TL70 – Exchange Programs

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

Content & Scope
The University has exchange partnerships with academic institutions all over the world which provide UW 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 ADXX: Contracts and Agreements
- The official academic record for students participating in exchange programs is maintained in Quest. See ST70: Student Information System (Quest)

Responsible Unit
Faculties; Waterloo International

Information Steward
- Dean of the relevant faculty
- Associate Provost, Students

Privacy 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)
July 26, 2010