



Association of Collegiate Schools of Planning

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Full Membership – Base Dues \$350*

Full Membership is open to any 501(c)3 or similar U.S. academic unit that offers a degree or degrees in planning. Full Member Units, and only Full Member Units, have one vote in elections and Association business meetings. Only faculty and students affiliated with Full Member Units may hold elective office. Participation in meetings of the Association is open to all faculty and students of Full Member Units. Each Full Member unit shall have one vote in the conduct of the affairs of the Association. For more detailed information, see “By-Laws Approved 11.10.01: Articles II, IV, and V”. The By-Laws can be found at www.acsp.org.

Faculty and students in all member departments receive UPDATE and are eligible for most ACSP awards, scholarships and prizes. In addition, all member departments may appear in the Guide to Planning Programs and they may post job announcements and other appropriate information on the ACSP website and in UPDATE.

ACSP policies base institutional member dues and services on a census of faculty. Full Member schools are required to show ALL faculty who devote 50% or more time to the planning unit as “Capitated Faculty”, but may show other faculty as capitated if they wish. Capitated faculty receive the *Journal of Planning Education and Research*. Faculty from a unit making application with dues paid prior to March 31 will receive back issues of *JPER* for the current academic year. Faculty from a unit making application and dues paid after March 31 will receive *JPER* beginning with the first issue of the new academic year. Regardless of the membership start date, capitated faculty will receive four issues of *JPER*.

Dues/Capitation:

Faculty who devote 50% or more time to the planning unit are designated “capitated faculty.” The capitation fee is \$50 per designated faculty. The base dues amount is added to the total capitation fee amount for the total annual invoice. The capitation may be adjusted annually. Dues and capitation fees are not pro-rated.

Mail a check payable to the *Association of Collegiate Schools of Planning*. The check total should be \$350 plus \$50 for each designated “capitated” faculty.

Complete the application on the next page and submit along with check and additional documentation as requested. Mail to the address above. We will e-mail a confirmation when we’ve completed processing your application. Thank you!



Full Membership Application

Institution _____
 Department _____
 Address _____
 Address _____
 Address _____
 City _____ State _____ ZIP Code _____
 Country _____
 Department Telephone _____ Fax _____
 Department Email _____ Web Site _____
 Year in which authorization to offer a degree was obtained _____
 Year in which the degree was first conferred on a graduating student _____
 Is the degree a Bachelors or Masters degree? _____

Submit Along with this Application:

- Evidence of PAB Accreditation; or
- Evidence of your authorization to offer a planning degree – for example, a photocopy of the catalog language that explains your degree and its requirements

List All Capitated (full-time) Faculty:

Department Chair:

Given (First) Name _____ Family (Last) Name _____
 Telephone _____ E-mail _____

Faculty:

Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____
Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____
Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____
Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____

List Your Non-Capitated (part-time) Faculty:

Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____
Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____
Given (First) Name _____	Family (Last) Name _____
Telephone _____	E-mail _____

If you need additional space, please use the above format and continue your list on the back of this form.