



Towson University
MEMORANDUM

DATE: August 1, 2024
TO: Department Chairs, Program Directors, and Administrative Assistants
FROM: Suzanne Hill, Registrar's Office
RE: Summer 2025 Course Submission Deadline and Guidelines

This memorandum includes information about the Summer 2025 session dates, submission of your schedule, and guidelines for deciding upon the classes you will offer. The pro-rated pay model described in the Summer Policies & Procedures will be used to calculate Summer pay. The following information should assist you in the planning process. Please ensure that the appropriate person in your department or program receives this information.

Session 2025 Schedule

10-week Session – May 27 (Tuesday) - Aug 6 (Wednesday) code: 10W
1st 5-week Session – May 27 (Tuesday) - Jul 1 (Tuesday) code: 5W1
7-week Session – May 27 (Tuesday) - Jul 17 (Thursday) code: 7W1
2nd 5-week Session – July 2 (Wednesday) - Aug 6 (Wednesday) code: 5W2

No classes on Thursday, June 19, or Friday, July 4, 2025.

Submission of Class Schedule: Please enter Summer 2025 Class Schedule into CLSS and validate by Monday, October 7, 2024. You can start working on Summer 2025 in CLSS on Monday, August 5. Proofing is tentatively set for October 28 & 29, 2024. Information can be found on the Registrar's website: [Class Schedule Building](#).

Be sure that your classes meet for enough minutes to meet Contact Hour standards. Course Term File Forms for Off Campus classes, classes with special enrollment, or classes with special billing arrangements should be sent to Beverly German of Towson Learning Network.

Regarding free or low-cost course materials: It is clear that the cost of course materials can be a barrier for students. Consistent with Maryland's Textbook Transparency Act of 2020, faculty are encouraged to consider offering low- (under \$50 total) or no-cost (\$0) course materials for their classes. If you are interested in doing so, you may designate your course section for student viewing of it as a low- or no-cost section. To do so, in CLSS, please write "FREE" or "LOW" in the Comment field for any class for which the instructor has let you know they will be using free or low-cost materials, and we will add this wording to the Class Schedule. If interested in learning more about support for no- and low-cost course material development, please email FACET@towson.edu.

If you have any questions regarding faculty pay, contact Wendy Rohrbaugh [wrohrbaugh@towson.edu] and Heather Wilson [hwilson@towson.edu].

For off-campus issues, please contact Beverly German [bgerman@towson.edu].

For any other issues, please contact the Registrar's Office at 410-704-2097. Thank you.