



## **AOP 12.22: Undergraduate Student Course Load**

### **PURPOSE:**

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy regarding student course load 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:**

The following policies will apply:

1. A student on academic probation (AOP 12.15- [Academic Probation for Undergraduate Students](#)) should be limited by his or her academic advisor to an enrollment of 16 credit hours (including ensemble and academic support/developmental classes.)
2. Students in good academic standing can take a total of up to 19 credit hours per semester without special permission. Requests to take 20 or 21 credit hours total must be approved at the level of Advisor, Department, and Dean. Requests to take 22 or more credit hours total must be approved at the levels of Advisor, Department, Dean, and Provost.
3. A student in a five week summer session may take one course in addition to the normal maximum load (two courses) if his or her cumulative MSU Grade Point Average is between 3.0 and 4.0 and if he or she secures approval at the levels of Advisor, Department, and Dean.
4. An entering freshman student with low ACT scores or sub-scores is required to take appropriate developmental and/or learning skills courses and should schedule them within the first two semesters of enrollment, and should be limited by his or her academic advisor to an enrollment of 16 credit hours (including ensemble and academic support/developmental classes.)
5. Any exceptions to points 1, 2, 3, and 4 above or special circumstances not covered by points 1, 2, 3, and 4 above would require approval at the levels of Advisor, Department, Dean, and Provost.

**RESPONSIBILITIES:**

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2019

**APPROVED BY:**

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>08/04/2015</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>08/04/2015</u> Date
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<u>/s/ Cody P. Coyne</u> President, Robert Holland Faculty Senate	<u>08/07/2015</u> Date
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**REVIEWED BY:**

<u>/s/ Timothy N. Chamblee</u> Assistant Vice President and Director Institutional Research and Effectiveness	<u>08/12/2015</u> Date
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<u>/s/ Joan Lucas</u> General Counsel	<u>08/13/2015</u> Date
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**APPROVED:**

<u>/s/ Mark Keenum</u> President	<u>08/25/2015</u> Date
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