GRADUATE CERTIFICATE IN MUSEUM COLLECTIONS MANAGEMENT AND CARE

The graduate certificate in museum collections management and care features four graduate-level courses designed for those working or volunteering in museums with collections management responsibilities and either lacking prior formal museum studies training or desiring a refresher. Students complete the four 3-credit courses totally online (1 course per semester). Students in the program work at a variety of types and sizes of museums in locations across the country and around the world.

Visit the program website (https://corcoran.gwu.edu/museum-studies-online-certificate/) for additional information.

ADMISSIONS

Admission deadlines: Fall – July 1 (applications may be considered up to August 1)

Recommendations required: One (1) recommendation; preferably from a museum professional supervisor.

Prior academic records: Transcripts are required from all colleges and universities attended, whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript. Unofficial transcripts from all colleges and universities attended must be uploaded to your online application. Official transcripts are required only of applicants who are offered admission.

If transcripts are in a language other than English, English language translations must be provided. The English translation alone should be uploaded into your application.

Statement of purpose: In an essay of 250 to 500 words, please state your purpose in pursuing the MCMC graduate certificate. Describe your current and past experience working with museum collections, your academic objectives, career plans, related qualifications, and any other substantial accomplishments not already mentioned in the application form.

It is recommended that you have staff-level access to museum collections and related policies for some of your assignments. Please indicate in your statement which museum will allow you to have such access. Please note that volunteering or interning may grant you the necessary collections access depending on the museum’s policy.

The minimum English Language test scores required for the program are:
- Academic IELTS: an overall band score of 7.0 with no individual score below 6.0; or
- TOEFL: 600 on paper-based or 100 on Internet-based; or
- PTE Academic: 68

For more information on the admission process, please visit the Columbian College of Arts and Sciences Frequently Asked Questions (http://columbian.gwu.edu/graduate/admissions/faqs/) page.

Supporting documents not submitted online should be mailed to:
Columbian College of Arts and Sciences - Graduate Admissions Office
The George Washington University
801 22nd Street NW, Phillips Hall 215
Washington DC 20052

Contact for questions:
askccas@gwu.edu – 202-994-6210 (phone) – 202-994-6213 (fax)
8:30 am – 5:30 pm, Monday through Friday

REQUIREMENTS

The following requirements must be fulfilled: 12 credits in required courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Required (12 credits)</td>
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<tr>
<td>CMST 6201</td>
<td>Introduction to Museum Collections</td>
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<tr>
<td>CMST 6202</td>
<td>Collections Management: Practical Applications</td>
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<tr>
<td>CMST 6203</td>
<td>Preventive Conservation Concepts</td>
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<td>CMST 6204</td>
<td>Preventive Conservation Techniques</td>
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