



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

EXTENDED CAMPUS: ONLINE, CONTINUING EDUCATION AND SUMMER SESSIONS

Summer Course Contact Hour Requirements for Campus-Based Courses

To ensure that all summer courses meet the necessary accreditation and instructional time requirements, the following guidelines outline the contact hour expectations and scheduling formats for various campus-based course types. These standards align with institutional and regulatory requirements, ensuring that students receive the appropriate instructional hours while maintaining flexibility in course delivery. Chairs, deans, and their representatives should use this document as a reference when scheduling summer campus-based courses to ensure compliance and consistency across departments.

General Guidelines:

- Courses must meet specific contact hour requirements based on credit hours.
- **Lecture Courses:**
 - **1 Credit Hour:** 750 minutes (two days per week, 90 minutes per session).
 - **2 Credit Hours:** 1,500 minutes (four days per week, 90 minutes per session).
 - **3 Credit Hours:** 2,250 minutes (four days per week, 120 minutes per session).
 - **4 Credit Hours:** 3,000 minutes (five days per week, 120 minutes per session).
- **Lab Courses:** Require double the contact time of lecture courses.

Course Meeting Schedules:

Credit Hours	Meeting Days	Duration per Session	Time Slots
1 Credit Hour	M-W or T-R	90 min	7:00-8:30 am, 9:20-10:50 am, 11:40-1:10 pm, 2:00-3:30 pm, 4:20-5:50 pm, 6:40-8:10 pm
2 Credit Hours	M-T-W-R	90 min	Same as above
3 Credit Hours	M-T-W-R	120 min	7:00-9:00 am, 9:20-11:20 am, 11:40-1:40 pm, 2:00-4:00 pm, 4:20-6:20 pm, 6:40-8:40 pm
4 Credit Hours	M-T-W-R-F	120 min	Same as above
Dual Session	M-T-W-R	60 min	Follows 3-credit-hour time slots



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Special Session Guidelines:

- **Pre-Session & Intersession (2-Week Mini Sessions)**
 - **3 Credit Hour Courses:** Meet **five days per week** for **285-300 minutes** per session.
 - Time options: **8:00 AM - 12:00 PM, 9:00 AM - 1:00 PM, 1:00 PM - 5:00 PM, 6:00 PM - 10:00 PM.**

Evening & Dual Session Courses:

- **Evening Classes (3 Credit Hours):**
 - **Two nights per week:** 6:00 PM - 9:45 PM.
 - **Three nights per week:** 6:00 PM - 8:30 PM.
- **Dual Session:**
 - Runs **concurrently** with First and Second Sessions.
 - Meet **four days per week for 60 minutes per session** (no Friday classes).

Final Exams & Labs:

- **Final exams** are scheduled after the last class meeting.
- **Labs should be scheduled in the afternoons (1:00-5:00 PM) whenever possible.**
- **Lab Contact Hour Requirements:**
 - **1 Credit Hour:** Meets **twice per week for 2.5 hours per session.**
 - **2 Credit Hours:** Meets **four times per week for 2.5 hours OR three times per week for 3 hours 20 minutes per session.**