

# ADVANCED STUDY IN ARCHIVES AND RECORDS ADMINISTRATION, GRADUATE CERTIFICATE

The Certificate of Advanced Study (CAS) in Archives and Records Administration is designed to help working professionals develop a specialty in archives and records administration and to update their knowledge in core areas of their responsibilities. It enables students to either alter the direction of a career path or to enrich and strengthen their skills and knowledge of their field.

## Admission Requirements

### Application Deadlines

Application deadlines vary by program, please review the application deadline chart (<http://uwm.edu/graduateschool/program-deadlines/>) for specific programs. Other important dates and deadlines can be found by using the One Stop calendars (<https://uwm.edu/onestop/dates-and-deadlines/>).

### Application

- Students wishing to obtain this certificate must declare their intention by applying to the program office or director.
- All graduate certificate applicants—even those already enrolled in a UWM graduate program—must apply to the Graduate School (<https://uwm.edu/applygrad/>).
- Graduate degree and previously admitted graduate non-degree students who decide to pursue a certificate program must submit the application before completing 6 credits in the certificate sequence.
- Applicants must possess a baccalaureate degree and have a minimum 2.75 cumulative undergraduate grade point average to be admitted into a certificate program.

### Admission

A Master of Library and Information Science degree or a master's degree in a closely related or allied field such as computer science, educational technology, or history with a minimum of a 3.0 grade point average is required for admission.

In addition to the Graduate School application materials, applicants must submit a one to two page reason statement outlining their background and their educational and professional goals.

## Credits and Courses

Students pursuing the Certificate of Advanced Study (CAS) must take 15 credits of INFOST designated coursework in consultation with the student's advisor. The courses that qualify for the CAS are as follows:

Code	Title	Credits
<b>Introduction Course</b>		
INFOST 650	An Introduction to Modern Archives Administration	3
<b>Foundation Courses</b>		
Minimum of 6 credits required		6

INFOST 750	Arrangement and Description in Archives
INFOST 752	Archival Outreach: Programs and Services
INFOST 753	Preserving Information Media
INFOST 855	Advanced Appraisal
<b>Elective Courses</b>	
Maximum of 6 credits to count toward the CAS	
INFOST 640G	Information Literacy Instruction
INFOST 655	Information and Records Management:
INFOST 682	Digital Libraries
INFOST 691	Special Topics in Information Science:
INFOST 714	Metadata
INFOST 759	Fieldwork in Archives and Manuscripts
INFOST 891	Advanced Topics in Library and Information Science:
INFOST 999	Independent Research
<i>Recommended (does not count towards CAS)</i>	
INFOST 603	History of Books and Printing
<b>Total Credits</b>	<b>15</b>

## Additional Requirements

### Transfer Credit

No credits may be taken at an institution other than UWM.

### Grade Point Average Requirement

A minimum cumulative 3.00 grade point average in certificate courses taken at UWM is required.

### Articulation with Degree Programs

1. Credits and courses required for a certificate may double count toward meeting UWM graduate degree requirements subject to the following restrictions:
  - Degree programs must approve the courses from certificates that can double count toward the degree.
  - All credits taken in completion of certificate requirements may count towards a UWM graduate degree as long as they do not contribute more than 90% of the total credits needed to obtain the degree. (Note: Students in PhD programs must still complete the minimum residency requirements)
  - Certificate courses used toward meeting degree requirements must be completed within the time limit for transfer credit.
2. Courses completed for a degree may be counted toward a subsequent certificate, subject to all certificate policy requirements.
3. A course may count toward no more than one certificate and one degree.
4. Students may not earn a certificate subsequent to a concentration in the same area.

### Time Limit

Certificate program time limits shall be established as follows:

- 18 or fewer credits/Three years from initial enrollment in the certificate sequence.
- 19 or more credits/Four years from initial enrollment in the certificate sequence.

For certificates that are designed as add-ons to degree programs and are awarded concurrent with the degree, the time limit shall be the same as that of the degree program.