



MISSISSIPPI STATE UNIVERSITY™

Office of the Provost and Executive Vice President

DATE: April 19, 2017
TO: Deans, Associate Deans, Department Heads, Business Managers, and Registrar
FROM: Julia Hodges, Executive Associate Vice President for Academic Affairs *Julia Hodges*
SUBJECT: Maymester 2017

Maymester session will begin on May 8, 2017 with fifteen class meeting days. Listed below are some guidelines to remember concerning Maymester:

- Class meeting days are: May 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, and 26.
- Each 3 credit hour class will meet 2.5 hours per day.
- Classes end on May 26 (Friday). There is a university holiday on May 29 (Monday).
- Final exams will be on May 30. (First day of first term summer school will be June 1.)
- Maymester minimum undergraduate enrollment is 10 students and minimum graduate enrollment is 5 students.
- Students can take only one course in the Maymester.
- For student financial aid purposes, the Maymester will be considered part of summer school.
- **Faculty members will be allowed to teach up to four courses in the combined terms of Maymester and all other terms of summer school, with only one course allowed in Maymester.**
- Nine-month faculty will receive 8.33% of their nine-month salary base for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty approved to teach will receive 8.33% of a nine-month equivalency of their twelve-month salary for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty compensation for Maymester will be paid at a 9-month equivalency rate via the Request for Additional Pay (RAP) form if approved through their chain of command, including the Provost's office. Usually 12-month faculty members are required to take personal leave time to receive additional pay, or they may utilize release time in their home department with no additional pay. We do not provide additional compensation to administrators.
- Maymester payroll process will be handled electronically and is processed with SM#10 (May 31, 2017).