK

[www.CastleBranch.com](http://www.CastleBranch.com)

*Package code: AS36*



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Please review

Marshall University - Forensic Science Center includes the following package contents:

Package: AS36

County Criminal

Nationwide Federal Criminal

Nationwide Sexual Offender Index

Nationwide Patriot Act

Nationwide Record Indicator with SOI

Social Security Alert

Residency History

Package Cost: \$55.00

Additional Information

Additional names used in the past 7 years will be searched at a cost of \$12 per name.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

- ☐ I understand that my package may require CastleBranch to conduct additional searches that may result in additional fees.
- ☐ I have read, understand and agree to the [Terms and Conditions of Use](#).

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## GRADUATE ASSISTANT OPPORTUNITIES AVAILABLE

Our program offers Graduate Assistantship opportunities each semester. These opportunities are competitive and completing an application does not guarantee a position. Graduate Assistants may receive a waiver, stipend, or combination of both.

1. Go to <http://www.marshall.edu/human-resources/job-opportunities/> and select the option for “Graduate Assistants.” You may search the term “Forensic” to narrow down the results. Jobs will be posted in March and will close on July 1<sup>st</sup>.
2. Choose up to 3 emphases in which you would like to work and complete the application. This will involve setting up a profile on PeopleAdmin and uploading your resume and cover letter.
3. Once applicants have been reviewed, an email will be sent out informing you of our decision. You may then choose to accept or decline. Follow-up emails to complete your paperwork will be sent closer to your start date.

The screenshot shows the Marshall University Human Resource Services website. The header includes the Marshall University logo and navigation links: ABOUT MARSHALL, FUTURE STUDENTS, CURRENT STUDENTS, ALUMNI, FACULTY/STAFF. Below the header is a dark green bar with the text "Human Resource Services". A navigation menu includes: HR SERVICES, BENEFITS, RESOURCES, JOB OPPORTUNITIES (highlighted), PEOPLEADMIN, TRAINING & DEVELOPMENT, CONTACTS, and SITEMAP.

The main content area is titled "Job Opportunities" and contains a paragraph stating: "Marshall University and the Marshall University Research Corporation are committed to providing equal opportunities to all prospective and current candidates. We do not condone discrimination, in particular based on race, color, sex, religion, age, sexual orientation, handicap, or national origin. Our commitment also applies to all educational programs and activities covered under Title IX which prohibits sex discrimination in higher education. We neither affiliate with nor grant recognition to any individual, group or organization having policies that discriminate. **It is your responsibility to fully complete all sections of the application and failure to do so may result in your application not being considered for employment.** See below for current Faculty and Staff job opportunities:"

Below the paragraph are several green buttons for filtering job listings: "Search All Listings", "Staff-Administrative/Professional", "Staff-Other", "Faculty", "MU Research Corporation", and "Graduate Assistants".

On the right side, there is a section titled "UPCOMING EVENTS" with a calendar icon, listing: FLSA Resources, New Training Opportunities, Severance Sessions, and TIAA Financial Consultant Sessions. Below this is a "Quick Links" section with links to: Campus Tour, Employee Data Corrections Form, Equity Programs, Finance Resources, Forms, Health and Safety, Holiday Schedules, Non-Critical Personnel Freeze, PAR/EPAF Deadline Calendar 2017, Healthy Tomorrows Reporting Form, PeopleAdmin Resources, and Policies. At the bottom right is a "Contact Us" section with the following information: Human Resource Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755, 304-696-6455.

## HEPATITIS B VIRUS (HBV) INFORMATION

Many students will be working with human body fluids in DNA laboratories during the course of their educational experience at the Marshall University Forensic Science Center. For your safety, you are required to be vaccinated against the HBV and to have your immune status confirmed by having a Hepatitis B titer performed. If you have been vaccinated and have confirmation of your immune status, please bring your records with you to Orientation. For those who have not been vaccinated at the time of Orientation, information is provided on how to obtain the vaccination series and titer through the Cabell-Huntington Health Department. If after receiving training in safe handling of blood and body fluids you elect not to be vaccinated, it will be necessary that you assume this responsibility by signing Hepatitis B Declination form.

