

Application for A New Chapter

of



Upsilon Pi Epsilon

Honor Society for the Computing and Information Disciplines

August 4, 2007

Institution Name

Address

ENDORSEMENTS

Institution Representative:

name title signature date

Faculty Representative:

name department signature date

Student Representative:

name major signature date

Please submit **six** completed copies to:

Upsilon Pi Epsilon
c/o 158 Wetlands Edge Road
American Canyon, CA 94503

Visit our web site at: www.acm.org/upe/

Page 2 - DATA ON APPLICANT INSTITUTION

1. Faculty Advisor

name and address

title

telephone number and email

2. Student Representative

name and address

telephone number and email

3. Mail UPE responses to Faculty Advisor [] or Student Representative []. Please check one.

4. Indicate yearly membership in computing science - related student organizations:

ACM _____ IEEE-Computer Society _____ Other _____
Society name:

5. When would you like to form a UPE chapter? _____

6. Please estimate your UPE membership: Graduate Undergraduate

Charter members _____

One year later _____

7. List other computing science - related honorary and professional societies at your institution:

8. Information on Computing Sciences program(s);

Name of degree(s)	Date First awarded	No. of majors	No. degrees awarded this past year
-------------------	--------------------	---------------	------------------------------------

_____	_____	_____	_____
_____	_____	_____	_____

Normal background of entrants into program

Name of degree(s)	Prerequisites for admission to program(s) (leave blank if shown in catalog excerpt)
-------------------	--

_____	_____
_____	_____
_____	_____

Is your undergraduate program accredited by CAC/ABET _____ or ABET _____ ?

Page 3 - UPE Chapter Application

9. **Additional Information - please attach the following information:**

[Note: If your program is CSAB-accredited (for computer science) or ABET-accredited (for computer engineering or computer science engineering) you only need to attach Items (a) and (b) below.]

- a) A copy of your proposed chapter constitution and by-laws.
 - b) The latest catalog excerpt of your computing science - related curricula. This information should include a summary of the degree requirements as well as a description of all the courses offered by the department.
 - c) A description of your computing laboratory facilities.
 - d) A summary of the courses offered by your department in the last two years (use course numbers only).
 - e) The curriculum vitae or full resume of all the faculty members in the department. This vitae should include academic/professional background and courses taught at your institution.
 - f) Provide access to your website that contains your program description, laboratory facilities, and key faculty members.
 - g) Provide documentation on any type of program assessment policy / policies and or procedures that you use to insure program quality.
 - h) Provide information about what mechanism or procedures are used to evaluate student performance.
10. Approved chapters will be expected to pay a \$1200 chapter start-up fee prior to the charter ceremony. Your check should be made payable to **Upsilon Pi Epsilon**. This fee will cover various expenses related to the formation of a new chapter including the cost of the large UPE symbol, various UPE memorabilias, and travel expenses for the UPE Council member who will serve as the presiding officer for the charter ceremony. A bill for this start-up fee will be sent to you after the formal approval of your chapter application.
11. Reminder: You must submit Six (6) complete sets of chapter application – completed application form plus all attachments.

UPE Web Site:

www.acm.org/upe/

