

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

- Admission to a graduate certificate program requires formal student application through the Graduate School admissions application (<https://uwm.edu/applygrad/>) system, including the required admissions application fee.
- Certificate programs will inform the Graduate School of their admission recommendation for an applicant. The final admission decision is made by the Graduate School.
- Early application to the certificate program is recommended; late application is possible, but may incur delays for certificate conferral related to time required for credit tracking.
- 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
Introduction Course		
INFOST 650	An Introduction to Modern Archives Administration	3

Foundation Courses

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	
Elective Courses		
Maximum of 6 credits to count toward the CAS		6
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	
Total Credits		15

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.