TL35 – Course Outlines

Course outlines for the University's undergraduate courses.

Content & Scope
Undergraduate course outlines provide a detailed description of course objectives and content, how students will be evaluated in the course, and also direct students to the University's academic policies. All undergraduate courses are required to have a course outline conforming to the course outline requirements approved by Senate.

Responsible Unit
- Academic departments and schools
- Units responsible for undergraduate courses not associated with an academic department or school.

Information Steward
Faculty dean.

Information Confidentiality Classification
- Public: Course outlines which have been made available to the public.
- Confidential: All other records.

Retention
15 years.

Disposition
Archives.

Contact the University Records Manager for assistance with these records at the end of their retention period.

Authority
- University of Waterloo. Undergraduate Studies Academic Calendar.
- University of Waterloo. Course Outline Requirements.

Retention Rationale
The retention period is based on operational use. These records have long term historical value.

Approval Date
26 July 2010.