

**Information Requested of Institutions Applying to
Shelter a Chapter of *Nu Rho Psi*
The National Honor Society in Neuroscience**

Dear Colleagues:

Applications for establishing a new chapter of *Nu Rho Psi* are accepted and reviewed on a rolling basis throughout the year. Charter applications are peer reviewed before recommendations are made to the *Nu Rho Psi* National Council. This process takes approximately 2 months. A complete application consists of the following:

1. A cover page in the format provided below.
2. A connected document adhering strictly to the outline provided, giving information regarding the institution and the Neuroscience faculty.
3. A web link to the institution's most recent catalogue. [Note: only send paper copies or a digital copy if a web-site link is not available].
4. Proposed bylaws for the Chapter (see model provided here): www.nurhopsi.org

Digital application submissions (via email attachments) are preferred and may be sent, as a single file, to mkerchner2@washcoll.edu. In this case, the original signed cover page must be submitted on paper to the National Office. If a paper application is submitted, 5 copies of the materials, including the original signed cover page, should be forwarded to the *Nu Rho Psi* National Office

Michael T. Kerchner, Ph.D.
Executive Director, *Nu Rho Psi*
National Office, Washington College
300 Washington Avenue, Chestertown, MD 21620

The application cover sheet should be accompanied by a check in the amount of \$200, payable to *Nu Rho Psi*, as an application fee. Application fees are non-refundable. If a charter application is not accepted and the school later submits a revised application after a year (or more) has passed, a new application fee must accompany the revised application.

Although local dues *may* be assessed by the chapter to promote its programs, the only fee *Nu Rho Psi* inductees pay to the national *Nu Rho Psi* organization is a single, lifetime induction fee. The National Council has set this fee at \$40.00 for undergraduate and graduate student members and \$50.00 for faculty members. The fee is paid at the time of election to membership in *Nu Rho Psi* and should not accompany the charter application.

Answers to Frequently Asked Questions (FAQs) about the application process may be found on the *Nu Rho Psi* website: www.nurhopsi.org. If you have additional questions about this process, please contact Michael T. Kerchner, Ph.D., Executive Director of *Nu Rho Psi*; Department of Psychology, Washington College, Chestertown, MD; mkerchner2@washcoll.edu (410) 708-4249.

COVER PAGE
APPLICATION TO SHELTER A CHAPTER OF *NU RHO PSI*
-THE NATIONAL HONOR SOCIETY IN NEUROSCIENCE-

_____ (*Name of Institution*) requests consideration for authorization to shelter a chapter of *Nu Rho Psi*, The National Honor Society in Neuroscience.

Signed _____
(*Chair, Nu Rho Psi Organizing Committee*)

(*Typed name: Chair, Nu Rho Psi Organizing Committee*)

Title _____ E-mail _____

Address _____

Phone Number _____ Fax _____

Signed _____
(*Proposed Nu Rho Psi Chapter Faculty Advisor*)

(*Typed name: (Proposed Nu Rho Psi Chapter Faculty Advisor)*)

Title _____ E-mail _____

Address _____

Phone Number _____ Fax _____

Signed: _____
(*President of Institution*)

(*Typed name: Institutional President*)

Date of submission _____

Please tell us how you first learned about *Nu Rho Psi*: _____

Content of the Application Document

Name of Institution
Date of Application

Section I. General information about the institution:

1. Mission statement or statement of purpose of the institution.
2. Description of ownership, sponsorship or affiliation with any public or private entity, with a precise account of the role of such entity in shaping institutional policies.
3. Statement of general and specialized accreditation held by the institution: notation of any probationary status or withdrawal of accreditation in the past 10 years.
4. Text of any official published institutional commitment to nondiscriminatory policies and freedom of inquiry and expression.
5. Information regarding any restrictions governing membership in the student body, faculty or staff, or governing body that relates to age, race, ethnicity, religion, gender, sexual orientation, disability, veteran status, or national origin.
6. Information regarding censure, warning, probation, or any other negative action taken towards the institution by any academic or professional organization in the past 10 years.

Section II. Curriculum

1. Description of Neuroscience courses which are considered by the institution to be a part of the Neuroscience major, minor, or similar track. If no such track exists, list the courses and course descriptions related to Neuroscience that are available. Also provide information about credits associated with each course and frequency of offerings.
2. Number of undergraduates and graduate students who have completed degree requirements in these areas for each of the five most recent years.
3. Information regarding undergraduate research requirements or opportunities.

Section III. Information about the Faculty

1. Names and current Curriculum Vitae of **full-time** faculty teaching courses that are part of the Neuroscience curriculum. [See the FAQs for more information about this requirement].
2. Names and current Curriculum Vitae of **part-time** faculty teaching courses that are part of the Neuroscience curriculum.
3. Name, contact information, and CV (if not included in list above) for the proposed faculty advisor.

Section IV: Information about Student and Faculty charter members

1. Names of students who have met all the requirements for membership specified in the model chapter bylaws. Faculty eligible for charter membership may also be listed.

Section V: Co-curricular information

1. Names and history of activities of neuroscience clubs or other related organizations that may have existed, or still exist, at the institution.
2. Plans, if any, for consolidating co-curricular neuroscience club activities with activities of the *Nu Rho Psi* Chapter (if granted).