TL70 – Exchange Programs

These records relate to the administration of the University's international student exchange programs.

Content & Scope
Exchange partnerships with academic institutions all over the world provide University of Waterloo students and the students of partner institutions the opportunity to study abroad.

This records class excludes agreements with partner institutions related to exchange programs.

The records include supporting documentation for both incoming and outgoing students for each term, copies of transcripts, and correspondence and other documents related to administering each exchange program.

Related Records
- For agreements related to international exchange programs, see AD70 – Contracts and Agreements.
- The official academic record for students’ participation in exchange programs is maintained in Quest. See ST70 – Student Information System (Quest).

Responsible Unit
- Faculties
- Waterloo International

Information Steward
- Vice-President, Research & International.
- Dean of the relevant faculty.

Information Confidentiality Classification
Restricted.

Retention
5 years.

Disposition
Secure Destruction.

Authority
University of Waterloo Act.

Retention Rationale
The retention period is based upon operational use.
Approval Date(s)
26 July 2010