



Winona State University

### Credit Workshop Policy Guide

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1. **PURPOSE:** To define the policies and procedures for credit workshops, seminars, conferences, special offerings, tours and other similar educational offerings (hereinafter referred to as workshops).

Workshops are designed to provide academic and professional experiences in a wide variety of content areas. They go beyond regular class offerings to enhance the learning experiences of both WSU students and other audiences.

To conduct workshops, the university employs individuals, both within and outside the university, with extensive reputation and expertise in their profession. The program should be stimulating enough to encourage participants to enroll primarily for the professional experience afforded.

2. **RESPONSIBILITY FOR THE PROGRAM:** The college deans are responsible for workshops in their academic areas. It is generally desirable to offer the workshops as courses through either the Outreach and Continuing Education Department (OCED) or the Rochester Center because, workshops are usually outside of regular departmental offerings, and may not fit the traditional academic calendar. They may also be intended for external audiences and may/ or may not be located at an off-campus site. This provides the flexibility often needed by participants for convenience in registration. The appropriate college dean and academic department are responsible for the content of workshops in their academic area. OCED or the Rochester Center is responsible for the actual conduct of the workshops offered in their areas.
3. **INITIATING WORKSHOPS:** A department or faculty member wishing to offer a workshop should complete and submit for approval to the department chairperson and to the appropriate dean an Extension Course Proposal Form (available from OCED or the Rochester Center) that indicates the term, dates, name of the instructor, course number and title, number of credits, location, and funding. If the department does not have a workshop course number, a form for permission for one (1) time course offering must also be submitted to the Registrar for undergraduate credit, and to the Director of Graduate Studies for graduate credit. All workshop titles should begin with the word WORKSHOP followed by a semi-colon and the title, for example: Workshop; Getting Along With Colleagues. The workshop may be offered as many times as enrollment supports it (unless it is a one (1) time only proposal).
4. **WORKSHOPS AND QUALITY CONTROL:** In the case of in-service workshops that intended to meet the needs of a particular clientele, the appropriate dean and the department chairperson are responsible for authorization. For graduate credit, the Director of Graduate Studies must approve the instructor prior to offering the workshop if the instructor is not a member of the WSU graduate faculty.

## Regulation 3-2

A. The following criteria apply in determining the credit value of any graduate or undergraduate workshops:

- (1) A minimum of fifteen (15) teacher-contact hours is required for each semester credit hour.
- (2) A maximum of one (1) credit may be approved for each two (2) days of class time.
- (3) A maximum of two (2) credits may be approved over one (1) calendar week of class time (five to seven days).
- (4) A maximum of four (4) credits may be approved over two (2) calendar weeks of class time.

B. Exceptions to the criteria may be considered for alternative delivery systems such as distance education.

5. **FUNDING:** Workshops are expected to be self-supporting based on tuition dollars. Workshops can be funded either by the department, OCED, the Rochester Center or in combination of these. A budget to support the workshop should either individually or jointly prepared. Costs may include instruction, travel, advertising, printing, postage, supplies, rent, indirect costs, etc. Additional fees may only be charged for meals or items retained by the students. All obligations and purchases must comply with normal WSU business practices and must conform to state regulations concerning expenditures of university funds. If advance obligations have been incurred for a cancelled workshop, the cost of these obligations will be charged to sponsoring agency budget.

This WSU Regulation supersedes WSU Regulation 3-2 dated August 18, 1988.

  
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Judith Ramaley  
President

September 17, 2008  
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Date of Adoption

Authoritative References:

[MnSCU Policy 5.11, Tuition and Fees](#)  
[MnSCU Procedure 5.11.1, Tuition and Fees](#)  
President

Initial Date of Adoption:

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