TRANSMITTAL for UNDERGRADUATE PROGRAMS:
Changes or Proposals

I. INFORMATION:

1. Program Title: Sales Emphasis-Certificate in Professional Selling
2. Department(s): Management and Marketing
3. College(s): CBE
4. Proposal prepared by: O. Kilic, D. Miller, S. Vollmers Date: 02/19/2014
5. Check all that apply
   - [ ] New program
   - [ ] Change in course name
   - [ ] Change in major
   - [ ] Change in course content
   - [ ] Existing program
   - [ ] Change in number of credits
   - [ ] Change in minor
   - [ ] Change in emphasis/option

6. Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):
   a.) MARC  b.) COMS  c.) AGEC  d. 

7. Catalog year (and semester) of Implementation: Semester Fall Year 2014
8. Have all courses in this program been approved? Yes [ ] No [ ]
   If “No” which courses have not been approved?

9. Attach Request Narrative
   Include in narrative on attached pages a rationale for the requested changes or creation of program.
   Include clarification concerning any courses that have not yet been approved. If requesting a
   program change also include a listing of course array for both the current and proposed program.

10. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will
    be substantially affected by the changes or proposal. Signature lines for the affected Departments and
    Colleges (noted in “6” above), are on the addendum to this form. These signatures should be obtained
    prior to review by all other shared governance levels.

    Department Curriculum Committee Chair (optional)
    Department/Program Chair
    College Curriculum Committee Chair
    Dean of College
    University Curriculum Cmtt. Chair
    Academic Policy & Program Cmtt. Chair
    Faculty Senate Chair
    Provost / Vice Chancellor
    Chancellor

    Signature Date
    [ Signature ] 3/24/14
    [ Signature ] 10/14/13
    [ Signature ] 3/10/14
    [ Signature ]

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Provost’s office upon
final approval. The Provost’s office will notify all appropriate administrative offices [Registrar, Dean(s), Department
Chair(s)] of approvals & necessary actions to implement changes.
## Signatures of Additional Department & Colleges Affected

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<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department Chair</td>
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<td>3/10/14</td>
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<tr>
<td>Dean of College</td>
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<td>MAR 10 2014</td>
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<tr>
<td>Department Chair</td>
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<td>Dean of College</td>
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