AOP 11.05: REQUIREMENTS FOR SHORTENED-FORMAT COURSES

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the requirements for shortened-format courses offered at Mississippi State University.

POLICY/PROCEDURE

This AOP applies to courses offered in fewer than 15 weeks. The total contact minutes must be equivalent to the minutes required for courses with the same credit offered during 15-week terms. Undergraduate student course load limits are referenced in AOP 12.22.

Any department offering a shortened-format course for the first time must submit a course modification proposal through departmental and college/school course and curricula committees and the University Committee on Courses and Curricula (UCCC) for approval. The UCCC is responsible for the guidelines for approval of shortened-format courses.

Departments may elect to teach shortened-format courses. These can be part of a faculty member’s regular teaching assignment and will not be subject to additional compensation in this instance. In cases where the inclusion of a shortened-format course is above the normal workload, the faculty member may be eligible for additional compensation. Appropriate faculty salary for teaching a shortened-format course is described in AOP 13.12 Intersession Teaching.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.
REVIEWED:

/s/ Peter Ryan  11/9/2022
Executive Vice Provost for Academic Affairs and
Dean of the Graduate School

/s/ David Shaw  11/16/2022
Provost and Executive Vice President

/s/ Jason Barrett  3/10/2023
President, Robert Holland Faculty Senate

/s/ Tracey N. Baham  3/20/2023
Associate Vice President, Institutional Strategy & Effectiveness

/s/ Joan Lucas  3/31/2023
General Counsel

APPROVED:

/s/ Mark E. Keenum  5/22/2023
President