

Department of Psychology
P.O. Box 842018
806 West Franklin St.
Richmond, VA 23284
Phone: 804-828-1193
Fax: 804-828-2237

**For Fall 2021 & Spring 2022
Academic Year**

Dear Prospective Psi Chi Member:

The VCU Chapter of Psi Chi ($\Psi\chi$) cordially invites you to apply for membership. Psi Chi is the International Honor Society in Psychology, and membership depends upon class standing and academic achievement. Membership is a lifetime honor, and our members enjoy an array of benefits. We accept both undergraduate and graduate students.

Are YOU eligible to join VCU Psi Chi? The criteria are listed below, if you meet them all then you are invited to join!

Here are the criteria for UNDERGRADUATE STUDENTS:

- You are at least a second-semester sophomore
- You are a psychology major
- You have completed at least 12 semester hours of coursework in Psychology [here at VCU](#)
- You have at least a 3.0 cumulative GPA at VCU
- You have a 3.3 GPA in Psychology courses [here at VCU](#)

Here are the requirements for GRADUATE STUDENTS

- Graduate Students shall be enrolled in a psychology (or psychology-related) graduate program [at VCU](#)
- Completed at least 9 semester hours or the equivalent of graduate-level coursework [at VCU](#).
- Earned a minimum GPA of 3.0 on a 4.0 scale in all graduate courses, including psychology
- Meet the graduate program's academic requirements (e.g., if specific courses require an A or B, students must meet those requirements even if their cumulative GPA is above 3.0).

Psi Chi is the National Honor Society in psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Psi Chi provides national recognition for academic excellence in psychology, an honor which can be noted on employment applications, vitae, and resumes. Members also receive a membership certificate, pin, and wallet card and are eligible to wear honor chords, medallions, and stoles at graduation. Membership in Psi Chi is for

life, and **the registration fee is \$75.00**. \$55.00 of the fee goes toward your lifetime membership and \$20 is your local VCU chapter dues. This is your one-time only payment. The Psi Chi National Office provides references throughout each member's lifetime.

There are two recruiting drive deadlines: October 3 for the Fall Semester and March 3 for the Spring Semester. These are our two main recruiting drives; however, we do accept applications on an ongoing basis.

How to Apply: Applying to VCU Psi Chi is a THREE-STEP process. Before you begin, review the requirements above; be aware that VCU's requirements may be different than those of other colleges or universities. If you meet ALL the requirements, then follow the steps outlined on the next page.

Step One: the Paper Application/Checklist process:

1. Print a hard copy of the application/check list on the next page (page 3).
2. Fill out the checklist carefully PRINTING your name, email and semester/year of graduation.
3. Paper clip to the application/checklist a check OR money order in the amount of \$75 made out to **VCU Psi Chi**. *If you want to pay by cash bring your payment to Dr. Donahue who will receive it and give you a receipt.*
4. Download and print an unofficial copy of your transcripts.
5. Place the application/checklist, your check OR money order and a copy of your transcript in a folder/suitable envelope with your name printed clearly on it and the words "Psi Chi Application". **Then mail it to: Dr. Timothy J. Donahue, 9427 Dogwood Garth Lane, Mechanicsville, VA 23116.**

Step Two: the Online Application process:

1. Go to the [online application page](#).
2. Read the qualifications for application and select **APPLY NOW**.
3. Choose Virginia Commonwealth University from the **Local Chapter** drop-down menu and fill out the application including your name, email address, and other required information.
4. At the bottom of the page, check the box authorizing the faculty advisor (Dr. Donahue) to review your college records to determine and verify you meet VCU's eligibility requirements.
5. Add your Name/Signature and select **SUBMIT**

Step Three: Reviewing and verifying your application:

When Dr. Donahue receives your checklist, check and transcripts he will review them to make sure you meet the criteria, and he will notify you of your status. If you are accepted, we will go online to the National Psi Chi site to approve of your membership application. ****REMEMBER that simply completing the online application does not automatically make you a member! You will become a member once the VCU Chapter gives approval.** If it is discovered that you do not meet the criteria your check and transcripts will be returned to you.

Any questions, contact:
Dr. Timothy J. Donahue
Faculty Advisor
donahuetj@vcu.edu

**PAPER
APPLICATION/CHECKLIST
NEXT PAGE**



Paper APPLICATION - CHECKLIST

VCU Psi Chi (ΨΧ)

UNDERGRADUATE STUDENT



FULL LEGAL NAME _____ (Print clearly)

Email: _____ (Print clearly)

Mailing Address _____
(street) (city) (state) (zip)

(Please use permanent home mailing address where we can mail your membership certificate to)

Expected graduation Month (Dec or May) _____ and YEAR _____

Check off or write in:

_____ I am a psychology major.

_____ I've completed the online application.

_____ I understand that that psychology courses taken elsewhere (community colleges, 4-year colleges/universities, AP credits, etc.) **DO NOT COUNT** as part of the minimum 12 semester hours of psychology coursework that must be taken here at VCU. While psychology courses taken elsewhere may transfer in for credit toward my major or graduation, VCU Psi Chi requires that every applicant have completed 12 semester hours of psychology coursework HERE AT VCU.

_____ Using your transcript, count and write on the line the total number of *semester hours* in psychology courses you have taken and completed here at VCU and for which you have been given a grade. Do not count any courses for which you have not yet finished and not yet been given a grade. Obviously, if you do not have a minimum of 12 semester hours in psychology courses taken at VCU you cannot (yet) apply for membership in Psi Chi.

_____ I have a GPA of 3.3 in psychology courses taken here at VCU.

_____ I have an overall GPA of 3.0 for my college courses here at VCU.

_____ I've paper clipped to this application/checklist a **check OR money order for \$75** made out to **VCU Psi Chi**. *If you want to pay by cash bring your payment and these materials to Dr. Donahue who will receive it and give you a receipt.*

_____ I've included an unofficial copy of my transcripts with this paper application/checklist.

Signature _____ Date _____

FINALLY: Put this paper application/checklist, your check, and your transcript in a suitable folder/envelope with your return address and **put it in the mail addressed to: Dr. Timothy J. Donahue, 9427 Dogwood Garth Lane, Mechanicsville, VA 23116.**

Deadline is Oct 3 for the Fall Semester & March 3 for Spring Semester.

(These are our two main recruiting drives; however, we do accept applications on an ongoing basis throughout the year)