

**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. If application materials are received by 1 March each year the Society expects to be able to provide feedback regarding the status of applications prior to the end of the spring academic semester. 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. Copies of the institution's most recent catalogue. [Note: only send paper copies if a web site is not available].
4. Proposed bylaws for the Chapter (see model provided): <http://funfaculty.org/NuRhoPsi/>

Digital application submissions (via email attachments) are preferred and may be sent to amickley@bw.edu . In this case, only the signed cover page must be submitted on paper. However, if a paper application is submitted, 5 copies of the materials should be forwarded to the Executive Director of *Nu Rho Psi*:

G. Andrew Mickley, Ph.D.
Executive Director, Nu Rho Psi
National Office,
Baldwin-Wallace College
275 Eastland Rd.
Berea, OH 44017-2088

The application 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.

Although local dues *may* be assessed by the chapter to promote its programs, the only fee charged by 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 need not accompany the charter application.

If you have questions about this process, please contact G. Andrew Mickley, Ph.D., Executive Director of Nu Rho Psi; Professor and Chair of the Neuroscience Program, Baldwin-Wallace College; amickley@bw.edu; (440) 826-2194.

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 _____

Address _____

Phone Number _____ Fax _____

E-mail _____

Signed: _____
(*President of Institution*)

(*Typed name: Institutional President*)

Address _____

Date of submission _____

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 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.
2. Names and current Curriculum Vitae of **part-time** faculty teaching courses that are part of the neuroscience curriculum.
3. Name and contact information 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).