



Policy Number	4.18
Approval Body	Senate + Board of Governors
Policy Officer	Registrar + Executive Director, Enrolment
Approval Date	2026

4.18 ACADEMIC SCHEDULE

ENABLING LEGISLATION + LINKED POLICIES

University Act

- Section 32.5 (6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:
- (h) the setting of the academic schedule;

OBJECTIVE

To establish a clear, consistent structure for setting the academic schedule at Emily Carr University of Art + Design (ECU or the University), enabling effective planning for academic programming, institutional operations, community and academic events.

POLICY

The annual Academic Schedule will be established a minimum of one year in advance of the start of each academic year to provide important dates for planning campus term-based course schedules, institutional committee meetings, and other university events according to the following regulations. The Academic Schedule and related important dates and deadlines are published annually on the University website and in the Academic Calendar (once established).

The academic year runs from September to August each year and comprises the following semesters and terms:

Semester/Term	Start date for classes	Reading break	Minimum weeks of instruction (including statutory holidays and exams)	Minimum instructional days (not including statutory holidays and exams)
Fall semester	Tuesday after Labour Day statutory holiday	3 weekdays adjacent to Remembrance Day statutory holiday, as scheduled by the Registrar	13	60
Spring semester	First Monday in January accounting for at least 2 non-instructional business days between the January 1 statutory holiday and the first day of classes	4 weekdays following BC Family Day statutory holiday	13	60
Summer Semester	First Monday in May	2-4 weekdays following the end of Summer Term 1, before Summer Term 2 begins	13	60
Summer Term 1	First Monday in May		7	30
Summer Term 2	Monday following end of summer term 1		7	30

PROCEDURES

- A. The Academic Schedule is produced by the Registrar + Executive Director, Enrolment.
- B. Standard semesters are established as minimum thirteen instructional weeks in duration, plus the assessment period for fall and spring (minimum 7 days). The number of instructional days that a class meets in a week (Monday to Saturday, inclusive) will be maximized at twelve per term.
- C. Summer terms 1 and 2 are established as 7 instructional weeks in duration and a minimum of 30 instructional days. The number of instructional days of the week (Monday to Saturday, inclusive) will be maximized at 6 per term.
- D. The impact of statutory holidays will be considered when establishing the length of the term.
- E. When maximizing instructional days, make-up days may be required. Make-up days will be scheduled during or at the end of the semester, as required. These will be as scheduled by the Registrar.
- F. Withdrawal dates will be consistently established at the end of Week 10 (standard semester) and Week 4 (summer terms).
- G. A reading break does not reduce the number of weeks within a term.
- H. The Academic Schedule will be published for the upcoming and subsequent academic year(s).
- I. In the academic year prior to its release, the Academic Schedule will be presented in September to the Senate Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors.

POLICY REVIEW

This policy will be reviewed every five (5) years.