

Mu Lambda Beta Alpha Psi Candidate/Member Requirements

IMPORTANT: Before the application can be accepted the candidate must attend a mandatory candidate meeting held before the application due date. **Spring 2020 Mandatory meeting: Friday, January 24, 2020 (LH-2201) around 6:00 PM (after the Accounting Society meeting).** Plan to attend the Accounting Society meeting as it counts toward your professional requirements.

Section 1: Candidates

1. Before becoming a candidate, the student needs to **complete at least one upper level major course with a grade of B or better**. (Major: Accounting, Finance or Information Systems). Exceptions at the discrepancy of the faculty advisor.
2. At the time of candidacy, a student must have at least one academic year remaining at FGCU (fall - spring or spring - fall).
3. All candidates must have an overall GPA of 3.0 or higher from an AACSB accredited university.
4. All candidates must have a GPA in their major of 3.0 or higher. (Major: Accounting, Finance or Information Systems) to be inducted.
5. Graduate candidates must have an undergraduate GPA of 3.0 or higher.
6. All candidates must attend the mandatory Beta Alpha Psi Candidate Meeting **prior to** application acceptance.
7. Application for candidacy must be submitted the THURSDAY before the mandatory meeting and payment of the candidate fee must be submitted **at the end of the mandatory meeting** to be a candidate.
8. Every candidate shall provide at least (8)-1 hour tutoring sessions (core accounting) per semester while involved with Beta Alpha Psi.
9. Complete the privacy policy, hand sign it, and deliver to faculty advisor at the mandatory meeting.

Mu Lambda's goal is to consistently meet Superior Status as a chapter. Based on that goal, all candidates and members must be dedicated and motivated to exceed chapter requirements.

Section 2: The Candidate to Member Process

1. Once accepted as a candidate (fees paid and entered into the BAP intranet); the candidate will complete the candidate requirements (stated in the next section).
2. The candidate is in *good standing* if they maintain their GPA and complete the candidate requirements.
3. After one full semester as a candidate in good standing, the candidate will transition to Inductee status. Inductee status means the candidate has met all the chapter requirements and will be inducted at the end of the second semester if they remain in good standing.
4. The candidate process is a two-step process to membership; step 1: first semester as a candidate and step 2: second semester as an inductee.

5. To become a member the inductee will attend the induction ceremony at the end of the second semester. All inductees **MUST** attend the induction ceremony to become a member.
6. Accelerated membership; if a candidate is chosen as a chapter officer they will be inducted immediately before taking office regardless of the two-step process.

Section 3: Candidate and Member Requirements:

1. Every candidate/member will be a student member in at least one of the following: the SWFL chapter of the FICPA; the SWFL chapter of the IIA and/or the SWFL chapter of the IMA.
2. Every candidate/member will attend at least one professional meeting from the following: FICPA; IIA; and/or IMA per semester (if available).
3. Every candidate/member will participate in at least one chapter sponsored service event per semester.
4. Every candidate/member shall attend **at least FOUR** chapter meetings per semester (includes sanctioned Accounting Society and IMA-SC meetings).
5. Every candidate/member shall participate in chapter fund-raising events sponsored or supported by Mu Lambda.
6. Every candidate/member will achieve the minimum point requirement each semester (**800 points**) determined based on Beta Alpha Psi's requirement of 32 hours of service/professional meeting attendance per year per member. Points are calculated based on time; 1 point per minute; with a minimum of 50 minutes per activity for the activity to count. Fifty minutes (points) equate to 1 hour; therefore, 16 hours equate to 800 points. The **16 hours per semester** needs to be satisfied by **at least 6 hours in professional activities and 6 hours in service (the remaining 4 hours can be in either or both service/professional meetings)**.
7. Points will be awarded for service and professional activities including those above Mu Lambda's minimum requirements. All service and professional activities **MUST** be sponsored or supported by Mu Lambda for credit. **High point awards** will be given at the end of semester New Membership Ceremony.

Cost:

1. **One time NON-REFUNDABLE** candidate fee of **\$100** (subject to change without notice) which includes:
 - a. \$75 BAP Executive Office fee;
 - b. Cost for certificate if inducted into BAP;
 - c. Cost for honor cord/sash if member meets minimum chapter requirements up through graduation; and
 - d. Other chapter costs.
2. Membership fees in professional organizations (**annually** while a student member, see requirements, cost is subject to change based on professional organization):
 - a. **FICPA (currently free)** <http://www.ficpa.org/Public/Join/Join.aspx>
 - b. **IIA \$50** <https://www.theiia.org/index.cfm?act=form.newmember>
 - c. **IMA \$39 plus \$15 registration fee (fee may be waived)** https://www.imanet.org/membership_join.asp

3. Meeting attendance (**per meeting**) subject to change:
 - a. FICPA (students attend free)
 - b. IIA-- (currently first 5 students attend free; additional students at \$30)
 - c. IMA--\$25 (free attendance is available)

OTHER:

1. **Read chapter bylaws** (<http://accountingsociety.fgcu.edu> DOCS) to be familiar with our chapter BAP requirements. Members must also maintain a GPA of 3.0 or better. More information about BAP (and International Bylaws) can be accessed at www.bap.org. Please visit the site to learn more about Beta Alpha Psi.
2. **Complete privacy policy (sign & print name)...****please do not type your signature, it must be hand signed.**
3. Email, no later than **a day prior to attending the mandatory candidate meeting**, the following BAP Information Request must be emailed/delivered to the Faculty Advisor (FA) Professor Conrecode jconreco@fgcu.edu. By sending the BAP Information Request you are giving your permission to the FA to review your FGCU unofficial transcripts. And by emailing the file you are "signing" the document.

Spring 2020 CANDIDATE FEE DUE AT THE END of the MANDATORY MEETING **January 24, 2020.**

If writing a check, make it payable to **Beta Alpha Psi**

BAP Information Request

Undergraduate or Graduate	
Major (Acct/FIN/or CIS)	
First Name	
Middle Initial	
Last Name	
Suffix (example, Jr., III,)	
FGCU email address	
Non-school email address	
Mailing/Living address	
City, State	
Zip code	
If not US, list country	
Primary phone	
Secondary phone	
Gender (Male or Female)	
Date of Birth (mm/dd/yyyy)	
Planned date to separate/graduate from FGCU	

By sending this form to the BAP Faculty Advisor you agree to fulfill the requirements of BAP (as described in the "Beta Alpha Psi Candidate Application") as well as meet and maintain the minimum standards of Beta Alpha Psi (BAP). You also agree to allow the BAP Faculty Advisor to view your transcript to verify your GPA.

For official use only:

Date Application fee (\$100) received:	
Transcript analysis completed	
Tutoring day and time scheduled	
Professional organization affiliated (FICPA, IIA or IMA)	
Attended Mandatory meeting	
Privacy Policy received (signed)	
Date entered into BAP intranet	
Date inducted into BAP	
Semester Graduated	
Date member switched to Alumni	

Information Management and Privacy

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 Reporting Intranet and internal and external databases listed in the Privacy Policy and is made available to the 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 reporting secretary. Your initial application, when accepted and any subsequent changes will be confirmed with you by email.

Welcome to Beta Alpha Psi!

Date

Printed name

Hand Signature