



APPLICATION FOR CERTIFICATE IN BUSINESS

****IMPORTANT NOTIFICATION:** The Certificate in Business is planned to be inactivated by May 2024. In order to be eligible for the certificate, you must **complete all 4 required courses and graduate** by May 2024. ******

Students seeking this Business Certificate should plan to complete the certificate requirements throughout their degree programs. Attempting to complete the certificate or saving certificate courses to be completed in just one or two semesters may result in the student being unable to complete certificate requirements due to high demand for required courses, as course availability cannot be guaranteed. ***This form must be completed and submitted prior to the start of the student's graduating semester.***

There is no physical copy of the certificate. If awarded, the certificate will be noted on the student's final transcript.

To complete the Certificate in Business, students must successfully complete the following four courses (12 credit hours). Students are required to earn a cumulative grade point average of 3.0 or better in these courses. These courses do not have any business course prerequisites:

- ACCT 640**
- FINC 635**
- MGMT 655**
- MKTG 621**

If you have completed the undergraduate versions of any or all of these courses (business minor courses), then you must use a substitute for the course(s). The recommended substitutions are listed below. If you wish to substitute a course not listed below, you must obtain approval from the appropriate department. Please provide verification of this approval to the MBA Programs Office, such as forwarding an email thread or the name of the approver if approved over the phone.

COURSE	SUBSTITUTES	DEPARTMENT CONTACT
ACCT 640	No substitutes currently offered	979-845-5014
FINC 635	FINC 629, 632, 642, 645	979-845-3514
MGMT 655	MGMT 630	979-845-4851
MKTG 621	MKTG 650, 656	979-845-5861

All certificate programs are tracked through the Office of the Registrar and must be added to the student's record through a request in the University Adjustment System (UAS). In order to add the certificates to the student's record, the following must be completed prior to the start of the student's graduating semester:

1. Please complete the following information to apply:

Name: _____ Date: _____
 UIN: _____ Major: _____
 Anticipated Graduation Date: _____
 Email: _____ Advisor Name: _____
 Phone: _____ Advisor Email: _____

2. Obtain a signature from the MBA Programs Office. You can email this application to mbaprograms@mays.tamu.edu, or you can bring it to the MBA Programs Office, located in suite 390 in Wehner.

MBA Programs Signature: _____ Date: _____

3. Return the form to your academic advisor to be signed and added to your record (Please see the back of this form for the advisor section).



***** ADVISOR ACTION *****

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The certificate will need to be added to the student's record by submitting an Additional Curriculum Request through the UAS, with a scanned version of the signed form attached in the UAS. Certificate requirements are located above. The paper form can be retained in the student's major department file or destroyed.

The code for the certificate: **GCT-BUSI** **GCT-BUSI-XDE.**

Advisor Signature: _____

Date: _____