



Towson University
MEMORANDUM

DATE: August 29, 2023
TO: Department Chairs, Program Directors, and Administrative Assistants
FROM: Suzanne Hill, Registrar's Office
RE: Summer 2024 Course Submission Deadline and Guidelines

This memorandum includes information about the Summer 2024 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 2024 Schedule

10-week Session – May 28 (Tuesday) - Aug 7 (Wednesday) code: 10W
1st 5-week Session – May 28 (Tuesday) - Jul 2 (Tuesday) code: 5W1
7-week Session – May 28 (Tuesday) - Jul 18 (Thursday) code: 7W1
2nd 5-week Session – July 3 (Wednesday) - Aug 7 (Wednesday) code: 5W2

No classes on Wednesday, June 19, or Thursday, July 4, 2024.

Submission of Class Schedule: Please enter Summer 2024 Class Schedule into CLSS and validate by Thursday, October 5, 2023. You could start working on Summer 2024 in CLSS on Friday, August 11. Proofing is tentatively set for October 26 & 27, 2023. 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.

If you have any questions regarding faculty pay, contact Kevin Burke, kburke@towson.edu and Heather Wilson, hwilson@towson.edu.

For off-campus issues, please contact Beverly German, bgerman@towson.edu, or at 4-5382.

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