

Application for A New Chapter

of



Upsilon Pi Epsilon
International Honor Society for the Computing and Information Disciplines

Institution Name

Address

ENDORSEMENTS

Institution Representative:

name title signature date

Faculty Representative:

name department signature date

Student Representative:

name major signature date

Please see Item 11 on page three for instructions on the submission of new chapter applications.

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/email address)

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)
_____	_____
_____	_____
_____	_____

If your undergraduate program is accredited by CAC/ABET, indicate the degree title(s) below.

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

[Note: If your program is ABET-accredited (for computer engineering, computer science, or related programs in IS) 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** or through Paypal by sending your payment to upe@acm.org. This fee will cover various expenses related to the formation of a new chapter including the cost of the large UPE symbol, various UPE memorabilia items, 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. **Where to send an application:** UPE prefers the submission of pdf file(s) for a new chapter application in lieu of hard copies. An electronic application file can be sent to upe@acm.org. (When submitting hard copies of your application, you must submit Six (6) complete sets of chapter application – completed application form plus all attachments and mail this to the UPE address below).

Upsilon Pi Epsilon
158 Wetlands Edge Road
American Canyon, CA 94503
(530) 518-8488

UPE Web Site:

