**Summer Term 2025 Planning Calendar: MET**

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| **September /**  **October 2024** | Summer Term Director to communicate with chairs. Planning materials distributed to department administrators. |
| **November 1, 2024** | Summer 2025 planning materials due back to Summer Term. These include:   * Course Planning Document: edited version with tracked changes including titles, course descriptions, days/times, instructor names and any nonstandard dates. * Preliminary Salary Sheets for SUM1 and SUM2 (tabs one and two) * Budget Request (third tab)   *Summer Term will request salary information from the Dean’s Office for this first submission, so please just enter the course info, faculty name and BUID on the salary sheets.* |
| **November 23–**  **December 1, 2024** | Department administrators/program managers are asked to check course content during this period. Any changes must be flagged and requested by December 1. |
| **December 13, 2024** | Launch of the Summer Term 2025 website. Summer 2025 course schedule is available for students to view online at *bu.edu/summer.* |
| **February 7, 2025** | Appointment paperwork and final salary and budget sheets due to Emily Balch ([embalch@bu.edu](mailto:embalch@bu.edu)) in the MET Dean’s Office. This early date is necessary to accommodate the union contract. |
| **February 2025** | *Summer 2025 registration begins\** |
| **April 1, 2025** | Deadline for all summer contracts to be sent to part-time union employees. All other faculty contracts will be sent out after this. |
| **Shortly before the start of the session (TBD)** | Names and IDs for non-faculty appointments (TA’s, graders, facilitators, if applicable etc.) due at the Summer Term office. Sheets will be provided to you. |
| **Summer 2025 Dates** | **Summer 1:** Tuesday, May 20, 2025 – Friday, June 27, 2025\*  **Summer 2:** Monday, June 30, 2025 – Friday, August 8, 2025\*  *NB these are in-person dates only. SUM1 or 12-week MET graduate level courses that meet on a Monday schedule will be required to start on Monday, May 19, 2025.* |
|  | *\* Dates are pending final approval from the University Registrar.* |