



# MISSISSIPPI STATE U N I V E R S I T Y™

## ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University  
Academic Operating Policy and Procedure Manual

DATE: April 7, 2006, Revised-June 8, 2009

SUBJECT: AOP 11.05 – Requirements for Shortened-Format Courses

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the requirements for shortened-format courses offered in intersession terms at Mississippi State University.

### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice-President.

### POLICY/PROCEDURE

This AOP will apply to courses offered during intersession terms, which are understood to be any terms other than the fall or spring semesters or the standard five-week and ten-week summer school terms. It is expected that such intersession terms will usually occur between the end of the spring semester and the beginning of the first standard summer term. Intersession terms may occur at other times during the year as well.

A shortened-format course offered in an intersession term will consist of no fewer than fifteen days of lecture and one day for final exams. A reading day will be in place between the final day of class and the final exam day. The total contact minutes will be no fewer than the minutes required for courses with the same credit offered during regular fall or spring semester terms.

A student will be allowed to take only one shortened-format course during a particular intersession term.

Any course that has been offered in either five-week term of summer school, exclusive of laboratory-based courses, will be eligible to be offered as a shortened-format course in an intersession term. Any department desiring to place additional shortened-format courses in the intersession term must submit a course modification proposal through departmental and college/school course and curricula committees

and the University Committee on Courses and Curricula (UCCC) for approval. The UCCC will be responsible for the guidelines for approval of shortened-format courses.

Faculty salary for teaching a shortened-format course in an intersession term will be determined in accordance with the prevailing method for determining summer school salary.

Study-abroad or other off-campus courses of duration shorter than three weeks may be offered during the winter holiday and other appropriate times.

#### RESPONSIBILITIES

| <u>Position</u>  | <u>Section</u> | <u>Year</u> |
|--|----------------|-------------|
| <a href="#">Associate Provost for Academic Affairs</a> | Review         | 2017        |

#### APPROVED:

/s/ Peter L. Ryan 10/21/2013  
Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 10/21/2013  
Provost and Executive Vice President Date

/s/ Gerald Emison 10/30/2013  
President, Robert Holland Faculty Senate Date

#### REVIEWED BY:

/s/ Lesia Ervin 11/11/2013  
Director, Office of Internal Audit Date

/s/ Joan Lucas 11/15/2013  
General Counsel Date

#### APP PROVED:

/s/ Mark Keenum 11/21/2013  
President Date