**Students must have complete Hepatitis B records or a signed copy of the Hepatitis B Declination Form on file in the Forensic Science Program Office by Nov. 1 of their first term in the program. Please attach any formal documentation you already have from your healthcare provider, regarding receipt of the HBV series and/or HBV titer.**

### ***The Disease***

Hepatitis B is a viral infection caused by Hepatitis B Virus (HBV) which causes death in 1-2% of hepatitis patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these individuals have no symptoms, but can continue to transmit the disease to others. Some may develop acute or chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B may prevent hepatitis and also reduce sickness and death from active hepatitis, cirrhosis, and liver cancer.

### ***The Vaccine***

Most HBV vaccines consist of a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen (HBsAg). Each lot of vaccine is tested for safety, in mice and guinea pigs, and for sterility. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to immunization may go on to develop clinical hepatitis in spite of immunization. Note that persons with immune system abnormalities have less response to the vaccine, but over half of these individuals do develop protective antibodies.

Full immunization requires 3 doses of vaccine over a six month period. The 2nd injection is received 1 month from the 1st injection, while the 3rd injection is received 5 months from the 2nd injection. Every effort should be made to adhere to this schedule for optimal results. Seven months from the first injection, a Hepatitis B titer is performed to confirm the individual's immune status. Once vaccination is started, work can commence. However, if an exposure is sustained prior to completion of the series and/or without response to the vaccine, a dose of Hepatitis B immune globulin within 7 days of exposure is recommended. The duration of immunity is unknown at this time.

### ***Possible Vaccine Side Effects***

HBV vaccines are generally well tolerated. No serious adverse reactions attributable to the vaccine have been reported during the course of clinical trials. A few persons experience tenderness and redness at the site of injection. A low grade fever may occur. The most frequent systemic complaints include fatigue, weakness, headache, and malaise.

### ***Provider of Vaccination***

You may begin the Hepatitis B vaccination series over the summer as long as you have your doctor provide documentation of your vaccination and titer. If you have completed the series, please provide us with a copy of your titer results. If you would like to wait, the Cabell-Huntington Health Department provides the vaccine and titer at a reasonable cost.

You can find more information at the Cabell-Huntington Health Department's website at [www.cabellhealth.org](http://www.cabellhealth.org).

## STUDENT HEPATITIS B VACCINE DECLINATION FORM

I understand that I may be at risk of acquiring Hepatitis B Virus infection during my laboratory coursework, as a result of working with blood or other potentially infectious body fluids. I have read the attached statement about Hepatitis B and the HBV vaccine and understand the benefits and risks of Hepatitis B vaccination. I have also been notified as to how and where to obtain the vaccination series at a reduced student rate.

However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious body fluids and I want to be vaccinated with Hepatitis B vaccine, I may do so.

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Signature

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Date



## FREQUENTLY ASKED STUDENT QUESTIONS

The following frequently asked student questions were answered by currently enrolled students.

**Q. Can I complete more than one area of emphasis?**

A. Yes, you may complete any combination of the emphases, up to a total of 4.

**Q. How much will it cost me to attend this program?**

A. Some students qualify for work study financial assistance or obtain a graduate assistantship to reduce the tuition costs. For students assisted by loans or applying as a Work-Study, you must complete your FAFSA in a timely manner. Students may also apply for a Graduate Assistantship position which includes a stipend and tuition discount.

For more information regarding tuition and fees please visit <http://www.marshall.edu/tuition/marshall-university-tuition-fees/> and click the "Graduate" tab at the top of the page. Tuition and fees are approved annually in June of each year for the subsequent year.

For the latest cost of living and information on Huntington, WV, visit: <http://www.city-data.com/city/Huntington-West-Virginia.html>.

You also need to consider costs for your summer internship. If you sign a year-long lease in Huntington, but want to go somewhere else for your internship, keep in mind you may be paying rent at two different places. Everyone is responsible for fees over the summer since you are receiving 5 credits for the internship course.

