
ONLINE COURSE MANAGEMENT AND ADMINISTRATION

Description: Consists of records relating to the management and administration of online academic courses and various professional development and training courses offered or supported by Memorial and its partners. Records of online courses may include correspondence, copies of syllabi, copies of course descriptions and outlines, course requests and proposals, grading schemes and grade reporting. Please note that official information about academic courses, programs, plans and related policies are part of the *University Calendar* related records class.

MUNCLASS Function:	Teaching and Learning (TL)
Responsible Unit(s):	Registrar's Office, School of Graduate Studies, Centre for Innovation in Teaching and Learning, Unit(s)
Retention:	End of Course + 3y; Selective retention for certain record types
Disposition:	Selective Retention
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use