ACO 30

ACADEMIC AND COURSE SCHEDULING

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
N/A
RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012, October 19, 2012, October 1, 2015, November 15, 2016 and 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 30 ACADEMIC AND COURSE SCHEDULING

FUNCTIONAL GROUPING DESCRIPTION

The functional grouping of scheduling academic programs and courses, including individual credit and non-credit course offerings, exam dates and times, and other specific course-related events, in order to support the student and facilitate admissions, program and course selection, registration, fees management and so help students pursue their chosen program of studies. The functional grouping of academic and course scheduling, while primarily focused on the identification of requirements and criteria for credit programs and courses leading to degrees, may also involve the identification of schedules for non-credit courses or University-administered or external examinations.

The functional grouping of academic and course scheduling includes the key activities of: confirming the parts of term and related time frames and deadlines for course offerings (such as deadlines for adding or dropping courses, or receiving full or partial refunds on fees); determining the schedule and precise requirements for individual course offerings (including dates, times and classroom locations); and determining the dates, times and locations of examinations, including exams offered by the University and those hosted by the University on behalf of other institutions.

ACO 30 FUNCTIONS LIST

100 Academic Year Scheduling
200 Course Scheduling
300 Exam Scheduling

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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

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**ACO 30 ACADEMIC AND COURSE SCHEDULING**

**FUNCTION 100 – ACADEMIC YEAR SCHEDULING**

**FUNCTION DESCRIPTION**

The function of scheduling the academic year, based on inputs received from across the University, including information about course fees, credit hours, terms and conditions of attendance, parts of term, and other academic information. Records created or received to support this function include documentation from faculties and other units across the University and 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, descriptions of course or classroom requirements, and related academic, planning and scheduling 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>ACO30-100-10</td>
<td><strong>Academic Scheduling and Analysis</strong></td>
<td>RO</td>
<td>RO and Banner</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td>Appraise.</td>
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<tr>
<td></td>
<td>Records relevant to academic scheduling.</td>
<td></td>
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<tr>
<td>ACO30-100-20</td>
<td><strong>Academic Year Schedule</strong></td>
<td>RO</td>
<td>RO and Banner</td>
<td>Permanent</td>
<td>1 year</td>
<td>B</td>
<td>Retain in RO for 5 years and then transfer to Archives. The schedule appears in the minutes of Executive of Council and the dates are entered in Banner.</td>
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</tbody>
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**FUNCTION 200 – COURSE SCHEDULING**

**FUNCTION DESCRIPTION**

The function of scheduling specific courses offered by the University, based on inputs received from across the University, including information about classroom availability, faculty availability, exam requirements, security and access issues, term dates and deadlines and associated data. Records created or received to support this function include documentation from faculties and other units across the University and 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, descriptions of course or classroom requirements, and related academic, planning and scheduling records. This function addresses scheduling of both credit and non-credit courses.

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<tr>
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<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
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<tbody>
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<td>ACO30-200-10</td>
<td>Input Documentation</td>
<td>Various</td>
<td>RO</td>
<td>SO + 4 years</td>
<td>SO</td>
<td>B</td>
<td>RO Copy – Destroy.</td>
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<tr>
<td></td>
<td>Documentation created by academic units (i.e. faculties and departments) to support course scheduling.</td>
<td></td>
<td>Or Faculty/ College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACO30-200-20</td>
<td>Analysis and Course Scheduling</td>
<td>RO</td>
<td>RO or Banner</td>
<td>SO + 4 years</td>
<td>SO</td>
<td>B</td>
<td>RO Copy – Destroy.</td>
</tr>
<tr>
<td></td>
<td>Records that analyze the input documentation and result in course scheduling, including the identification of parts of term.</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
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<td>Banner</td>
<td>Permanent</td>
<td>N/A</td>
<td>B</td>
<td>Permanent retention in Banner.</td>
</tr>
</tbody>
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FUNCTION 300 – EXAM SCHEDULING

FUNCTION DESCRIPTION

The function of scheduling examinations across the University, including examinations administered by the University for its own students and examinations hosted by the University on behalf of external agencies. Schedules are developed based on inputs received from across the University, including information about classroom availability, faculty availability, exam requirements, security and access issues, term dates and deadlines and associated data. Records created or received to support this function include documentation from faculties and other units across the University and 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, descriptions of course or classroom requirements, and related academic, planning and scheduling records.

This function also encompasses work performed to schedule exams on behalf of other agencies, such as other universities, colleges, professional associations or groups, in order to provide the logistical and facility support required to allow non-University students to take exams remotely from their own institutions.

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</tr>
</thead>
<tbody>
<tr>
<td>ACO30-300-10</td>
<td>University</td>
<td>RO</td>
<td>RO or Other Business Units</td>
<td>SO + 3 years</td>
<td>SO</td>
<td>B</td>
<td>Destroy.</td>
</tr>
</tbody>
</table>

Records created to support exam scheduling for students in the University.

Series Classification Plan and Retention Schedule

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</thead>
<tbody>
<tr>
<td>ACO30-300-20</td>
<td>External</td>
<td>RO or RO</td>
<td>RO or Other Business Units</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>No</td>
<td>Destroy.</td>
</tr>
</tbody>
</table>

Records that support exam scheduling on behalf of other educational institutions or professional groups.

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