***Beta Alpha Psi, Theta Phi Chapter***

Western Washington University

***Candidate Application Form for Winter 2023***

*Application Deadline:* ***Saturday, January 28, 2023***

***Print* your name *exactly* as you wish it to appear on your BAP certificate:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing address** (*street*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*city, state, zip*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender** (circle one): Male Female  **Birthdate** (*mm/dd/yy*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major** (circle one): Accounting Finance MIS (circle one): Undergraduate Graduate

 ***Please Attach: (1) a check for the $85 one-time initiation fee, payable to “Beta Alpha Psi”***

 ***(2) a cover letter stating why you want to belong to Beta Alpha Psi, and what you expect to contribute to Beta Alpha Psi.***

I certify that (initial each line):

\_\_\_\_\_\_ I agree to continue to pay WWU Accounting Society dues and to continue to be a member of the WWU Accounting Society as long as I am a student at WWU, *and*

\_\_\_\_\_\_ I agree to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as I am a student at WWU, *and*

\_\_\_\_\_\_ I agree to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAΨ International, *and*

\_\_\_\_\_\_ I agree to attend **all** regularly-scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary, *and*

\_\_\_\_\_\_ I understand that the $85 candidate fee is *not refundable* under any circumstance, *and*

\_\_\_\_\_\_ I have read the Information Management and Privacy statement on the next page and agree to read the Chapter By-Laws of the Theta Phi Chapter on the Chapter’s website, *and*

\_\_\_\_\_\_ After the end of this quarter, I will provide a *Grade Certification and Application for Induction* (last page of this application), an up-to-date transcript, plus computation of my GPA in upper level courses in my major to Prof. Hanmei Chen, Faculty Advisor, by March 24, 2023, *and*

*\_\_\_\_\_\_* I understand that I must attend the Induction Ceremony scheduled for **Spring Quarter** to become a member of BAΨ, *and*

\_\_\_\_\_\_I have read, understand, and plan to fulfill the candidate requirements by the required due dates: Candidate requirements include professional activities, service (volunteer) activities, and reporting requirements.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**  \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_

The requirements to become a member of Beta Alpha Psi are stated on the attached pages. It is ***your*** responsibility to see that the requirements are met and reported to the Beta Alpha Psi Reporting Secretary, **Tyn Mago.**

Give this page, your cover letter, and your check for **$85** (payable to “Beta Alpha Psi”) to the Assistant Treasurer, **Eliana Spain**, by***January 28th.*** The Assistant Treasurer will initial below, and immediately deliver this form and your cover letter to the Reporting Secretary.

*For office use only:* Date $85 initiation fee received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials of Assistant Treasurer: \_\_\_\_\_\_\_

 **Information Management and Privacy**

*(from Beta Alpha Psi International)*

By completing the various sections of this application form or subsequent forms sent out to members as when registering for an event or meeting, you are supplying Beta Alpha Psi with information about yourself. Beta Alpha Psi (BAP) needs this information to maintain a record of your membership, communicate with you, carry out its activities, assist you if you have a disability and maintain contact with you when you have graduated. BAP must also satisfy the statistical and data requirements of as and when requested by governmental and any grant giving bodies and the Internal Revenue Service. Much of the information that is collected from you via all methods listed in the privacy policy is required by governmental and any grant giving bodies and the IRS and BAP is not permitted to accept your application unless the information is provided.

The information you supply is stored in the Beta Alpha Psi Reporting Intranet and internal and external databases listed in the Privacy Policy and is made available to the Beta Alpha Psi Executive Office, conference planners, the organizing committees of meetings and competitions, the alumni section when you graduate, and your local chapter as required. Information will be disclosed as listed in the Privacy Policy and to governmental and any grant giving bodies and the IRS in accordance with their directives.

The names and current projects of chapters and members may be published in electronic and or printed media highlighting the projects undertaken by BAP, its chapters, or its members. If you do not want these details published, you should inform the executive office and your local chapter.

BAP will use the email address you provided with this application to contact you about matters related to your membership of BAP and to inform you about services available to you while you are a member or an alumni member.

BAP may also access your records to identify students who may be eligible for employment opportunities and may pass on a subset of the records to employers.

