



## Towson University MEMORANDUM

**DATE:** August 4, 2025  
**TO:** Department Chairs, Program Directors, and Administrative Assistants  
**FROM:** Suzanne Hill, Registrar's Office  
**RE:** Summer 2026 Course Submission Deadline and Guidelines

This memorandum includes information about the Summer 2026 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 2026 Schedule

<b><u>10-week Session</u></b>	<b><u>– May 26 (Tuesday) – Aug 5 (Wednesday)</u></b>	<b><u>code: 10W</u></b>
<b><u>1st 5-week Session</u></b>	<b><u>– May 26 (Tuesday) – Jun 30 (Tuesday)</u></b>	<b><u>code: 5W1</u></b>
<b><u>7-week Session</u></b>	<b><u>– May 26 (Tuesday) – Jul 16 (Thursday)</u></b>	<b><u>code: 7W1</u></b>
<b><u>2nd 5-week Session</u></b>	<b><u>– Jul 1 (Wednesday) – Aug 5 (Wednesday)</u></b>	<b><u>code: 5W2</u></b>

No classes on Friday, June 19, or Friday, July 3, 2026.

Submission of Class Schedule: Please enter Summer 2026 Class Schedule into CLSS and validate by Monday, October 6, 2025. You can start working on Summer 2026 in CLSS on Wednesday, July 30. Proofing is tentatively set for October 27 & 28, 2025. 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.

For a class that has Free or Low-Cost Course Materials, you will be able to select the "FREE" or "LOW" Attribute under "Section Attributes" in CLSS instead of adding a Comment. Note 41 is available to denote "Fully Asynchronous Online Class."

Departments will have the ability to add Reserve Cap in CLSS. More information about this will be coming out in the next few months as we find out more.

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.