



## **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 courseload 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 Date

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

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

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

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

**APPROVED:**

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