Beta Alpha Psi or your local chapter may publicize events by printing and distributing information and or pictures of members. Printed material may include names of members and descriptions of events. Pictures may be accompanied by identification details, or they may be anonymous.

Other than the exceptions above and those listed in the Privacy Policy, BAP does not disclose personal information about members except with the consent of the member concerned or where required or authorized by legislation or court or criminal proceedings.

You have the right to access and correct any personal information concerning you held by BAP in its databases. Routine corrections, changes and enquiries should be directed to your local chapter’s reporting secretary.

The full Beta Alpha Psi Privacy Policy is available online at<https://www.bap.org/privacy>

***BA Candidate Process & Requirements****(Keep this page for reference!)*

 **By the Application Deadline (January 28, 2023):**

* Read through the application form and this information. Make sure that you understand the application and attached information. Ask the Reporting Secretary – Tyn Mago, **wwu.bap.reportingsecretary@gmail.com**, if you have any questions.
* Complete the Candidate Application Form (attached).
* Write a cover letter stating why you want to belong to Beta Alpha Psi and what you expect to contribute to Beta Alpha Psi.
* By the application deadline, submit the application, cover letter, and $85 (one-time) candidate fee to the Assistant Treasurer. (The Assistant Treasurer will make a record of your payment and deliver your Candidate Application Form and cover letter to the Reporting Secretary.)

**During your Candidate Quarter:**

During the candidate period, you must participate in **at least 12 hours** of professional and service activities, as described below:

**Professional Activity requirements:**

* Candidates are required to participate in a*t least* 5 hours of **professional** activities during ***Winter of 2023***. Typically, this requirement is satisfied by attending chapter meetings at which a professional presentation is offered. (Attendance is verified by the sign-in sheets at each meeting.) However, other activities that are professional in nature may also satisfy this requirement. (Note: On the BAP application, you agreed to attend **all** regularly scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary.)

**Service Activity (Volunteer) requirements:**

* Candidates are required to participate in a*t least* 5 hours of **service** activities in a **Beta Alpha Psi sponsored** service activity (which includes the Accounting Tutorial Center) during ***Winter 2023***. (The Volunteer Coordinator will set up at least 2 volunteer opportunities during the quarter.) It is ***your*** responsibility to contact **John Jeremy Williams, wwu.bap.volunteer.publicity@gmail.com**, the Volunteer Coordinator, in a timely (early) manner, so that you may complete your volunteer requirement. All volunteer hours for ***Winter 2023*** must be completed and reported no later than **03/17/2023.**

**Additional Activity & Reporting requirements:**

* The remaining two hours may be in *either* professional *or* service activities.
* **You** must report **ALL** service activities and all non-BAP professional activities to the Reporting Secretary at **wwu.bap.reportingsecretary@gmail.com**, as they occur, *no later than* **March 17, 2023**. This is in addition to the sign-in sheet that you will sign at the activity itself. (Report the name & type of activity, the date, and the starting and ending times. If it is a non-BAP professional or service activity, please provide additional details about the activity.)

**Other requirements:**

* Read the By-Laws of the Theta Phi Chapter of Beta Alpha Psi on the chapter’s website (see “What is BAP?” for the link to the Chapter By-Laws)
* Apply yourself in your courses in order to ensure that you meet the Academic requirements at the end of the quarter.

***(See the next page for additional Candidate Requirements)***

***BA Candidate Process & Requirements (CONTD)****(Keep this page for reference!)*

**At the End of your Candidate Quarter:**

As soon as grades are posted, you must submit the following items to Dr. Hanmei Chen, Faculty Advisor:

* A completed “Grade Certification and Application for Induction” (last page of the application, available on the BAP website), along with:
* A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.
* A new statement expressing why you want to belong to Beta Alpha Psi.
* Transcripts verifying that you have met the academic requirements, as specified below (unofficial transcripts are OK). Also attach a computation of your GPA in upper-level courses in your major.
* Email (with this page & signature scanned) to Professor Hanmei Chen, chenh7@wwu.edu

The **Academic requirements** (to be met at the **end** of your candidate quarter):