**Q. What is the Academic Common Market Program?**

A. The Academic Common Market Program enables students who come from participating states which do not offer a graduate level Forensic Science Program to attend Marshall University at the in-state tuition rate. However, this does not mean you are considered an in-state student; it is another form of financial aid, so it basically means fewer loans for you to pay back at the conclusion of your education.

**Q. Do you have to have a car in Huntington, WV?**

A. Most students do have cars, however, a few of the current students do not. There are many places to live within walking distance of the Forensics Science Center and there is public bus transportation ([www.tta-wv.com](http://www.tta-wv.com)). If you live in the South Side/Ritter Park area, you are approximately one mile from Downtown Huntington, and 1.5 from the nearest full-service grocery store (there is a small market two blocks from the MUFSC).

**Q. Are there activities to do in Huntington?**

A. Huntington offers visitors, students, and residents a small-town feel with a city's diverse opportunities... Huntington has something for everyone. Aside from Marshall athletic, arts, recreation center, and on-campus activities, Cabell County has a variety of restaurants, shopping, and outdoor activities. One of the Tri-State area's strong points is our festivals and cultural activities. Downtown Huntington offers several theatres, a good nightlife scene, great places to eat, play, and shop. If there's not something to fit your liking in Huntington, both Charleston, WV and Ashland, KY are just a short drive away. If you need a fix of a big city, Cincinnati and Columbus, OH and Lexington and Louisville, KY are only a few hours away.

Please visit [www.wvvisit.org](http://www.wvvisit.org) or [www.greaterhuntington.com](http://www.greaterhuntington.com) to find out more about Marshall's hometown.

**Q. Where can I live in Huntington and when should I start looking?**

A. There are several places to live in Huntington, but you will have to do some searching. There are not many websites for apartment complexes, so you will not find much information online. However, owners can list their apartments for rent online through the local newspaper.

A lot of the apartments in the area are old houses that have been converted into apartments, so it is strongly recommended that you make a trip to Huntington to see the specific apartments you are interested in before renting one. If you have a question about the area, please contact us. If you are looking to live in an apartment complex, it is recommended to sign a lease agreement as soon as possible as these fill up very quickly. Also, if you do not already have renter's insurance, it is strongly recommended that you obtain it on your own or through your parent or guardian's home owners insurance.

To view our Forensic Science Graduate Student Housing Guide, please visit our website at <http://www.marshall.edu/forensics/applicant-resources>.

## ACADEMIC COMMON MARKET PROCEDURES

The Academic Common Market Program enables students who come from states which do not offer a graduate-level Forensic Science Program to attend Marshall University at the in state tuition rate.

Students who wish to obtain Academic Common Market benefits at Marshall University must follow these steps:

1. Provide to the Office of Academic Affairs, 200 Old Main, an original certification from the student's residency state agency approving Academic Common Market to a specific program at Marshall University.
2. Provide proof of admission to Marshall University and to the specified program. This should be delivered to the Office of Academic Affairs.
3. Provide proof of satisfactory progress within the specified program each semester. This can be done by completing the Academic Common Market Satisfactory Progress Report, available in the Registrar's Office (106 Old Main) or online at <http://www.marshall.edu/academic-affairs/academic-common-market/> prior to the due date for fee payments for any term of enrollment.

