Phi Theta Kappa Graduation Instructions

Congratulations on the achievement of your academic goals at CSN! We commend you and wish you continued success in your future endeavors.

To graduate with Phi Theta Kappa recognition on your transcript and on your degree, you must have maintained at least a 3.4 cumulative GPA. Please follow the instructions below prior to the following semester deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Summer 2018</td>
<td>July 13</td>
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<tr>
<td>Fall 2018</td>
<td>October 5</td>
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<tr>
<td>Spring 2019</td>
<td>TBA</td>
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1. Send an email to ptk-advisor@csn.edu with the subject line “PTK Graduation.” and containing the following information:
   - Name
   - Student ID No.
   - Phi Theta Kappa ID No. (If unknown, call headquarters at 1-800-946-9995)
   - Semester of Graduation
   - Degree

2. You must also fill out the CSN graduation form and turn it in to the Office of the Registrar. The form is located at http://www.csn.edu/graduation/

3. If you will be walking in the graduation ceremony in the spring, you must purchase the PTK honors stole and wear it during the ceremony. All Phi Theta Kappa members wearing the stole will sit together in the front to receive recognition. The stole can be purchased online at the Phi Theta Kappa website http://store.ptk.org/. If you choose, you may purchase and wear the Tassel, the Double Honor Cord, and the Key Medallion as well as your Phi Theta Kappa pin that was mailed to you when you joined.

Please note that Phi Theta Kappa at CSN is closed during the summer, so please plan ahead. If you have any questions, email us at the above email address.

Congratulations!