

Phi Kappa Phi Honor Society Membership Description and Application Process

Description and Eligibility: Phi Kappa Phi (PKP) is a national honor society for undergraduate and graduate students (<https://www.phikappaphi.org/>). To be eligible for membership, graduate students must have a minimum GPA of 3.5 and be in the upper 10% of their class. Additionally, they must have been enrolled in the graduate program either part-time or full-time for at least one academic year. In most programs, the GPA is used to determine the top 10%, but for some programs, other scholastic measures may be more appropriate. Students must attend the VCU induction ceremony to become members.

In addition to the above eligibility requirements, the School of Medicine requires that nominees be in or beyond their second year of graduate training to be eligible.

Application Process

1. In each application cycle, each program director can nominate students that meet all eligibility criteria to the Associate Dean for Graduate Education (ADGE) by sending a single Excel spreadsheet that contains all of the following information for all nominees:
 - a. V number
 - b. first name
 - c. last name
 - d. degree level and program
 - e. e-mail address
 - f. salutation (e.g., Mr., Ms., etc.)
 - g. mailing address including city, state and zip code
2. Nominations are due to the ADGE by **September 15th**.
3. The ADGE will review nominations considering the award's criteria and forward all eligible nominations from the SOM to the Graduate School by their deadline in late September.
4. Phi Kappa Phi selects inductees.
5. The SOM will pay for required membership fees for Phi Kappa Phi Honor Society inductees.
6. Phi Kappa Phi Honor Society inductees and nominees may be eligible for SOM discretionary awards later in the academic year (historically \$250 and \$100, for Ph.D. and M.S. nominees, respectively).
7. Students can be nominated multiple times, but can be inducted a maximum of one time.

Approved by the School of Medicine Graduate Programs Committee: August, 2019