



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

Form with fields for Student Name, Student ID, Telephone, E-mail, Academic Department, U.S. Mailing Address, and a table of ERP courses with columns for Course, Course Grade, and Semester completed.

Student Signature

Date

Revision Date: April 7, 2008



**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

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## 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 B or above. 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 401 Customer Relationship Management in ERP Environment
  - ERP 446 ERP Systems Configuration and Integration
  - ERP 448 SEM Systems Configuration and Implementation
- 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.

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