**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’s National Office. 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 your application is approved, we will provide a formal Psi Beta chapter account for your college and explain the step of creating student members for your new chapter.

**1. APPLICANT INFORMATION**

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| Name of professor completing this application |  |
| Name of college applying for a Psi Beta chapter |  |
| Applicant’s email address |  |
| Applicant’s business address (*include all details such as office location*) |  |
| Applicant’s business phone number |  |

**2. GPA STANDARD FOR PSI BETA MEMBERSHIP**
Using one of three sources (i.e., the college registrar, academic dean, or 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).

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| 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 upon the student’s completion of at least 12 degree-applicable units. You can send the top 35% figure later, but don’t delay your application, use 3.25 for now.*

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| DATA SOURCE: Name, title, and email address of person who provided the top 35% of fulltime-students GPA figure*. (Note: Leave blank if this information is not yet available and send it later.)* |  |

Each student hoping to join Psi Beta must establish his or her academic eligibility while attending a college that has 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 or college disciplinary action unbecoming an honor student.*

 *4. Membership dues of $50. This is a one time, lifetime membership fee. Applicants pay using PayPal or a credit card. This procedure speeds up the membership process and removes the advisor from the task of handling student fees.*

**3. AGREEMENT OF UNDERSTANDING**

***As a Psi Beta primary chapter advisor, I understand and agree to the following guidelines:***

1. I shall abide by the national Psi Beta bylaws, policies, and the APA’s Ethical Principles of Psychologists Code of Conduct. More specifically, as the chapter’s primary advisor, *I* *personally will verify eligibility of each student applicant*. (Verification is typically done by reviewing a copy of the student’s unofficial academic transcript.)
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.psibeta.org,](http://www.psibeta.org/) and work with officers to develop leadership skills.
4. I, or a chapter officer (usually the Chapter Delegate), 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 website at [www.psibeta.org](http://www.psibeta.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 Psi Beta’s mission.
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.

I Agree to the 10 chapter advisor guidelines described above:

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| Please Type Your Signature Above |

 Today’s date (mm/dd/year)

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 **4. CHAPTER BYLAWS**NOTE: Each chapter MUST have a set of bylaws. Many colleges have an office of student activities that require each society or club to have bylaws on file. In the box below, please enter your proposed chapter bylaws. You are invited to adapt the template bylaws provide on the application guide document, but be sure to add your college name. Also, you are welcome to modify the bylaws by raising the minimum GPA for eligibility above the standard determined in STEP II of this application, but you cannot adopt a GPA standard *below* 3.25. In your bylaws you can specify additional leadership positions (e.g., committee chairpersons). Some chapters ask each member to contribute a nominal amount (e.g., $5) per semester or per year to a chapter fund, but gathering of such funds must be done independently of Psi Beta’s National Office – the national office collects only membership application fees – the National Office will not collect and maintain your chapter’s local funds.

**Please type or cut and paste your chapter bylaws into the space provided immediately below.** (Note: the box will expand as needed to include your entire set of bylaws.) (Note #2: When pasting your bylaws into this box, select the “keep text only” paste option to keep your bylaws formatted.)

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 **5. LIST OF PSYCHOLOGY COURSES OFFERED BY YOUR PSYCHOLOGY PROGRAM**. Note: You can type these below or cut and paste them from your college catalog.

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**6. LIST OF PSYCHOLOGY FACULTY**
Note: Please list the names of the fulltime psychology faculty who teach in your department. If your college does not have fulltime professors, enter the names of professors who teach the majority of your psychology courses. Along with each professor’s name, please include the highest degree, specialization, and university at which the professor earned the highest degree. NOTE: This information may be typed in or cut and pasted from your department webpage or college catalog.

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 **7. ELIGIBLE STUDENT MEMBER INFORMATION**
Note: Your application must include the 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 exactly two students.

**A. Eligible Student #1**

Student #1’s Name:

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Student # 1’s cumulative GPA:

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Student #1’s college units completed (do not count units in progress):

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Student #1’s psychology course(s) and grades earned (e.g., Intro Psychology = B, Child Psych = A)

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**A. Eligible Student #2**Name:

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Student #2’s cumulative GPA:

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Student #2’s college units completed (do not count units in progress):

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Student #2’s psychology course(s) and grades earned (e.g., Intro Psychology = B, Child Psych = A)

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**8. INSTITUTION’S ACCREDITATION STATUS**
Psi Beta honor society chapters can only be charted at colleges 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 past it from your college homepage.

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**9. ANTICIPATED DATE FOR YOUR CHAPTER’S FIRST INDUCTION CEREMONY AND INDUCTION OF CHARTER MEMBERS.** Note: If unknown, please enter an estimate; this date is not binding in any way.

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**10. ADMINISTRATOR’S LETTER OF SUPPORT**

Please attach a digital copy of a letter of support. The letter should be on college letterhead. The letter should be signed by college president **and** one of the following: Dean/VP of Academic Affairs ***or*** the Dean/VP of Student Services/Affairs. Note: The application guide includes suggested narrative for the letter of support. You are invited to adapt it for your support letter.

**11. CHARTER APPLICATION FEE**: $150. A college check or 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:

**Psi Beta C/O Sherri Parks
Chief Financial Officer
8918 W. 21st St N
STE 200, PMB 205
Wichita, KS 67205**NOTE: If you need Psi Beta to issue an invoice for the chapter application fee, please email your request to Sherri Parks at psibetasherri@att.net

**12. SUBMISSION YOUR COMPLETED APPLICATION AND ADMINISTRATOR LETTER OF SUPPORT TO PSI BETA’S EXECUTIVE DIRECTOR**
*Email a digital copy* of the completed application and the administrator support letter to:
Dr. Valerie Senatore
Psi Beta Executive Director4370 S. Craftsman Ct.
Spokane, WA 99223

Dr. Senatore’s Email address is mailto:valeriesenatore@gmail.com

Thank you. Once we receive your application materials, all members of the Psi Beta National Council (our Board of Directors) will carefully review your application. If they find everything to be in order or have questions, we will notify you by email. The approval process normally takes about 5 business days. Once your application is approved, and our financial officer verifies receipt of the chapter application fee, your chapter will be set up and made operational. You will receive a set of start-up instructions.