U.S. Multicultural Overlay course approval timeline

1. We recommend applications receive department head approval prior to submission.

2. Please review the sample approved course application.

3. Submit criteria checklist form and syllabus to cas-div@ksu.edu &

cc: Kimathi Choma kchoma@ksu.edu & Kaitlyn Powell kepowell@ksu.edu

USMCO sub-committee meets one time each semester to review courses, though applications are welcome throughout the year.

> *Committee meets within the first few weeks of each semester and will submit approved courses to Nathaniel Jarvis for review at Arts and Sciences Course and Curriculum meeting.*

4. The applicant must submit a proposed course description reflecting the learning outcomes detailed in the US Multicultural Overlay application.

5. If the course catalog description is "revised/new", then final course approval will be contingent upon satisfactory completion of the curriculog catalog description process.

6. Upon approval, submitter and department head receive email notification.

7. Following Course and Curriculum approval, Arts and Sciences lead advisors are notified of overlay additions including the earliest effective term. The college degree analyst adds approved courses to the list of courses that fulfill basic requirements for graduation.