



MISSISSIPPI STATE UNIVERSITY™

Mississippi State University

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: November 1, 1998
Revised – November 25, 2005
Revised – March 22, 2010

SUBJECT: AOP 11.02 – Special Non-Degree Student Classification (Non-Traditional) for Undergraduate Students

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to help promote the understanding of the policy relating to special non-degree classification.

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

An applicant who is at least twenty-one (21) years old and who does not meet the regular freshman admission requirements may apply to the Admissions Office for acceptance into the Special Non-Degree (SND) student category. Students in this category will be advised by and will schedule classes through the University Academic Advising Center. SND students may schedule a maximum of twelve (12) semester hours during a regular term and three (3) semester hours during a five-week summer term. To move from the SND status, students must satisfactorily complete twelve (12) hours with a C grade in GPA courses, and a C or better average in general education courses that are applicable to a degree at MSU. Students wishing to gain reclassification to a traditional major should discuss this during their initial meeting with one of the professional advisors in the University Academic Advising Center. For students admitted to a degree program, a maximum of eighteen (18) semester hours credit earned while in the SND classification may be counted toward a baccalaureate degree, if approved by the dean of the college or school from which the degree is sought.

Non-degree seeking adult applicants with previous college attendance who do not meet regular transfer requirements may be allowed to schedule courses for self-improvement and/or job enhancement. Applicants should file a letter of intent with the Director of Admissions to enroll under this option.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2014

/s/ Peter L. Ryan 05-10-10
Interim Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 05-11-10
Provost and Executive Vice President Date

/s/ R. Hart Bailey 05-17-10
President, Robert Holland Faculty Senate Date

REVIEWED BY:

/s/ Don Zant 05-21-10
Office of Internal Audit Date

/s/ Charles L. Guest 05-26-10
General Counsel Date

APPROVED:

/s/ Mark E. Keenan 06-01-10
President Date

THIS POLICY HAS BEEN RESCINDED