THE HONOR SOCIETY OF PHI KAPPA PHI

IDENTIFY & SUBMIT ELIGIBLE STUDENTS

Identify Students

Students who fall into the categories listed below are eligible for membership:

Juniors

All juniors who:

- rank academically in the top 7.5% of the class, regardless of GPA
- hold a 4.0 unweighted GPA or higher, regardless of rank

Seniors

All seniors who:

- rank academically in the 10% of the class, regardless of GPA
- hold a 4.0 unweighted GPA or higher, regardless of rank

Graduate and Professional Students

All graduate and professional students who:

- rank academically in the 10% of the class, regardless of GPA
- hold a 4.0 unweighted GPA or higher, regardless of rank

Upload List

Before submitting the eligible student list, please remove all students who have opted out of disclosing directory information in accordance with the Family Educational Rights and Privacy Act (FERPA).

1. Visit **www.PhiKappaPhi.org/Registrars**.
2. Download the Eligible Student List Template and add eligible students to the spreadsheet. *Please do not send any other information than what is requested.*
3. When your list is ready, use the secure upload feature to upload the list to Phi Kappa Phi.

Please note that by disclosing and submitting information to The Honor Society of Phi Kappa Phi, you acknowledge, agree, and affirm that you are complying with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. §§ 99.1- 99.67, federal and state laws and regulations, and all FERPA policies and procedures of your institution. Please only send First Name, Last Name, and Email Address (provided these items are included in your FERPA Directory Information). Do not send GPA or class rank. Please remove all students who have opted out of disclosing directory information in accordance with FERPA.

Questions?

Contact us at **registrars@phikappaphi.org**.