



MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: April 17, 1989

SUBJECT: AOP 34.01 – Special Teaching Programs

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure an understanding of the policy relating to Special Teaching Programs 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 Vice President for Academic Affairs.

POLICY/PROCEDURE

1. Correspondence Courses - Undergraduate academic credit courses are offered through Academic Outreach and Continuing Education in cooperation with the various academic departments. Most correspondence courses are designed and monitored by members of the University faculty. Most instructors serve the correspondence study program on an overload basis and receive compensatory pay through the Division of Continuing Education.
2. Off Campus and Special Credit Classes - Off campus credit classes and special credit activities on campus are facilitated through the Division of Continuing Education. All courses and instructors are approved by the appropriate department head and dean. Staff members approved to teach on an overload basis receive compensatory pay through the Division of Continuing Education.
3. MSU-Meridian - The off campus degree-granting center at Meridian offers opportunities each semester for parent campus faculty to teach at the Meridian Center. All teaching assignments are made or

approved by the appropriate academic department head and dean. Staff members teaching on an overload basis receive compensatory pay.

4. Non-Credit - Many non-credit activities are implemented through the Division of Continuing Education. These include conferences, institutes, clinics, workshops, etc. These events are often planned in cooperation with Mississippi State University faculty interested in developing and/or teaching in non-credit programs.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED: April, 1989

REVIEWED BY:

/s/ Jerome Gilbert 10-23-06
Associate Provost for Academic Affairs Date

/s/ Peter Rabideau 11-01-06
Provost and Vice President for Academic Affairs Date

/s/ Robert Wolverton 11-02-06
President, Robert Holland Faculty Senate Date

/s/ Don Zant 11-03-06
Office of Internal Audit Date

/s/ Charles Guest 11-09-06
General Counsel Date

APPROVED:

/s/ Robert H. Foglesong 12-01-06
President Date