* You have declared a concentration in Accounting, Finance, or Information Systems (graduate students must have a stated interest in Accounting, Finance, or Information Systems), *and*
* You have completed two years of collegiate business and non-business courses, *and*
* You have completed at least one upper level (300 level) course in your declared area of concentration at Western Washington University, *and*
* You have attained a cumulative grade point average in upper-level courses, in your declared area of concentration, of at least 3.0 (attach a supporting calculation), *and*

 Attained *either:*

a. at least a cumulative grade point average (overall) of 3.0, *or*

b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

*Transcripts (unofficial are okay) are required to support the GPA requirements, along with supporting calculations where needed to show that you have clearly met the academic requirements.*

*If a candidate does not fulfill the candidate requirements in the candidate quarter, the candidate may petition to start the entire candidate process over in the next regular quarter. There is no “credit” for previously meeting part of the candidate requirements. [For example, if a Fall Quarter candidate completes all requirements except for the service requirements, the candidate has not successfully completed the candidate requirements in Fall Quarter. However, the candidate may petition to “start over” in the Winter Quarter and complete all requirements during Winter Quarter.] The candidate is not required to pay another $85 fee if the candidate “starts over” in the quarter immediately following.*

***After* the End of your Candidate Quarter:**

· Candidates are required to attend the New Member Induction during **Spring Quarter 2023** in order to be inducted into the Theta Phi Chapter of Beta Alpha Psi at Western Washington University. (Successful candidates are inducted at a ceremony in the next regular academic quarter.) You must attend the ceremony to be inducted into Beta Alpha Psi. At the induction ceremony, you will receive your Beta Alpha Psi membership certificate and a Beta Alpha Psi lapel pin to honor your achievement.

* Continue to pay WWU Accounting Society dues and to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as you are a student at WWU. (Note: On the BAP application, you agreed to do this.)
* Continue to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAΨ International. (Note: On the BAP application, you agreed to do this.)

***Beta Alpha Psi, Theta Phi Chapter***

Western Washington University

***Grade Certification and Application for Induction***

*Deadline:*  ***March 24, 2023***

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Required Attachments:***

***(1) A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.***

 ***(2) A new statement expressing why you want to belong to Beta Alpha Psi.***

***(3) Transcripts verifying your academic performance, as specified below (unofficial transcripts are***

 ***OK). Also attach a computation of your GPA in upper-level courses in your major.***

 ***(4) A current Member Information Form (if update is needed), find at:***

[http://www.bap.org/pdf/memUpdate.pdf](https://sn2prd0102.outlook.com/owa/redir.aspx?C=mL70FroUk0yjScVdeQIFYiPcBP0csc8IgEitHguXzAphAxHmTBghkIAxvzD0ovGkP_LNPbCVSS0.&URL=http%3a%2f%2fwww.bap.org%2fpdf%2fmemUpdate.pdf)

**I certify that:**

1. I have declared a concentration in accounting, finance, or information systems (graduate students must have a stated interest in accounting, finance, or information systems), *and*

2. I have completed two years of collegiate business and non-business courses, *and*

3. I have completed at least one upper level (300 level) course in my declared area of concentration at Western Washington University, *and*

4. I have attained a cumulative grade point average in my declared area of concentration of at least 3.0, *and \**

 Attained *either:*

a. at least a cumulative grade point average (overall) of 3.0, *or*

b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

 \*Transcripts must support the option chosen. i.e., if you choose option “a” then you must include transcripts for all college coursework, including transfer credits. If you choose option “b,” then you must submit transcripts for at least 45 credit hours.

The information provided above and in the attached is true and correct to the best of my knowledge. I have met the requirements for membership in Beta Alpha Psi, and I hereby apply for induction into Theta Phi Chapter and Beta Alpha Psi International.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_

*This page is to be completed and turned in together with all attachments*

*to Prof. Hanmei Chen, Theta Phi Chapter faculty advisor,*

*after the completion of* ***Winter 2023****; and no later than* ***03/24/2023.***

*[Ways to turn this in: place in Prof. Chen's mailbox in PH431 or under the door of PH431 (Prof. Chen's office) or email (with this page & signature scanned) to chenh7@wwu.edu or mail it to Prof. Chen.]*