

Upsilon Sigma - Chapter Application Form



1. UAA INSTITUTIONAL MEMBERSHIP STATUS

Are you a current Urban Affairs Association (UAA) Institutional Member? *

- Yes
 No

*Institutional membership run from January 1 - December 31 of each calendar year.
Membership will be verified.*

2. INFORMATION ABOUT ACADEMIC INSTITUTION

Name of Academic Institution *

*Enter official institutional name only.
DO NOT use abbreviations.*

3. INFORMATION ABOUT ACADEMIC UNIT SEEKING CHARTER

Name of Academic Unit *

*Enter official academic unit name only.
DO NOT use abbreviations.*

Year academic unit was created *

Web Address of Academic Unit *

Faculty & Courses

Number of Full-time Faculty Members *

Number of Part-time Faculty Members *

Upload a PDF OR Word Document of your UNIT'S FACULTY LISTING *

 No file selected.

Uploaded document should include the following information about your faculty:

- 1) faculty name,*
- 2) title, and*
- 3) research/teaching focus.*

Supported format: PDF or Microsoft Word

Upload a PDF OR Word Document of your UNIT'S COURSES LISTING *

 No file selected.

Information must include faculty names, title, and research/teaching focus .

Supported format: PDF or Microsoft Word

Academic Unit's Degree Offerings

Type of Degree(s) Offered *

- Undergraduate (major and/or minor offered)
- Graduate
- Both undergraduate and graduate

Degree Programs

Degree Programs--Majors and/or Minors (Enter "N/A" in fields that are not applicable) *

	Official Program Name	Degree Granted (i.e., Bachelor, Master, Doctoral)	Number of Current Students in Program
Degree Program 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Program 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Program 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Program 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Program 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Degree Program 6	<input type="text"/>	<input type="text"/>	<input type="text"/>

Academic Unit Administrator

What is the title of the unit administrator? *

- Dean
- Director
- Chair
- Coordinator
- Other

Name of unit administrator *

<input type="text"/>	<input type="text"/>
<i>First</i>	<i>Last</i>

Email address of unit administrator *

Phone number of unit administrator *

Is the unit above applying for a joint charter with another unit at the institution? *

4. FACULTY ADVISOR

ALL Upsilon Sigma email AND postal correspondence will be sent to the Faculty Advisor.

Name of Faculty Advisor *

Professional title of Faculty Advisor *

Email address of Faculty Advisor *

All Upsilon Sigma email correspondence will be sent to the Faculty Advisor.

Confirm email address of Faculty Advisor

Phone number of Faculty Advisor *

Mailing Address of Faculty Advisor

ALL postal mail correspondence will be sent to the Faculty Advisor.

Faculty Advisor's Name *

Street Address (Line 1) of Faculty Advisor *

Street Address (Line 2)

City *

State/Province/Region *

Zip Code *

Country *

5. ADVISORY COUNCIL (OPTIONAL)

OPTIONAL: The Chapter Advisory Council shall have at least three faculty members or administrative staff from your institution. At least one of whom shall be a member of the faculty.

Advisory Council (Enter "N/A" in fields that are not applicable)

	Name	Professional Title
Advisory Council Member 1	<input type="text"/>	<input type="text"/>
Advisory Council Member 2	<input type="text"/>	<input type="text"/>
Advisory Council Member 3	<input type="text"/>	<input type="text"/>
Advisory Council Member 4	<input type="text"/>	<input type="text"/>
Advisory Council Member 5	<input type="text"/>	<input type="text"/>

6. DOCUMENTATION OF INSTITUTIONAL ACCREDITATION

Name of accrediting agency *

Upload documentation of institutional accreditation. *

 No file selected.

Supported Format: PDF

Your institution must be accredited by a regional accrediting agency.

7. APPROVAL OF COLLEGE/UNIVERSITY ADMINISTRATION

**Upload Endorsement Letter from:
Unit administrator (e.g., Chair, Director, Coordinator) ***

[Add File](#)

Supported format: PDF

Your application must be supported by the unit-level administrator (e.g., chair, director, coordinator)

If you are submitting an application with a second unit, an additional letter is required from the administrator of that unit.

Upload Endorsement Letter from:

An administrator at a level above the unit (e.g., Dean, Provost, Vice-President, President). *

[Add File](#)

Supported format: PDF

Your application must be supported an administrator at a higher level of authority (e.g., Dean, Provost, Vice-President, President).

If you are submitting an application with a second unit, an additional letter is required from the administrator of that unit.

8. PROPOSED CHAPTER BYLAWS

Upload a copy of your proposed Chapter Bylaws *

No file selected.

9. INDUCTION ELIGIBILITY CRITERIA

Specify the eligibility criteria that will be used to determine which students are eligible for induction into Upsilon Sigma. *

10. PROCESS FOR IDENTIFYING INDUCTEES

Describe the process that will be used to identify eligible students. State the steps involved, and who will be responsible for carrying out this process. *



Include ALL PARTIES that will be involved in the process.

Comments (optional)



Describe any special circumstances or additional information you wish to share that may be relevant to your chapter application.

Applicant acknowledgements and agreement to adhere to Upsilon Sigma policies

- If an applicant is not a current UAA Institutional Member, membership must be established prior to receipt of the charter document.
- If a charter is granted, the applicant is required to submit an induction list and pay the appropriate fees prior to inducting any student.
- To maintain a charter, the successful applicant is required to: pay annual Institutional Membership dues, pay induction fees for any new student inductees (prior to induction), and submit an annual report.

Upsilon Sigma (ΥΣ) - The Urban Studies Honor Society
Sponsored by the Urban Affairs Association