

## 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

<b>Student Name:</b>	<b>Student ID:</b>		
<b>Telephone</b>	<b>E-mail:</b>		
<b>Academic Department:</b>			
<b>U.S. Mailing Address:</b>			
<p>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 with a grade of B or above for 400-level courses.</u> All data submitted are subject to verification.</p>			
	<b>Course</b>	<b>Course Grade</b>	<b>Semester completed (e.g., Spring 2011)</b>
<input type="checkbox"/>	ERP 246 Introduction to ERP	A B C D F In-progress	
<input type="checkbox"/>	ERP 301/ERP341 Enterprise Portal Application Development	A B C D F In-progress	
<input type="checkbox"/>	ERP 342 Customer Relationship Management	A B C F In-progress	
<input type="checkbox"/>	ERP 345 Use of Business Intelligence	A B C D F In-progress	
<input type="checkbox"/>	ERP 346 ERP Systems Design and Implementation	A B C D F In-progress	
<input type="checkbox"/>	ERP 347 Supply Chain Management Systems	A B C D F In-progress	
<input type="checkbox"/>	ERP 348 Strategic Enterprise Management Systems	A B C D F In-progress	
<input type="checkbox"/>	ERP 349 ERP System Administration	A B C D F In-progress	
<input type="checkbox"/>	ERP 442 Advanced Customer Relationship Management	A B C F In-progress	
<input type="checkbox"/>	ERP 444/IST 444 Essentials of Data Warehouse	A B C F In-progress	
<input type="checkbox"/>	ERP 446 ERP Systems Configuration and Integration	A B C F In-progress	
<input type="checkbox"/>	ERP 448 Enterprise Performance Dashboard Prototyping	A B C F In-progress	
<b>Certificate Delivery Method</b>			
Please place a check mark (✓) in the box proceeding the desired certificate delivery method			
<input type="checkbox"/>	Pick up from the department office. (an email notification will be sent to you if this option is selected)		
<input type="checkbox"/>	Post mail to the mailing address indicated above (this option is only available for domestic mailing)		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revision Date: September 20, 2011

**For Office Use Only**

<b>Received by</b>	_____	_____
	Name	Date
<b>Material received</b>	_____ Application Form	
	_____ Postage paid self-address return envelope if applicable (envelope must be larger than 11x8)	
<b>Data verification</b>		
Delivery method	_____ Specified	_____ Not specified
Course Grade	_____ Verified	_____ Cannot verify, reasons
<b>Certificate Approval</b>		
SAP Campus Coordinator		
	_____	_____
	Signature	Date
Dept. Chair		
	_____	_____
	Signature	Date
<b>Certificate Delivery</b>		
Picked up by		
	_____	
	Print Name	
	_____	_____
	Signature	Date
Post mailed by		
	_____	_____
	Signature	Date

Revision Date: September 20, 2011

## 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 301/ERP341 Enterprise Portal Application Development
  - ERP 342 Customer Relationship Management
  - 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 Advanced Customer Relationship Management in ERP Environment
  - ERP 444/IST 444 Essential of Data Warehouse
  - ERP 446 ERP Systems Configuration and Integration
  - ERP 448 Enterprise Performance Dashboard Prototyping
- 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 Spring 2011 and is currently taking ERP346 and ERP347 in Fall 2011, the student can apply for SAP Certificate of Excellent in Fall 2011 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.

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