SAP Certificate of Excellence
Application Form

Application deadline: March 15 for Spring semester and October 15 for Fall Semester
Return completed form to **Department of Business & Information Technology**, 101 Fulton Hall

Student Name:	**Student ID:**
Telephone	**E-mail:**
Academic Department:	
U.S. Mailing Address:	

Please place a check mark (√) in the box proceeding each ERP course you have taken and circle the course grade you earned for each course. A student is eligible to receive an SAP Certificate of Excellence if a student successfully completed any three of these courses listed below* <u>with a grade of C or above for 200- and 300-level courses or</u> <u>with a grade of B or above for 400-level courses</u>. All data submitted are subject to verification.

	Course	Course Grade						Semester completed (e.g., Spring 2008)
	ERP 246 Introduction to ERP	A	B	C	D	F	In-progress	
	ERP 345 Use of Business Intelligence	A	B	C	D	F	In-progress	
	ERP 346 ERP Systems Design and Implementation	A	B	C	D	F	In-progress	
	ERP 347 Supply Chain Management Systems	A	B	C	D	F	In-progress	
	ERP 348 Strategic Enterprise Management Systems	A	B	C	D	F	In-progress	
	ERP 349 ERP System Administration	A	B	C	D	F	In-progress	
	ERP 442 Customer Relationship Management	A	B	C		F	In-progress	
	ERP/IST 444 Essentials of Data Warehouse	A	B	C		F	In-progress	
	ERP 446 ERP Systems Configuration and Integration	A	B	C		F	In-progress	
	ERP 448 Corporate Performance System Prototyping	A	B	C		F	In-progress	
	BUS 426 Business Process Integration Using ERP	A	B	C		F	In-progress	

Certificate Delivery Method

Please place a check mark (√) in the box proceeding the desired certificate delivery method

	Pick up from the department office. (an email notification will be sent to you if this option is selected)
	Post mail to the mailing address indicated above (this option is only available for domestic mailing)

*Exception: No more than two of the following can be counted, since portions of the SAP material overlaps in these three courses: ERP 246, ERP 346, BUS 426.

_____   _____
Student Signature   Date

An equal opportunity institution

For Office Use Only

Received by

Name   Date

Material received

_____ Application Form
Postage paid self-address return envelope if applicable (envelope must
_____ be larger than 11x8)

Data verification

Delivery method   _____ Specified   _____ Not specified
Course Grade   _____ Verified   _____ Cannot verify, reasons

Certificate Approval
SAP Campus Coordinator

Signature   Date

Dept. Chair

Signature   Date

Certificate Delivery
Picked up by

Print Name

Signature   Date

Post mailed by

Signature   Date

SAP Certificate of Excellence
Application Instruction

1. **Eligibility**
   a. A student is eligible to receive an SAP Certificate of Excellence if a student successfully completed any three of these courses listed below* with a grade of C or above for 200- and 300- level courses or with a grade of B or above for 400-level courses. All data submitted are subject to verification.
      - ERP 246 Introduction to ERP
      - ERP 345 Use of Business Intelligence
      - ERP 346 ERP Systems Design and Implementation
      - ERP 347 Supply Chain Management Systems
      - ERP 348 Strategic Enterprise Management Systems
      - ERP 349 ERP System Administration
      - ERP 442 Customer Relationship Management in ERP Environment
      - ERP/IST 444 Essential of Data Warehouse
      - ERP 446 ERP Systems Configuration and Integration
      - ERP 448 Corporate Performance System Prototyping
      - BUS 426 Business Process Integration Using ERP

      *Exception: No more than two of the following can be counted, since portions of the SAP material overlaps in these three courses: ERP 246, ERP 346, BUS 426.

   b. A student **MUST** complete and submit the application form at an appropriate time as detailed in #2.

2. **When to apply**
   a. A student needs to have completed or will be completing the required three courses with a grade of B or above before application submission deadline. For example, if a student completed ERP246 in Fall 2007 and is currently taking ERP346 and ERP347 in Spring 2008, the student can apply for SAP Certificate of Excellent in Spring 2008 or later. However, the certificate will not be awarded until final course grades are posted and requirements are met.

   b. For a student who is completing his/her certificate courses during his/her last semester of study at Missouri S&T, the above process applies. However, the SAP certificate will be mailed to a US mailing address only.

3. **Application deadline**
   a. March 15 for Spring semester and October 15 for Fall semester.

   b. Application received after the application deadline will be process in the following semester.

4. **Certificate Delivery method**
   Student must indicate one of two delivery methods specified below in the application form to receive his/her certificate:
   a. Pick up from the department office
      - Student will receive an email notification when his/her certificate is ready.
   b. Post mail
      - This option is only available for domestic mailing. A domestic mailing address **MUST** be provided at the time of application.

Revision Date: January 18, 2010