TL05 – Academic Calendars

These records are comprised of the University’s undergraduate and graduate calendars.

Content & Scope

The graduate and undergraduate calendars provide official information about academic courses, programs, plans, and related policies and regulations, as well as general information about the University. Graduate and undergraduate calendars are a component of the contractual agreement between the student and the University. The course listings and academic programs/plans described in the calendars represent Senate-approved requirements and electives for completion of degree or certificate requirements.

Media

Graduate calendar: published each term in electronic form only from Fall 2006; Undergraduate calendar published annually in electronic form only from 2008-2009.

Responsible Unit

Registrar’s Office; Graduate Studies and Postdoctoral Affairs.

Information Steward

- Registrar, for undergraduate calendar.
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs, for graduate calendar.

Privacy Classification

Public

Retention

25 years.

Note: a copy of the calendars published in paper is also retained in the Library.

Disposition

Archives

Authority

University of Waterloo Act, 1972.

Retention Rationale

Since students are governed by the regulations for their academic program at the time they commence studies in that program, calendars must be retained at least until all students governed by it have graduated. The calendars have ongoing historical value.

Approval Date(s)

July 26, 2010