

ARCHIVAL STUDIES CERTIFICATE

The College of Communication & Information Sciences at The University of Alabama provides a program of study that leads to an ACHE-recognized Certificate in Archival Studies. This certificate offers a comprehensive grounding in the academic discipline of archival studies, and an understanding of the theory, art, and practice that informs archival work. Students have the opportunity to develop competencies for work with rare books, manuscripts, traditional records, and digital media.

Graduates of the certificate leave prepared for employment in academic, cultural, public, governmental, and corporate environments. Recent graduates are currently employed at leading institutions, including the Alabama Department of Archives and History (ADAH), the New York State Archives, the University of Washington, Birmingham-Southern College, and Samford University.

Admissions

Applications are accepted from students pursuing graduate work in allied disciplines, or already possessing graduate degrees in related disciplines.

In addition to the minimum Graduate School admission requirements, to be considered for regular admission an application must include:

- Three (3) letters of recommendation; for applicants who have been in school in the last 5 years, at least two (2) letters must be academic references.

Students who do not meet these requirements, but who excel in other areas, may be considered for "Admission with Permission to Continue."

Students pursuing the MLIS should apply for admission to the archival studies concentration.

See the Admission Criteria section of this catalog for more information.

Curricular Requirements

Students complete a total of 15 hours for the archival studies certificate. Twelve hours come from required archival courses and the final 3 hours are from an approved archival elective.

Archival Studies Certificate		Hours
LS 555	Intro Archival Studies	3
LS 556	Archival Theory & Practice	3
LS 557	Archival Appraisal	3
LS 558	Archival Repres., Access & Use	3
Approved archival elective		3
BA 520	Elements of Letterpress	
BA 530	Elements of Bookbinding	
BA 534	Boxmaking	
LS 535	Records Management	
LS 562	Digital Libraries	
LS 564	Prog. Digital Libraries	
LS 566	Metadata Fundamentals	
LS 570	Internship	
LS 581	Universal Access	
LS 582	Race Gender & Sexuality in LIS	
LS 583	Social Aspects of Information	
LS 590	Issues In Librarianship	
LS 598	Directed Research	
LS 653	Descriptive Bibliography	

LS 654	Print Culture and Society
LS 655	Book Artifact Materiality Text
CIS 656	Electronic/Contemporary Pub.

Total Hours

15

Transfer Credit

Transfer credits are not allowed for the archival studies certificate.

Time Limits for Degree Completion

All requirements for the master's degree must be completed during the six years (18 consecutive semesters) immediately preceding the date on which the degree is to be awarded. Additional information about time limits for degree completion for Masters programs is available at the Graduate School.

Academic Misconduct Information

Student academic misconduct is not permitted. In the event of perceived academic misconduct, the University Academic Misconduct Policy will be followed. More information is available here.

Withdrawal or Leave of Absence Information

Students who need to withdraw from a course, the university or take a leave of absence should contact their academic advisor and the SLIS director. Additional information is available on the Graduate School website related to withdrawals and leaves of absence.

Academic Grievances Information

Academic grievances are addressed according to the "University-Wide Academic Grievance Procedures" outlined in the University of Alabama Faculty Handbook.

Grades and Academic Standing

See here for Graduate School Policy information.