



Tau Beta Pi  
P.O. Box 2697  
Knoxville, TN 37901-2697  
tbp@tbp.org  
www.tbp.org  
865/546-4578  
fax 865/546-4579

April 1, 2004

### **Honor Society Eligibility List**

Dear Registrar:

Tau Beta Pi is a national engineering honor society—established in 1885—and is the nation's second-oldest honor society. Because of the fact that your institution invited the Association, Tau Beta Pi is proud to have an active collegiate chapter on your campus. The purpose of Tau Beta Pi is to provide national recognition to your outstanding engineering students and to provide a service to both society and your institution.

For your chapter to remain strong, it must initiate upperclass engineering students either every semester or twice per year for those on a quarter system. In order to accomplish this, the chapter must receive from your office a list of eligible students. Tau Beta Pi's Bylaws require a list of the top 12.5% of the junior class and the top 20% of the senior class of the full-time undergraduate students enrolled in engineering programs on your campus. A list by class is required because of the different eligibility criteria. It is necessary that the listing include majors, because some programs are ineligible. The GPAs of the individual students are neither needed nor desired. However, the cut-off GPA for each of the two classes may be required.

Tau Beta Pi and the local chapter agree to treat this list and the information on it confidentially in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, and will not transmit it to anyone else. The chapter will use the list only for the stated purpose of determining scholastic eligibility of the students for membership in the Association. The list itself will not be sent to the Association.

We cannot understate the importance of these lists. The chapter is required to vote on each and every eligible non-member candidate during each election period and to document and report the results of each membership vote to the Secretary-Treasurer. Tau Beta Pi maintains in confidence these eligibility reports and election results for every eligible candidate and uses these reports in later years only to determine the scholastic eligibility of alumnus and eminent candidates. Without the Association's access to this information, many of your institution's future worthy engineering alumni and eminent practitioners who wish to join us after graduation might not be able to become members of Tau Beta Pi.

To ensure the confidentiality of this information, we would be happy to furnish to you a confidentiality agreement signed by the Secretary-Treasurer of the Association and by the Tau Beta Pi chapter officer receiving the list.

We are grateful to have been invited to establish a chapter on your campus. We thank you for your past and future assistance to both your students and Tau Beta Pi in encouraging and honoring integrity and excellence in engineering. Best wishes.

Sincerely,

*Jim*

James D. Froula, P.E.  
Secretary-Treasurer

Enclosure: Fact Sheet

cc: Dean of Engineering  
Tau Beta Pi Chapter President