

MISSISSIPPI STATE
UNIVERSITY
Policy and Procedure

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:

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

/s/ Peter L. Ryan
Associate Provost for Academic Affairs

5/18/12
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

5/23/12
Date

/s/ Meghan Millea
Chair, Robert Holland Faculty Senate

6/5/12
Date

REVIEWED BY:

/s/ Lesia Bryant
Office of Internal Audit

6/18/12
Date

/s/ Joan L. Lucas
General Counsel

7/24/12
Date

APPROVED:

/s/ Mark Keenum
President

7/31/12
Date

THIS POLICY HAS BEEN SUPERSEDED