Colleges and universities with degree programs in planning and related fields are invited to enroll their faculty as academic members in the American Planning Association. Academic members receive additional benefits in addition to all standard APA member benefits. Participating schools pay a fixed annual fee and substantially reduced dues for individual faculty members.

Eligibility
This program is open to all colleges and universities. Participating schools must sign up all faculty members with a rank of assistant professor or higher who devote 50 percent or more of their time to the department. Schools may enroll: 1) any faculty who are full-time at the institution but affiliated part-time with the department; and 2) other tenured, tenure-track, or emeritus faculty who currently teach in or have retired from the department. Schools may not enroll lecturers, adjunct faculty, or teaching assistants. Participating schools must verify that they have enrolled all required faculty members.

Member benefits
Academic members receive enhanced member benefits that include a subscription to the digital edition of the *Journal of the American Planning Association* and access to archived past issues of JAPA. Those who are interested in earning certification from APA’s professional institute, the American Institute of Certified Planners, are entitled to a $150 discount on registration for the AICP Certification Exam.

Academic members also receive all regular APA member benefits, including *Planning* magazine; the member e-newsletter, *Interact*; membership in a local chapter; and discounts on membership in APA divisions, attendance at chapter and national conferences and other events, and certain other purchases from APA.

Cost
Annually, a participating school pays a $420 participation fee plus APA national dues of $131 and chapter dues of $25 for each faculty member enrolled. Both national and chapter dues are significantly lower than the average dues paid by regular APA members.

AICP dues
Some faculty enrolled in this program by participating schools already may be members of the American Institute of Certified Planners. A school may choose to pay their AICP dues, at a rate of $90 per AICP member (a rate lower than regular members’ average AICP member dues), but is not required to do so. If a school does not pay individual members’ AICP dues, APA bills each member separately at the salary-based AICP dues rate.
**Academic membership year**
The APA academic membership year runs from October 1 through September 30 of the following year. To ensure that academic members receive a full year of APA member benefits, schools enrolling faculty members for the academic membership year must submit their applications by October 1. Neither the school’s participation fee nor individual member dues will be prorated if a school enrolls late.

A participating school may add new faculty as APA members at mid-year. Their memberships also will end on September 30 and dues will not be prorated.

If a participating school notifies us that a faculty member has left, APA converts that member’s record to a regular member type and bills that individual as a regular member when it is time to renew. APA will not issue a refund to a participating school after dues are paid nor transfer membership to another faculty member.

**Faculty who already belong to APA**
APA welcomes enrollment of current APA members in the academic membership program. In fact, participating schools are required to enroll these individuals if they hold the rank of assistant professor or higher and devote 50 percent or more of their time to the planning department. They will continue to receive all APA member benefits, with the addition of the digital *JAPA* subscription and access to the digital *JAPA* archive.

APA performs the administrative steps necessary to transition existing members to academic member status and to the October–September academic membership cycle. Every current APA member who already has paid APA dues for any of the period covered by the academic membership year will receive a prorated refund of APA dues. Every current AICP member whose AICP dues are paid by a participating school and who already has paid AICP dues for any of the period covered by the academic membership year also will receive a prorated refund of AICP dues.

**How to enroll**
Sign up for the program and enroll all participating faculty on the form provided by APA. Identify the individual who will administer the academic membership program at your school. This is the person APA will contact with any questions about enrollment or billing, and to whom APA will direct invoices and other administrative correspondence. Verify that all eligible faculty members have been enrolled. Return the completed enrollment form to APA by October 1, by mail (205 N. Michigan, Suite 1200, Chicago, IL 60601) or fax (312-786-6700). Payment from the college or university—by check or credit card—must accompany the completed form.

Please note: Payment must come from the college or university; individual faculty members may not pay for academic membership.

**Program administration**
APA will mail publications and other materials directly to academic members' individual addresses if they are provided. Otherwise, APA will mail everything to the department’s address. APA will send a single annual renewal invoice to the person who is designated to administer the program in the department.