ACO 20

ACADEMIC AND COURSE MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
November 23, 2017

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012; October 19, 2012; October 1, 2015; November 15, 2016; March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
ACO 20 ACADEMIC AND COURSE MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

The functional grouping identifying and documenting University policies and guidelines related to academic and course programming and incorporating that information into student support tools, such as the University Calendar and Banner software system. The functional grouping serves to ensure that approved and up-to-date academic policies, such as degree, program and course requirements, credit hours, terms and conditions of study and associated conditions, are presented in a consistent and comprehensive fashion so that current and potential students may proceed with admissions, registration and scheduling and so pursue their chosen program of studies at the University. Academic and course programming may involve the management of information related to both credit and non-credit programs and courses.

The functional grouping of academic and course programming includes the key activities of: identifying, managing and disseminating information related to academic programs and courses and creating and disseminating the University Calendar.

ACO 20 FUNCTIONS LIST

<table>
<thead>
<tr>
<th>Number</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Academic Program and Course Management</td>
</tr>
<tr>
<td>200</td>
<td>University Calendar Management</td>
</tr>
<tr>
<td>300</td>
<td>Program-Specific Publications Management</td>
</tr>
</tbody>
</table>

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

B – Banner

*End of the year is April 30 unless otherwise specified. Retention timeframes will commence in the year following completion/date of last action that activates the retention period. All records are subject to archival appraisal once their stated retention period has been met. Contact your area’s Designated Records Officer before initiating disposition.

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ACO 20 ACADEMIC AND COURSE MANAGEMENT

FUNCTION 100 – ACADEMIC PROGRAM AND COURSE MANAGEMENT

FUNCTION DESCRIPTION

The function of reviewing, assessing and documenting formally approved academic policies and curriculum information so that the information may be communicated to students and the University community to support student admissions, registration, scheduling and general course and program management across the University. Records received to support this function include copies of minutes, agendas and associated records created by approval bodies responsible for deciding program and course requirements, such as the University Senate, Board of Governors, faculty, Executive of Council and related committees. Other records may include correspondence, course and program descriptions and inventory forms, descriptions of degree requirements and related academic and planning records.

The function of academic and course programming, while primarily focused on the identification of requirements and criteria for credit programs and courses leading to degrees, may also involve the identification of requirements or criteria for non-credit offerings across the University.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO20-100-10</td>
<td>Academic and Course Programming</td>
<td>Various</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td>Appraise.</td>
</tr>
<tr>
<td></td>
<td>Records created to support academic and course programming.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACO20-100-20</td>
<td>Non-Credit Programming</td>
<td>Various</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td>Appraise.</td>
</tr>
<tr>
<td></td>
<td>Records created to support non-credit programming.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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**ACO 20 ACADEMIC AND COURSE MANAGEMENT**

**FUNCTION 200 – UNIVERSITY CALENDAR MANAGEMENT**

**FUNCTION DESCRIPTION**

The function of compiling information and records generated as part of the functional grouping of academic and course programming. Also includes incorporating that information into the online and print versions of the University Calendar and distributing these products to support student admissions, registration, scheduling and general course and program administration across the University. Related records may include drafts, working papers and final versions of both print and electronic versions, including records related to planning, design, budgeting, and distribution of print copies and electronic versions through web tools. Additional records may also include correspondence, photographs, permission forms and releases for the use of images, and associated records.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO20-200-10</td>
<td>University Calendar</td>
<td>RO or FGSR</td>
<td>RO or FGSR and Archives</td>
<td>Permanent</td>
<td>SO</td>
<td>TBA</td>
<td>Official record will be forwarded to Archives for permanent retention.</td>
</tr>
<tr>
<td></td>
<td>Approved final print and electronic version of the University Calendar.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACO20-200-20</td>
<td>Planning and Production</td>
<td>RO or FGSR</td>
<td>RO or FGSR</td>
<td>1 year</td>
<td>1 year</td>
<td>No</td>
<td>Destroy.</td>
</tr>
<tr>
<td></td>
<td>Records documenting the planning, design, production and distribution of the University Calendar.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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FUNCTION 300 – PROGRAM-SPECIFIC PUBLICATIONS MANAGEMENT

FUNCTION DESCRIPTION

The function of compiling information and records generated as part of academic and course programming and incorporating that information into program-specific publications and disseminating those publications to support student admissions, registration, scheduling and general course and program administration across the University. Records may include drafts, working papers and final versions of both print and electronic versions of these publications (i.e. handbooks), including records related to planning, design, budgeting, and dissemination of print copies and distribution of electronic versions through web tools. Additional records may also include correspondence, photographs, permission forms and releases for the use of images, and associated records.

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<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO20-300-10</td>
<td>Program-Specific Publications</td>
<td>Various</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>No</td>
<td>Official record will be forwarded to Archives for permanent retention. THIS IS NOT THE UNIVERSITY CALENDAR.</td>
</tr>
</tbody>
</table>

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