



## The Rho Chi Society

If interested in establishing a chapter of The Rho Chi Society, please contact the Society's National Office via email: [RhoChiSociety@umich.edu](mailto:RhoChiSociety@umich.edu) or telephone: (734) 615-4898 to discuss the requirements for new chapters and for guidance in preparation and submission of the petition in a timely manner. The requirements are outlined below.

# Requirements for Establishing a New Chapter of The Rho Chi Society

Requirements for establishing new chapters are guided by the Bylaws of the Rho Chi Society. Chapters may be established at universities, schools, or colleges which are members of the American Association of Colleges of Pharmacy (AACP) and have professional curricular programs which are fully accredited by the Accreditation Council for Pharmaceutical Education (ACPE) or the Canadian Council for the Accreditation of Pharmacy Programs.

At least five professional students enrolled in a school or college of pharmacy who are eligible for election to membership in the Society must be among those who petition that a Rho Chi chapter be established. The petition for establishing a new chapter is sent to the National Office of the Society and once reviewed and found complete, will be referred to the Society's Executive Council for their consideration. Approval of the petition by a majority vote of the Executive Council refers the petition to active Rho Chi chapters for their consideration at the Annual National Convention held in March.

An affirmative vote of three-fourths of Rho Chi's active chapters is required to grant a charter for a new Rho Chi chapter. Once the petition is approved, plans are made for installation of the chapter and induction of new members.

Charter members in a new chapter may consist of professional and graduate students currently enrolled in the school or college of pharmacy, those students who have graduated within one year of the time the charter is granted, and members of the teaching staff of that institution who are eligible for membership in the Society at the time the charter is granted.

Charter members must meet the minimum requirements for eligibility in accord with the Bylaws of the Society. No professional or graduate student or faculty member is eligible as a charter member if already elected to membership in another chapter of the Society. Alumni of the school or college who are beyond one year of their graduation are not eligible for charter membership, but, if eligible, may be elected as associate members.

### The Petition: (Submission **Deadline – October 1**)

A petition to establish a new Rho Chi chapter should include the following:

1. A brief history of the university, if any, of which the school or college of pharmacy is a part. This history should include the date of founding, growth, present enrollment, recognition by accrediting agencies, physical facilities, and similar descriptive information.



The Rho Chi Society

2. A brief history of the school or college of pharmacy including: the date of its founding and subsequent growth (e.g., past, present and projected enrollment; type and record of degrees awarded; development of facilities (including descriptions of present classroom, laboratory, clinical, and library facilities; development of practice experiences), recognition by accrediting agencies, and similar descriptive information.
3. A description of school or college of pharmacy curricula including, as applicable:
  - descriptions or explanation of the school or college admission requirements;
  - course titles, credit hours, and brief course descriptions; describe the relationships among courses, e.g., list all courses by semester/quarter/etc.
  - a detailed description of the system of evaluation of professional and graduate students including:
    - grading system for professional didactic coursework (e.g., A = 4.0 grade points; B = 3.0 grade points, etc.; Pass/Fail).
    - practice experience/evaluation/grading (e.g., letter grades, Pass/Fail, other) and how those grades are incorporated (or not) into overall student standing.
    - grading system for graduate students (e.g., H,P,L, if so, H = 4.0 grade points; P = 3.0 grade points; L – 2.0 grade points for purposes of determining eligibility)
4. A description of how eligibility of petitioners was determined and for future members will be determined; if only “pass/fail” grading is employed, how eligibility will be determined.
5. A list of other honor societies at the institution (i.e., university and/or school of college) with the date of installation of the local chapter of each. This list should include only those honor societies as defined by the Association of College Honor Societies ([achsnatl.org](http://achsnatl.org)) or by respective professional academic programs and not those of recognition or service societies.
6. A list of the names of each member of the faculty of the school or college of pharmacy of the rank of full-time instructor or higher identifying his or her title or position on the faculty, academic degrees with dates and granting institution, and a brief description (e.g., one paragraph) of their area(s) of expertise and academic interests. (Practice experience of faculty should not be included.)
7. A list of the names of professional or graduate students and members of the faculty, if any, who are members of the Rho Chi Society, giving the school or college, chapter and date of initiation for each member.



The Rho Chi Society

8. A list of all petitioners to establish the Rho Chi chapter, grouped as:
  - o eligible professional, students identifying for each: the anticipated date of graduation, the fraction of total semester hours (credits; credit hours) completed,
  - o eligible graduate students, identifying for each: the anticipated date of graduation, the fraction of total semester hours (credits; credit hours) completed, and the overall scholastic average (e.g., grade point average or equivalent);
  - o eligible faculty members.
9. A letter from the petitioners requesting that a Rho Chi chapter be established and bearing the signature of each petitioner.
10. A letter of recommendation from the Dean of the school or college of pharmacy. The Dean's recommendation should include a statement that the list of eligible petitioners have met the requirements set forth in Article III: Members of the 2010 Revision of the National Bylaws of The Rho Chi Society and that the petitioners have no known disciplinary action for academic reasons or for unprofessional conduct.
11. The name of the faculty advisor or names of co-advisors for the new chapter who will serve as the point of contact for correspondence during establishment of the Rho Chi chapter.



## The Rho Chi Society

### Submission

Submit all materials to the **Rho Chi Society National Office by the October 1 deadline** to provide sufficient time for review. This includes one PDF document of all required information listed above emailed to the national office, along with a \$500 check for the petition fee. Materials (documents and/or payment) arriving after October 1 will be reviewed the following year. All materials and payment must be received by the Rho Chi National Office by October 1 in order to be considered for the establishment of a new chapter.

**One electronic application (PDF) should be submitted via e-mail to:**  
[RhoChiSociety@umich.edu](mailto:RhoChiSociety@umich.edu)

### Fees

The petition fee for establishing a Rho Chi chapter is \$500.00. Additional costs include the preparation and distribution of any copies of the petition and the costs of jewelry, membership certificates, and national dues for new members. Those costs associated with the installation of the new chapter and induction of new members or other special events associated with the induction ceremony will be the expense of the school or college of pharmacy or the new chapter being installed. The school or college will also incur the expenses for attendance (travel, housing, etc.) for one National Rho Chi Officer and/or Regional Councilor of the chapter's region who will conduct the chapter installation ceremony and induction of new members. It is an option to have a Rho Chi representative conduct your charter installation virtually. We will also try our best to schedule a local national Rho Chi Society representative to reduce your cost.

### Correspondence:

The Rho Chi Society  
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College of Pharmacy  
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