

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

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

DATE: October 27, 2000
Last Revised: August 2011

SUBJECT: AOP 12.11 - Degree Requirements - Undergraduate

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide a better understanding of the policies relating to the undergraduate degree program requirements 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

1. University-wide Requirements:

To complete a baccalaureate degree, a student must (1) satisfactorily complete the degree curriculum requirements, (2) make an overall C average (2.00 GPA) on all hours scheduled and rescheduled at all institutions attended, including Mississippi State University, (3) make a C average (2.00 GPA) on all hours scheduled and rescheduled at Mississippi State University, (4) complete from Mississippi State University no less than 25 percent of his/her degree program in junior and senior subjects (courses numbered 3000 through 5000) approved by the dean of the college or school in which he or she is enrolled, and (5) complete at least the last 25 percent of semester credit hours of course work taken to fulfill degree requirements from Mississippi State University. (Any exception to the 25 percent requirement must be approved in writing by the student's dean prior to taking course work at another institution.) Any course in the student's degree program that carries academic credit from Mississippi State University will fulfill these requirements. Hours earned at an approved exchange institution will count toward the 25 percent requirement. (6) Not more than 25 percent of any curriculum may be earned by Advanced Placement (AP) course, advanced standing

examinations, College-Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge International, evaluated military service credits, tutorial, and extension courses. Evaluated military training courses granted academic credit are classified as MSU (institutional) academic pass/fail credit with a grade of S and annotated as “ACE Guide Military Credit.” Military training courses include all branches of the United States Armed Services, except the United States Air Force. The Air Force provides a Community College of the Air Force transcript and credit is entered as transfer courses. (7) Not more than 20 percent of any curriculum may be earned through correspondence courses. Correspondence courses must be approved by the dean before being taken by students in residence. USAFI credits are classified as correspondence work. (8) No more than 12 hours of Directed Individual Study (DIS) may be used to complete degree requirements. The creation of DIS courses must be approved in advance by the department head. (9) Prior job/ work experience alone can not count as academic credit at MSU.

2. Board of Trustees Core Curriculum:

To be awarded a baccalaureate degree, all students must complete the Board of Trustees of the Institutions of Higher Learning for the State of Mississippi core curriculum consisting of the following:

English Composition	6 semester hours
College Algebra, Quantitative Reasoning, or higher math	3 semester hours
Natural Science	6 semester hours
Humanities and Fine Arts	9 semester hours
Social or Behavioral Sciences	6 semester hours
TOTAL	30 semester hours

NOTE: These requirements are included in the University General Education Curriculum.

3. University General Education Curriculum:

All students graduating from Mississippi State University must earn a minimum of 36 semester hours of credit (or equivalency) in courses making up the General Education Curriculum. (Specific courses to satisfy the General Education Curriculum will vary by academic major.) (For details on University General Education Curriculum, see *Bulletin of the Mississippi State University*.)

4. Catalog Terms:

Students must meet the graduation requirements stated in the MSU catalog under which they first enrolled or the graduation requirements in a subsequent catalog with approval, providing they graduate within seven years. If a student interrupts his/her enrollment at Mississippi State University for two consecutive years or longer, the graduation requirements stated in the catalog under which the student resumes enrollment apply. Students changing majors or programs must meet the requirements listed in the catalog that is current at the

time they make such changes. Students may request fulfilling the requirements outlined in a subsequent catalog after their first enrollment. If this option is selected, then all college and major requirements in the later catalog must be met. The student must complete an approval form to switch to a more current catalog, obtain signatory approval of his/her advisor, and submit it to the office of the appropriate dean for notification of the change. In cases where course work is outdated or requirements have changed, reasonable substitutions may be required.

5. Other Degree Requirements:

The announcements of the various colleges and schools specify the additional requirements for the bachelor's degree in the various departments and programs.

6. Second Baccalaureate Degree Requirements:

For a student who has received a baccalaureate degree to qualify for a second baccalaureate degree, requirements for the second degree must be certified by the appropriate dean as having been met and must include 30 hours in courses numbered 3000 or above from Mississippi State beyond the requirements for the first degree.

7. Advisement and Registration:

Every student in the University will have access to quality academic advising. A student who has selected a specific major will find the names of the advisors for that major listed under the name of the department or the major subject in the appropriate college or school section in the *Bulletin of the Mississippi State University*. A student who is uncertain of his or her choice of major may register as Undeclared. All undeclared undergraduate students will be advised by staff in the University Academic Advising Center.

Before registering for any semester, each student is responsible for consulting his or her advisor to work out and secure approval for a specific schedule of courses. With the signed schedule, the student may proceed with registration. The student is responsible for consulting with his/her advisor to ensure that selected courses meet requirements for graduation.

A period for schedule planning and registration for the following semester is provided near the end of each regular term; registration for the summer school term may also be accomplished in the spring registration period. Prospective new students may be advised and may register during orientation. Late registration, as always, is conducted immediately prior to the beginning of classes.

A student who for any reason has been unable to register during these scheduled registration periods may still do so up to the last day for registration and adding courses as listed in the Academic Calendar.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<u>Associate Provost for Academic Affairs</u>	Review	2018

APPROVED:

<u>/s/ Peter L. Ryan</u>	<u>11/23/2013</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>11/26/2013</u>
Provost and Executive Vice President	Date

<u>/s/ Gerald Emison</u>	<u>12/06/2013</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Ervin</u>	<u>02/25/2014</u>
Director, Internal Audit	Date

<u>/s/ Joan Lucas</u>	<u>03/07/2014</u>
General Counsel	Date

APPROVED BY:

<u>/s/ Mark Keenum</u>	<u>03/19/2014</u>
President	Date