TL35 – Course Outlines

These records are comprised of course outlines for each offering of the University's undergraduate courses.

Content & Scope
Undergraduate course outlines serve to provide students with a detailed description of course objectives and content, to detail how students will be evaluated in the course, and to direct students to the University's academic policies. Providing a course outline has been a well-established practice for many years. As of fall 2009 all undergraduate courses are required to have a course outline which includes the elements listed in the University of Waterloo Undergraduate Calendar.

Responsible Unit
Academic departments and schools; units responsible for undergraduate courses not associated with an academic department or school

Information Steward
Faculty dean

Privacy Classification
Confidential

Retention
15 years

Disposition
Archives

Authority
University of Waterloo Undergraduate Calendar

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

Approval Date(s)
July 26, 2010