ARCHIVAL ADMINISTRATION
(GRADUATE CERTIFICATE)

The Graduate Certificate in Archival Administration was established both for individuals entering the archival profession and for those with experience in the field. The certificate program provides a professional education to individuals wishing to identify, preserve, and make archival records accessible for use.

The Archival Administration certificate includes courses which teach students basic archival theory, methods and practice of appraisal, arrangement, description, preservation, reference, and the legal and ethical concerns regarding traditional, visual, and electronic records. In addition, other courses include records management, historical institutions and an archival practicum.

This program is open to students with baccalaureate degrees from accredited universities, students with advanced degrees, and students enrolled in other Wayne State University graduate programs.

Admission Requirements

Admission to the School is contingent upon admission to the Graduate School (http://bulletins.wayne.edu/graduate/general-information/admission). In addition, Master of Library and Information Science applicants must satisfy the following criteria:

1. Possess an undergraduate degree from an accredited college or university.
2. Have an undergraduate g.p.a. of 3.00 or better or possess another degree beyond the bachelor's degree. Applicants with an undergraduate g.p.a. between 2.50 and 2.99 can satisfy this requirement by one of the alternative methods (A or B) as follows:
   a. Submit evidence of post-baccalaureate graduate course work completed with a g.p.a. of 3.0 or better in a minimum of twelve graduate credits, or
   b. Submit an official score report for either of the following standardized tests taken within the last five years:
      Graduate Record Examination (GRE): official score report for the GRE taken within the last five years. You may register online (http://www.ets.org/gre). Wayne State University’s institution code is 1898.
      Miller Analogies Test (MAT): Official score report for tests taken within the last five years. You may register online (http://www.milleranalogies.com).

      For tests taken on or after August 1, 2011: A total score of 294 on the combined verbal and quantitative portions. The verbal portion must have a score of at least 153.
      For tests taken prior to August 1, 2011: A total score of 950 on the combined verbal and quantitative portions. The verbal portion must have a score of at least 500.
      Miller Analogies Test (MAT): Official score report for tests taken within the last five years must indicate a score of at least 410.
      MAT information and testing center locations can be found online (http://www.milleranalogies.com).

3. Meet the SLIS Technology Requirements online (http://www.slis.wayne.edu/technology-requirements.php).
4. Submit a personal statement reflecting relevant personal and academic background and experience. The statement should be a minimum of 250 words and a maximum of 500 words (1-2 pages).
5. Submit a current resume or curriculum vitae.
6. Attend New Student Orientation. MLIS students must attend orientation prior to starting classes. The School views orientation as an essential element of the MLIS program. Students who do not attend the on-campus orientation sessions will be dropped from their classes. This is not applicable to certificate-only students.

Application:

1. To apply for the M.L.I.S. and/or graduate certificates, please complete the online Graduate Admission Application form online (http://gradadmissions.wayne.edu/apply.php) and submit it with the $50 application fee.
2. Compose a personal statement of 250 words or less and upload it with the application form. Please visit the website (http://slis.wayne.edu/forms/personal_statement.pdf) to access the personal statement guidelines.
3. Upload a current resume or curriculum vitae with your application.
4. Request official transcripts from each university you have attended and have them sent directly to the Office of Graduate Admissions, Wayne State University.

Students in graduate certificate programs at Wayne State must maintain a minimum grade point average of 3.0. The fifteen-credit Archival Administration Certificate includes six credits of required coursework and nine credits of elective coursework. Students working concurrently on the M.L.I.S. degree and the Certificate in Archival Administration are required to complete an additional six credits beyond the thirty-six required for the M.L.I.S. degree.

Students must complete fifteen credits selected from the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>9</th>
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<tbody>
<tr>
<td>LIS 7710</td>
<td>Archival Administration</td>
</tr>
<tr>
<td>LIS 7780</td>
<td>Description and Access for Archives</td>
</tr>
<tr>
<td>LIS 7970</td>
<td>Practicum: Archives</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td>Select two of the following:</td>
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<tr>
<td>LIS 6780</td>
<td>Introduction to Records and Information Management</td>
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<tr>
<td>LIS 7450</td>
<td>Digital Imaging</td>
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<tr>
<td>LIS 7730</td>
<td>Administration of Audio Visual Collections</td>
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<tr>
<td>LIS 7740</td>
<td>Archives and Libraries in the Digital World</td>
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<tr>
<td>LIS 7750</td>
<td>Introduction to Archival and Library Conservation</td>
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<tr>
<td>LIS 7770</td>
<td>Oral History: A Methodology for Research</td>
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<tr>
<td>LIS 7885</td>
<td>Administration of Historical Agencies</td>
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Total Credits 15

Prerequisite: LIS 7710