Certificate of Advanced Study

Application Due

The application process should be completed nine to 12 months before the intended date of registration.

Application Fee

$40 for domestic applicants; $50 for international applicants.

For More Information

Contact the GSLIS admissions officer with questions about the program or the admissions process: (217) 333-7197. The Web site, www.lis.uiuc.edu, also contains information.

Program Overview

The Certificate of Advanced Study (CAS) in Library and Information Science is open to those who hold a master's degree in library and information science or a related field. Librarians, information scientists, and others in information management enroll in the program to refresh and update their skills, gain greater specialization in their professional training, or redirect their careers from one area to another. Examples of areas of concentration include library and information center administration, information technology, and information management. An area of concentration might also be a specific library function such as children's services, government information, science information, or technical services. The CAS Program does not lead into the Ph.D. Program.

Program Completion Time

Completion of the 10-unit Certificate of Advanced Study varies widely. Full-time students may finish in two semesters and one summer, but students have five years to complete the program.

Entry

Students may enter the CAS program in fall, spring, or summer.

Curriculum

This 10-unit course of study (equivalent to 40 semester hours) is structured to encourage students to design programs that meet specific educational and career goals. A sequence of eight units of courses is developed by students with their advisors. Up to four of the units may be taken outside of the Graduate School of Library and Information Science. The final two units are the CAS project, a substantive investigation of a problem in librarianship or information science, which is followed by a final oral examination. A maximum of three units may be transferred, subject to review by the GSLIS Advanced Studies Committee and the Graduate College. Transferred units must be graduate-level courses in library and information science earned at an ALA-accredited master's degree program, or a field other than LIS completed at any campus of the University of Illinois

or any accredited institution. These units cannot have been used to fulfill the requirements of a degree earned at another institution and must have been completed within the last five years.❧

Grades

Students must complete eight or more units of coursework with a 3.25 grade-point average (G.P.A.) (on a 4.0 scale). The pass-fail option applies only to courses taken outside the library and information science curriculum. Units taken under the pass-fail option are not computed into the G.P.A. and may not be applied to a degree in library and information science.❧

Financial Aid and Enrollment Status

Students holding graduate assistantships awarded and/or administered by the School must be registered for at least 2.5 units each semester during the academic year and one unit during Summer Session II. Students with graduate assistantships in the library or elsewhere on campus must follow the enrollment requirements of the units employing them.❧

Admission Requirements:

CAS applicants must have completed a master's degree in library and information science or a closely related field, with a minimum grade-point average of 3.0 on a 4.0 scale. A minimum grade-point average of 3.0 also is required in the last 60 semester hours of the applicant's undergraduate degree program. The Advanced Studies Committee makes every effort to assess applicants on their probable degree of success in the program, rather than relying only on how well the applicant meets the formal requirements. Contact the GSLIS admissions officer with questions about the admissions process: (217) 333-7197.❧

All applicants must fulfill these minimum requirements:

1. A master's degree in library and information science or a closely related field.❧
2. A grade-point average of at least 3.0 on a 4.0 scale in master's-level course work and in the last 60 semester hours of undergraduate course work.❧
3. Satisfactory letters of reference from three individuals, with at least one from a librarian/information scientist and the remainder from employers or teachers, including a representative of the library/information science program that granted the professional degree.❧
4. International applicants whose native language is not English must submit evidence of having passed the Test of English as a Foreign Language (TOEFL) with a score of 620 or higher (or 260 or higher for the computer-administered version). The test can be administered in the student's home country but should be arranged at least one year before the applicant expects to begin the program.❧

Applicants must submit the following materials:

[Printable forms are available on our Web site, www.lis.uiuc.edu; contact our admissions office at (217) 333-7197 to request forms by mail.]

1. Send to The Office of Admissions and Records, University of Illinois at Urbana-Champaign, 901 W. Illinois St., Urbana, IL 61801: Completed Application for Admission to the Graduate College, application fee, and transcripts (two copies from all colleges and universities attended; one must be an official transcript, the other may be a copy of an official one).❧ International students whose native language is not English should have their official TOEFL scores sent to this address. (Scores should be dated no later than two years prior to the application date.)❧

2. Send all other application materials (listed here) to: The Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 501 E. Daniel St., Champaign, IL 61820-6211.❧   Completed Application for Admission to Certificate of Advanced Study Program form.❧   A current resume, which includes research and publications (copies of these items may be included but are not required), and areas of specialized interest.❧   A brief written statement, indicating a commitment to advanced study, your reasons for seeking the CAS, and an outline of a proposed program of study, including possible CAS project areas.❧   Three letters of reference in support of the application for admission, with at least one from a librarian/information scientist and the remainder from employers or teachers, including a representative of the library/information science program that granted the professional degree. (For students continuing directly from the School's M.S. degree program, two letters from the admissions file may be substituted; at least one should be new and relevant to the CAS program.)❧