AOP 12.11: UNDERGRADUATE STUDENT REQUIREMENTS FOR GRADUATION

This policy has been superseded.

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide a better understanding of the policies relating to the undergraduate degree program requirements at Mississippi State University.

POLICY/PROCEDURE

1. University-wide Requirements:

   a. A student must satisfactorily complete the degree curriculum requirements.
   b. A student must make an overall 2.00 GPA on all hours scheduled and rescheduled at all institutions attended, including Mississippi State University.
   c. A student must complete at least 30 semester credit hours of their degree program in upper-division courses (courses numbered 3000 through 5000) at Mississippi State University. Any exception to the 30 semester credit hour requirement must be approved in writing by the student's dean.
   d. A student must complete at least 25 percent of semester credit hours of course work taken to fulfill degree requirements from Mississippi State University. Any course in the student's degree program that carries academic credit from Mississippi State University will fulfill these requirements. Hours earned at an approved exchange institution will count toward the 25 percent requirement.
   e. Students must complete no more than 25 percent of any curriculum (any and all coursework, laboratory, internships, externships that may be part of or meet the academic requirements for a degree) by Advanced Placement (AP) course, advanced standing examinations, College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge International, evaluated military service credits, tutorial, extension courses, and prior learning assessment. Evaluated military training courses granted academic credit are classified as MSU (institutional) academic pass/fail credit with a grade of S and annotated as "ACE Guide Military Credit." Military training courses include all branches of the United States Armed Services, except the United States Air Force. The Air Force provides a Community College of the Air Force transcript and credit is entered as transfer courses. Refer to AOP 12.26 Undergraduate Credit by Examination for more information.
   f. The limit on the acceptance of credit from junior or community colleges is one-half the total requirements for graduation in a given curriculum.
   g. No more than 12 hours of Directed Individual Study (DIS) may be used to complete degree requirements. The creation of DIS courses must be approved in advance by the department head.

2. Catalog Terms:

   Students must meet the graduation requirements stated in the MSU catalog under which they first enrolled or the graduation requirements in a subsequent catalog with approval, providing they graduate within seven years. If a student interrupts his/her enrollment at Mississippi State University for two consecutive years or longer, the graduation requirements stated in the catalog under which the student resumes enrollment apply. Students changing majors or programs must meet the requirements listed in the catalog that is current at the time they make such changes. Students may request fulfilling the requirements outlined in a subsequent catalog after their first enrollment. If this option is selected, then all college and major requirements in the later catalog must be met. The student must complete an approval form to switch to a more current catalog, obtain signatory approval of his/her advisor, and submit it to the office of the appropriate dean for notification of the change. In cases where course work is outdated or requirements have changed, reasonable substitutions may be required.

3. Other Degree Requirements:

   The announcements of the various colleges and schools specify the additional requirements for the bachelor's degree in the various departments and programs.

4. Second Baccalaureate Degree Requirements:

   For a student who has received a baccalaureate degree to qualify for a second baccalaureate degree, requirements for the second degree must be certified by the appropriate dean as having been met and must include 30 hours in courses numbered 3000 or above from Mississippi State beyond the requirements for the first degree.

5. Advisement and Registration:

   Every student in the University will have access to quality academic advising as described in *AOP 12.38 Undergraduate Academic Advisement*.

   Every student in the University will plan their schedule and register for classes as described in *AOP 31.10 Schedule Planning and Registration*.

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.

This policy has been superseded.

REVIEWED

/s/ Peter Ryan _____ 8/23/2023___
Executive Vice Provost for Academic Affairs Date

/s/ David Shaw_____ 10/09/2023___
Provost and Executive Vice President Date

/s/ Robert Banik_____ 01/29/2024___
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham_____ 02/06/2024___
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas _____ 02/08/2024___
General Counsel Date

APPROVED

/s/ Mark E. Keenum_____ 3/25/2024___
President Date

This policy has been superseded.