# Student Chapter Establishment FAQs

1. **What are the petition deadlines?**

Completed petitions must be submitted by the 15 February, June, or October deadlines.

1. **Why do I need to begin the process at least 7 business days before the deadline?**

Each step takes time—both for you to complete and also for SPE staff to review between steps. It is likely you will save each step as a draft several times while you communicate with others to collect the information. SPE staff also appreciate your patience while we take the time to review your forms. If you miss a deadline, do not worry. You may re-apply for the next one.

1. **What details are needed to complete Petition: Part 1?**

* Petitioning student contact details, including SPE member number located in your spe.org [Member Profile](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).
* University details, including acronyms and full address.
* Primary degree program details, including:
  + Eligibility category (2+ year petroleum engineering or 3+ year upstream oil and gas related), level (Bachelor’s, Master’s, or Doctoral), official program name, number of students currently enrolled in the program, uploaded course of study (in English), what year the first class of students graduated, and how many students were in the first graduating class.
* Additional degree programs and current enrollment.
* Requested sponsoring section and distance to their location listed [here](https://www.spe.org/sections/?list).

1. **What is a primary degree program?**

This is the program on which the student chapter is based and must meet the eligibility requirement of either a 2+ year degree specifically in petroleum engineering *OR* a 3+ year degree related to the upstream oil and gas industry.

1. **How many members must be enrolled in the primary degree program?**

At least 25 members. You may list members from additional degree programs, but they only apply as extras above the minimum of 25 requirement.

1. **What is a sponsoring section?**

A sponsoring section is a professional SPE section in your area that is willing to support the establishment of the student chapter. They provide support to the student chapter—such as financial, programming, operational, and general guidance.

1. **What details are needed to complete the Officers and Petitioning Members form?**

* The emails or SPE member numbers of at least 25 students enrolled in your university’s primary degree program. SPE member numbers are located in the spe.org [Member Profile](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).
* Your list of members who will serve as officers.

1. **What are the core officer positions?**

Core officer positions are president, vice president, membership chair, secretary, and treasurer. All are required.

1. **I have more than 50 members to submit on my Officers and Petitioning Members form. How can I submit more?**

* The form allows a maximum of 50 members, including officers. If the establishment is approved, all other SPE members from your university will automatically be moved to the new student chapter. Note: they must have the correct university listed on their [Member Profile](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).

1. **I logged into my Officers and Petitioning Members form after the deadline and received a message to “Clear & Start Over.” Why is this?**

* The form is programmed to reset after each establishment date to ensure we have the most up-to-date university, program, and graduation date details. Before you clear the form, it is recommended to take a screenshot or print a copy, so you have record of your previous entries.

1. **What details are needed to complete Petition: Part 3?**

* Month your academic year begins and ends as well as common graduation months.
* Petitioning statement of why you want to establish an SPE student chapter at your university and your 1-year plan of activity.
* Standard operating regulations (provided for you to fill-in-the-blanks).
* Section support form to be completed by the section chair and student chapter liaison.
* Faculty advisor form to be completed by the faculty advisor.

1. **How do I find sponsoring section contact details?**

Find a list of current section officers by searching [here](https://www.spe.org/sections/?list). Then, use the spe.org [Member Directory](https://connect.spe.org/network/members) to locate the sponsoring section chair’s contact information.

1. **What is a faculty advisor?**

Your faculty advisor must be a professional member of SPE from your university. The faculty advisor provides a communications link between the student chapter, the university, and the sponsoring SPE section. They also serve as a guide for the students in developing and implementing goals, objectives, and programs. As members of the student chapter will change from year-to-year, the faculty advisor is the continuous link between the student chapter and the section.

1. **When will I know if my petition was approved?**

Notifications will be sent within 45 days of the deadline.

1. **Is it okay to use the SPE logo before establishment approval?**

No. You may not operate under the SPE name or logo until officially approved

Other questions? Email us at [chapters@spe.org](mailto:chapters@spe.org).