

# 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 to update their knowledge in core areas of their responsibilities or to develop another specialty in a library-information area. It will enable students to either alter the direction of a career path or to enrich, update, and strengthen their skills and their 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 through the Panthera Admission Application (<https://graduateschool-apply.uwm.edu/>).
- Graduate degree and previously admitted graduate non-degree students who decide to pursue a certificate program must submit the Panthera 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 in to a certificate program.

### Admission

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

## Credits and Courses

The CAS candidate will complete 15 credits of coursework, planned in conjunction with his or her advisor, and approved by the Dean of the School of Information Studies as an individually designed program suited for the needs and professional objectives of the student.

A minimum of 12 credits must be taken in the School of Information Studies. Up to 3 credits may be taken in another school or department of UWM. Students may obtain up to three credits in independent study which is included as a part of the total approved program.

- See the list of School of Information Studies (<http://catalog.uwm.edu/courses/infost/>) courses.

## 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.