



BOISE STATE UNIVERSITY

University Policy 4070

Workshop and Conference Credit Allocation

Effective Date

July 1978

Last Revision Date

December 2013

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Office of the Registrar, (208) 426-4249

Additional Authority

Idaho State Board of Education Policy, Section III.E.2

1. Policy Purpose

To define the requirements for workshops and conferences that offer credit.

2. Policy Statement

Workshops and conferences for academic credit can be offered through an academic unit. They must be planned, organized, processed, and approved by the offering unit prior to the time of their being offered.

3. Definitions

3.1 'Workshops' and 'Conferences'

Short courses conducted by qualified faculty or another expert in a particular field.

4. Responsibilities and Procedures

4.1 Guidelines

- a. Workshops or conferences must have clearly stated purposes, goals, and objectives and have an attending syllabus outline. A succinct course description must be formulated along with a statement of what is required of the student (texts, special equipment, live-in features, etc.). These courses can be offered only under the auspices of Boise State University.
 - b. Workshops and Conferences that meet the above guidelines can be offered for one (1) to four (4) credits. The guidelines for determining the number of credits to be offered for any workshop or conference must be consistent with University Policy 4080 (Credit Hours).
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Revision History

April 1995; July 1995; December 2013