



MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: June 19, 1989
November 10, 1998
Revised-January 28, 2010

SUBJECT: AOP 11.04-Split Level Combined Undergraduate/Graduate Courses

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy for split-level (undergraduate/ graduate) courses 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

A department may offer a split-level (undergraduate/graduate) course. The course must have a dual number (4000/6000) to reflect undergraduate/graduate credit. A split-level course must meet the following criteria:

1. Departments should provide justification that a split-level course has value to both undergraduate and graduate programs.
2. The basic content for both graduate and undergraduate students should be similar.
3. Graduate students must satisfy course requirements beyond the undergraduate level.

4. The additional requirements for the students enrolled in the course for graduate credit must be clearly transmitted to the students in the course syllabus at the beginning of the semester.
5. Students who have already taken a course for credit at the 4000 level are not allowed to enroll in the same course for credit at the 6000 level without explicit permission of the instructor and graduate coordinator of the department offering the course, and the dean of the Graduate School.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<u>Associate Provost for Academic Affairs</u>	Review	2013
<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs		<u>11/23/2013</u> Date
<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President		<u>11/26/2013</u> Date
<u>/s/ Gerald Emison</u> President, Robert Holland Faculty Senate		<u>12/06/2013</u> Date

REVIEWED BY:

<u>/s/ Lesia Ervin</u> Director, Internal Audit	<u>02/25/2014</u> Date
<u>/s/ Joan Thomas</u> General Counsel	<u>03/07/2014</u> Date

APPROVED:

<u>/s/ Mark Keenum</u> President	<u>03/19/2014</u> Date
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