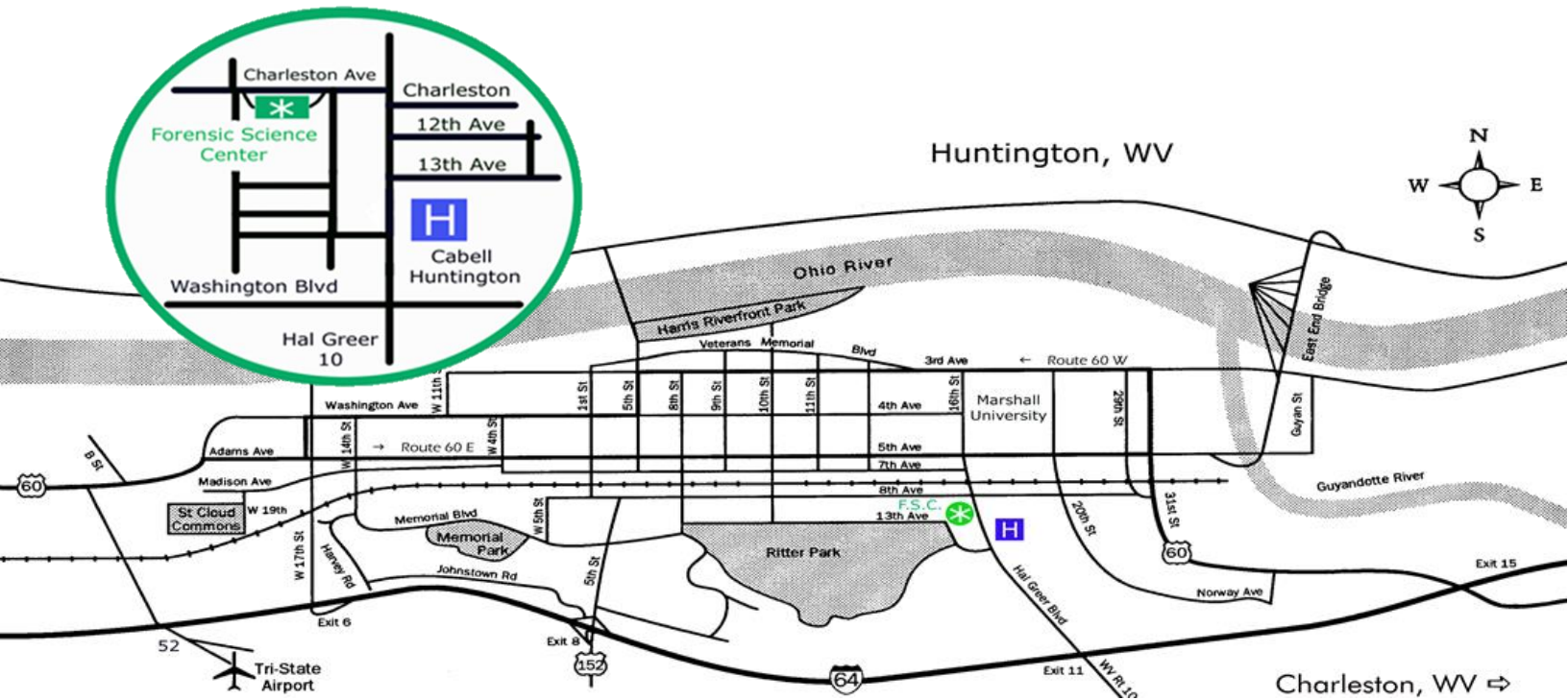
The deadline for submission of all materials is the last day of late registration for the semester for each term of enrollment.

Please visit <http://www.marshall.edu/academic-affairs/academic-common-market/> for detailed information on Academic Common Market and if you are eligible.

**NOTE:** The Academic Common Market waiver (ACM waiver) **will not** change your student status from Non-resident to Resident. Your student status will remain Non-resident; therefore, your fees will always be assessed based on one's student status. Once the Office of the Bursar has been notified by the office of Academic Affairs that a student is academically eligible for the ACM waiver, it is applied to an account. The waiver amount will bring the cost of tuition down from Non-resident (or Metro) to resident.

## Marshall University Forensic Science Graduate Program Facilities

### Marshall University Forensic Science Center





*Crime Scene House (CSH)*

**MUFSC Crime Scene House  
1524 5<sup>th</sup> Avenue  
Huntington, WV 25703**



*Marshall University Main Campus*

**Marshall University  
One John Marshall Drive  
Huntington, WV 25755**





*Byrd Biotechnology Science Center (BBSC)*

Byrd Biotechnology Center  
(Located on 3<sup>rd</sup> Avenue on main  
campus)



*Arthur Weisburg Engineering Complex*

ARTHUR WEISBERG FAMILY  
APPLIED ENGINEERING COMPLEX

Arthur Weisburg Engineering  
Complex  
(Located on 3<sup>rd</sup> Avenue on main  
campus)

