

Edith Cowan University Archive Holdings

Student Records 1902 – 1996

Retention & Disposal Authorities; Instructions for Student Records Requests

2.0 Retention and Disposal Authorities

Disposal Schedule 2 (DS2), RD/95026 and RD/95027 approved by the Academic Registrar, University Archivist and State Record Office gives the authority for the legal disposal of certain classes of student records. Student record(s) destruction's ceased in January 1997 but may have already been destroyed.

3.0 Student Record Series and Description

"A", "B" & "C" Certificates - prior to the opening of Claremont Teachers College in 1902 the Education Department had their own system of "external study" for student teachers. Student teachers taught in the classroom while studying for a series of examinations set by the Education Dept; these examinations for the "C" Certificate were equivalent to matriculation.

After completing further series of Education Department examinations teachers with the "C" Certificate could upgrade their qualifications to the "B" Certificate (equivalent being a Diploma of Teaching) and "A" or Higher Certificate (equivalent being a Bachelor of Education). This information is recorded on the "A", "B" & "C" Certificate records.

With the opening of Claremont Teachers College students could also gain teachers qualifications through College studies.

This resulted in a dual certification or qualification system, with some teachers gaining their qualification through study and course work at Claremont Teachers College, and others gaining their qualification through a series of Education Dept examinations only. Thus the University holds records of teacher certification for students who did not attend Teachers' College but completed Education Dept exams only. It is interesting to note, however, that many did go on to upgrade their qualifications at Teachers' College. Students completing a certificate did not necessarily attend Teachers College*

The "C" Certificate was phased out in the 1930's so that by the late 1930's only those students attending Claremont Teachers College obtained a qualification and became certified teachers.

The "B" and "A" Certificate dual Education Dept and Teachers' College certifications were not phased out until the 1960's with the introduction of three-year teacher's courses at the various Teachers' Colleges.

Arranged by certificate (A, B, or C), then alphabetical. Details recorded: certificate studying for, name, years studying, examinations passed, year(s) at Teachers College (if applicable), and whether completed or not. "X" = Credit; "/" = Pass. Student names may appear on one, two or all three certificates if they completed their initial training and then went on to further study.

Board of Examiners Lists - the Board of Examiners list is sometimes amalgamated with Student histories list. Data is arranged by status (good standing, conditional, terminated etc.), by course,

then alphabetically. Details recorded include: student name, number, group, units, year/semester completed, grade, status, Cumulative and Semester Weighted Average (Grade Point Average).
Calendars/Handbooks - arranged by campus. Used for providing unit outlines/details of courses, structure of courses, and interpretation of results/certification.

- Certifications - show the FINAL year results only of the course completed - including the name of the award/certificate received. Ordered by year, then group number (alpha-numeric), then alphabetical.
- Exam Results - in the early years (up until approximately 1940) these records showed student results for ALL years of each course (i.e. effectively Certifications as well). From around 1940 these records showed all EXCEPT the final year results of the course completed (see Certifications). Ordered by year, then group number (alpha-numeric), then alphabetical.
- Final Reports - completed in the final year of the course and submitted to the Education Dept (?). Details recorded: name, year, certificate awarded, teaching mark, University units results, special qualifications (e.g. Red Cross, Bronze Medallion, Student Council office(s) held, options completed etc.), narrative concerning ability, and position recommended.
- Graduation Ceremony Programmes - published program of the Ceremony (these details may be freely made available to third parties). Arranged by year and then straight alphabetical or alphabetical by course and/or group. *Note that programs may not include those students who sat supplementary or deferred exams*
- Register of Graduates - arranged alphabetically within courses/groups. Details recorded: course, name, diploma number, date conferred.
- Student (personal) Files - often contain Student Record Cards. May also contain entry qualifications, enrolment papers, correspondence (acceptance, appeals, graduation, change of address etc.), photograph, transcript copies, and notification of graduation.
- Student Record Cards - usually "yellow" cards, one for each individual student. Used from approximately 1945-1978, arrangement varies from College to College - usually alphabetical. Details recorded: photograph, name, DOB, address, group number, years at College, entry details, College course results and certification awarded.
- Student Registers - alphabetical arrangement. Details recorded: name, group, year(s); early registers (1925-45) record addresses; later registers (1945-60) include photographs.
- WAIT Printouts/Student histories - computer printouts of pre-1979 graduates from WAIT SYSTUR database of students and units completed. These records were subsequently downloaded onto College PDP-11 systems in January 1981. Details recorded: course code, student number, name, subject number & title, credit points, and academic results.

Note: academic results are recorded in the following format.

782B67 (Year + Semester + Grade + Mark)

Student Record System - contains student records online from 1979-current (Refer file 86/0735 pt. 1 folio 50). Access is only permitted with the approval of the Academic Registrar and a password. The database is split into current and archive domains and searches have to be conducted individually. Details recorded: name, DOB, address, course and unit results and dates at College / University.

4.0 Request for a post-1979 personal file

It is necessary to have the following data - provided by the requesting agency:

- Name (i.e. FULL name used while studying, as well as current)
- Student Number
- Campus last attended
- Requesting agency (i.e. where the file is to be sent)

5.0 Request for pre-1979 transcript/results

It is necessary to have the following data - provided by the requesting agency:

- Name (i.e. full name(s) used while studying, as well as current name)
- Campus last attended
- Requesting agency (i.e. where the file is to be sent)
- Optional
- Date of birth (in case two students have the same name)

6.0 Request for unit outlines

The following data is required:

- Campus attended
- Year(s) attended
- Course title
- Unit titles and/or Unit codes
- Any elective/specialty units studied