

# Guidelines for Lab/Clinical decoupling from an existing Lecture course

## Background

Since 2018, WVU has decoupled its lecture and laboratory courses to facilitate transfer of credit as well as to more efficiently schedule its own section offerings on the scheduling grid.

## Guidelines

Didactic/lecture designated courses that have a lab or clinical component need to create two courses that each have separate and distinctive designation, one for the lecture and one for the lab or clinical component. The lab or clinical components of the course need to be identified whether they are a graded lab or listed as a zero-credit lab or clinical. Colleges and schools submit changes in the Curriculum Inventory Management System (CIM) and will be notified for any instance where courses in workflow are identified as needing to be decoupled.

The college/school will follow the steps listed [below](#). Once the course is with the Dean's step of workflow, the college/school needs to notify the Office of the University Registrar (OUR) before the Dean approves, so the workflow can be condensed, and the course is returned to the OUR for processing.

## Creating a Lab or Clinical courses from a Lecture course:

1. In <https://futurecatalog.wvu.edu/courseadmin/>, propose a new course from existing course
2. Update the following fields:
  - a. Course Point of Contact (if needed)
  - b. Effective Term
  - c. Full Title
  - d. Type of Instruction (check off either Clinical, Graded Lab or Laboratory, see #4 below)
  - e. Catalog description
  - f. Banner Prerequisites (see #4 below)
  - g. Catalog Prerequisite
3. Fill in the following fields:
  - a. Course Number (ask OUR if not sure what is available)
  - b. Upload Syllabus
  - c. Initiator Comments enter: "course is being created as part of a lecture/lab restructuring"
4. Determine whether the lab/clinical will have credits assigned\*
  - a. If yes:
    - i. Labs or clinicals carrying credit hours will be designated with the **graded lab schedule type**
    - ii. Select Yes in the concurrency column in the Banner Prerequisites Field to associate the concurrency between the lecture and lab/clinical
  - b. If no:
    - i. Labs or clinicals that have zero credit hours will be designated as the **laboratory schedule type**
    - ii. The grade mode selected should be - **no grade mode**
    - iii. In the catalog prerequisite field type "corequisite of ..." (the corresponding lecture course)

\*Lab/Clinicals assigned with credit hours will be marked as graded lab and concurrent with the corresponding lecture course. Lab/Clinicals assigned with zero credit hours will be marked as laboratory and corequisites with the corresponding lecture course.