**[Insert date]**

Dear **[student’s name]**:

Congratulations! Due to your outstanding academic achievement, Sigma Chi Eta – the official honor society of the National Communication Association - invites you to be a member of the **[X]** chapter.

To be eligible for admission, undergraduate students must meet the following criteria:



* Completed at least 9 hours of college credit
* Completed at least 6 credit hours in Communication
* Have a cumulative GPA of at least 3.0
* Have a GPA of at least 3.25 for all Communication Studies courses

The **[X]** chapter has determined that you meet these qualifications, and has approved your application! Please pay your one-time membership fee of $30 by **[insert date]**. Checks can be made payable to **[insert payment info]**.

To accept this invitation and become a member of the **[X]** chapter of Sigma Chi Eta, please return the enclosed acceptance form along with your payment to **[insert name]** by **[insert date]**. Once we have received your acceptance form and membership fee, you will be invited to attend an induction ceremony scheduled for **[mm/dd/yyyy at x:xx am/pm]**. More details about this event will follow once you have returned your acceptance form.

Once again, congratulations on your outstanding academic achievements! We are proud of your hard work and all that you have accomplished. Both the **[X]** chapter and Sigma Chi Eta are honored to welcome you as a member.

Sincerely,

**[Name]**

**[Title]**

**[Contact info]**

**Sigma Chi Eta**

**[X] Chapter Acceptance Form**

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Sigma Chi Eta (SCH) is the National Communication Association’s official honor society at community colleges, and seeks to recognize the academic achievement of outstanding students in Communication.

To be eligible for admission, undergraduate students must meet the following criteria:

* Completed at least 9 hours of college credit
* Completed at least 6 credit hours in Communication
* Have a cumulative GPA of at least 3.0
* Have a GPA of at least 3.25 for all Communication Studies courses

As the **[Title (i.e. program coordinator/department chair)]** of the **[Department Name]**, I have verified the academic record of **[student’s name]** and have deemed them eligible to join Sigma Chi Eta.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[Insert your Title, Department Name]***  *Date*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having been invited to join the [**X] chapter** of Sigma Chi Eta at **[institution name]**, do officially submit my acceptance form. I have also enclosed a check for $30 to pay my one-time membership dues for induction into Sigma Chi Eta.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Student Signature*  *Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Above please clearly print your name as you would like it to appear on your membership certificate

Please return this acceptance form and a check made out to **[insert payment info]** to **[name]** by **[mm/dd/yyyy].**

**[X] Chapter Membership Form**

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA: \_\_\_\_\_\_

(Must be at least 3.0)

Communication GPA: \_\_\_\_\_

(Must be at least 3.25)

Total credits completed in Communication: \_\_\_\_\_\_

(Must have completed at least 6)

Total completed credits: \_\_\_\_\_\_

(Must have completed at least 9)

Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /