ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: August 1, 1989

SUBJECT: 12.22 - Undergraduate Student Courseload

PURPOSE:
The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy regarding student courseload 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. Students on academic probation (AOP 12.15) are limited to an enrollment of 14 credit hours (including ensemble and academic support/developmental classes.)

2. Students on 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. Any exceptions to points 1, 2, and 3 above or special circumstances not covered by points 1, 2, and 3 above would require approval at the levels of Advisor, Department, Dean, and Provost.

RESPONSIBILITIES:

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<tr>
<th>Position</th>
<th>Section</th>
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<tr>
<td>Associate Provost for Academic Affairs</td>
<td>Review</td>
<td>2016</td>
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APPROVED BY:

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs  5/18/12

/s/ Jerome A. Gilbert  
Provost and Executive Vice President  5/23/12

/s/ Meghan Millea  
Chair, Robert Holland Faculty Senate  6/5/12

REVIEWED BY:

/s/ Lesia Bryant  
Office of Internal Audit  6/18/12

/s/ Joan L. Lucas  
General Counsel  7/24/12

APPROVED:

/s/ Mark Keenum  
President  7/31/12

THIS POLICY HAS BEEN SUPERSEDED