

## **Hotel Management**

Official Program Checksheet

### **Why Choose the Hotel Management Certificate?**

The Hotel Management certificate is designed for professionals seeking to enhance their career opportunities, as well as students in other degree programs, wishing to expand their job prospects. The required courses provide students with a background in the three essential areas of front office operations, group sales, and facilities management. Additional electives offer students the chance to broaden their knowledge in the areas of hospitality law, human resource management, or revenue management & market analysis. Throughout their studies students will have the opportunity to earn several nationally recognized certifications such as AHLEI Convention Management and Service, AHLEI Front Office Management, AHLEI Facilities Management, AHLEI Hotel Industry Analytics or AHLEI Revenue Management.

### **Undergraduate Certificate Programs' Admission Criteria**

Any person admitted to a Ferris State University degree program may enroll in courses for undergraduate COB certificates. No more than 50% of the credits in a certificate may be transferred from another institution. If a student is in a FSU degree-seeking program, the certificate will not be granted if more than 50% of the certificate credits are required in the program/major. The certificate will be granted upon completion with an average GPA of 2.0 or higher in the courses designated for the certificate.

Individuals wanting to advance their career, but not admitted to an FSU degree program, may also earn undergraduate COB certificates.

Admission process for individuals seeking only a certificate:

- Applicant should show proof of high school graduation with a 2.35 GPA. If it is determined by the COB Dean's Office/SAA that regular program admission criteria should be met in order to complete the certificate successfully and be a contributing member of the course, all college transcripts should be submitted to the Admissions Office. Once admitted, an advisor will be assigned by the College of Business in the certificate program.
- Dual enrolled/concurrent students must complete the high school degree (provide transcript) before the certificate will be granted from FSU.
- Students wishing to pursue a bachelor or associate's degree must meet the admission criteria for the program. This criteria review is initiated when the "*Program Change Form*" request is processed through the COB Dean's Office/SAA.

Any mitigating circumstances will be considered on an individual basis by the College of Business Dean's Office/SAA.

## Graduation Requirements

- No more than 50% of the credits in a certificate may be transferred from another institution.
- If a student is in a FSU degree-seeking program, the certificate will not be granted if more than 50% of the certificate credits are required in the program/major.
- A 2.00 cumulative GPA is required for completion of the Certificate.
- **A term prior to completion of the Certificate**, the student will log into MyFSU, and complete the “Apply for Graduation”. You will receive an email back with the next steps to take. Once this is done, the Graduation Secretary will notify the Registrar who will note the completion of the Certificate.

**NOTICE:** Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum, which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

## More Information

For more information, contact:

Hospitality Management Program  
West Commons 106  
1319 Cramer Circle  
Big Rapids, MI 49307  
Phone: 231-591-2382  
Email: [hospitality@ferris.edu](mailto:hospitality@ferris.edu)