

## APPLICATION TO CHARTER A NEW PSI BETA® CHAPTER

*Instructions* – Please provide the information requested below. Remember to save your file often as you complete the application. Submit the completed application to Psi Beta National. After your application is received, Psi Beta’s National Council will review and approve your application, or require changes before re-considering their approval. Once the application is approved, we will provide a formal Psi Beta chapter account for your college and explain the steps of creating student members for your new chapter.

### 1. APPLICANT INFORMATION

Name of professor preparing this application:

Name of college applying for a Psi Beta chapter:

Applicant’s email address:

Applicant’s complete business address (please provide your office location and other information that will assure our mailings will reach you in a timely manner):

Applicant’s business phone number:

## 2. GPA STANDARD FOR PSI BETA MEMBERSHIP

From one of three sources (the college registrar, academic dean, or the office of institutional research), identify the top 35% cumulative GPA for fulltime students at your college. (Fulltime = currently enrolled students who are enrolled in 12 or more units).

What is the top 35% GPA at your college?

*NOTE: If the top 35% figure is difficult to obtain, please default to 3.25 GPA based on 12 or more college units. You can send us the top 35% figure later, but don't delay your application – use 3.25 for now.*

Name, title, and email address of person who provided the top 35% of full-time students GPA figure. (Note: Leave blank if this information is not yet available. Send it later.)

Each student wishing to join Psi Beta must establish his or her academic eligibility while attending a college having an active chapter registered with Psi Beta's national office. Psi Beta's national bylaws require the following eligibility criteria for student membership:

1. GPA – Whichever is higher at your college: the top 35% cumulative GPA for full time students or 3.25. This figure must be based upon the applicant's GPA after he/she completes a minimum of 12 units of degree applicable units at your college.
2. Completion of a college level psychology course with a grade of B or higher.
3. Good standing in the community. (Applicant cannot be an incarcerated student, on suspension from college, or subject to legal action unbecoming an honor student.)

NOTE: Once your chapter is chartered, it is the "primary" advisor's responsibility to verify eligibility of each student applicant. Verification is typically done by reviewing a copy of the student's unofficial transcripts.

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## 3. AGREEMENT OF UNDERSTANDING

As a Psi Beta Advisor, I understand and agree to the following guidelines:

1. I shall abide by the national Psi Beta Bylaws, policies, and the APA Ethical Principles of Psychologists and Code of Conduct.

2. I shall identify and register eligible students as Psi Beta members at least once a year so the chapter retains its active status with the national Psi Beta organization.
3. I shall inform officers of duties, provide them with the Officers Section from the Psi Beta Chapter Handbook found online at [www.psigbeta.org](http://www.psigbeta.org), and work with them to develop leadership skills.
4. I, or a chapter officer, shall file an annual chapter-activities report with the national office each May.
5. I shall notify chapter officers to regularly check the Psi Beta Web site at [www.psigbeta.org](http://www.psigbeta.org) for announcements and newly available chapter resources, projects, and competitions.
6. I shall inform Psi Beta members of announcements from the national office, such as competition deadlines and conference dates.
7. I shall supervise the planning of and participate in projects that enhance the mission of Psi Beta.
8. I shall implement strategies suggested by the national office to fulfill goals of Psi Beta.
9. When possible, I shall attend regional and national psychological conferences.
10. When National Psi Beta election ballots are mailed to the chapter or sent to the chapter president, I shall notify chapter officers to call a regular meeting in order to conduct a vote.

Agree Yes \_\_\_ No \_\_\_ Today's date: \_\_\_\_\_  
MO/DAY/YR

#### 4. CHAPTER BYLAWS

Note: Each chapter must have a set of bylaws. Many colleges have an office of student activities that may require you to have a set of bylaws on file. In the box below enter your proposed chapter bylaws. Feel free to adapt the template bylaws provided on the application guide document. NOTE: You are welcome to modify the bylaws by raising the minimum GPA eligibility standard above that determined in STEP II of this application, but you cannot adopt a GPA standard lower than that standard. You also can specify additional leadership positions such as committee chairpersons. Some chapters ask each member to contribute a nominal amount (e.g., \$5) per semester or

year to a chapter fund, but your college may have strict policies regarding this – so check first before including it in your chapter bylaws.

Type or cut and paste your chapter bylaws in the space provided immediately below.

**5. LIST OF PSYCHOLOGY COURSES OFFERED BY YOUR PSYCHOLOGY PROGRAM.**

Note: You can type these below or simply cut and paste them from your college catalog.

**6. LIST OF PSYCHOLOGY FACULTY**

Note: Please list the names of the fulltime psychology faculty who teach in your department. If possible, provide each professor's name, highest degree, specialization, and university of the highest degree. Note: This information may be typed in or cut-and-pasted from your department webpage or college catalog.

**7. ELIGIBLE STUDENT MEMBER INFORMATION**

Note: Your application must include names and information of two students who are qualified to join your chapter once it is approved. Although you may have more than two eligible students, please provide information below on just two students.

**A. STUDENT 1**

Name:

Cumulative GPA: \_\_\_\_\_

Number of college units completed (do not count in progress units): \_\_\_\_\_

Psychology course(s) and grades earned (e.g., Introductory Psychology (B), Child Psychology (A), etc.)

**B. STUDENT 2**

Name:

Cumulative GPA: \_\_\_\_\_

Number of college units completed (do not count in progress units): \_\_\_\_\_

Psychology course(s) and grades earned (e.g., Introductory Psychology (B), Child Psychology (A), etc.)

### **8. INSTITUTION'S ACCREDITATION STATUS**

Psi Beta chapters can only be chartered at college's that acquire accreditation through one of the nation's regional accreditation agencies. Through which accreditation agency is your college accredited? When was your college last accredited?

Note: You can type this information in or cut and paste it from your college homepage.

**9. ANTICIPATED DATE FOR CHAPTER'S FIRST INDUCTION CEREMONY AND INDUCTION OF CHARTER MEMBERS (MO/DAY/YR).** (If not determined, please provide an estimate: Month, Day, Year)

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**10. ADMINISTRATORS' LETTER OF SUPPORT**

Please attach a letter of support, written on college letterhead, for chartering a Psi Beta chapter. The letter requires the signature of these two individuals: The College President and the Dean or Vice-President of Academic Affairs.

The application guide includes suggested narrative for the letter. Feel free to adapt it.

**11. CHARTER APPLICATION FEE:** \$150. A college check or a cashier's check for \$150 must be received by Psi Beta before the chapter can be approved and made operational. Personal checks are not accepted. Make the check out to "Psi Beta" and send it to:

*Jerry Rudmann, PhD  
Executive Director of Psi Beta  
6025 E. Camino Correr  
Anaheim, CA 92807*

To submit your completed application to Psi Beta:

Email a PDF copy of the signed Letter of Administrative Support and this completed chapter application to: Dr. Jerry Rudmann, Executive Director of Psi Beta, at [jrudmann@ivc.edu](mailto:jrudmann@ivc.edu)