**Summer Term 2025 Planning Calendar: MET**

|  |  |
| --- | --- |
| **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) 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.* |