

# 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 (one course per semester). Students in the program work at a variety of types and sizes of museums in locations across the United States and 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.

**International applicants only:** Please follow this link - <https://columbian.gwu.edu/international-graduate-applicants> (<https://columbian.gwu.edu/international-graduate-applicants/>) - to review the International Applicant Information carefully for details on required documents and English language requirements.

Please note: international students who require a student visa from GW are not eligible to apply for admission to the program.

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

Supporting documents not submitted online should be mailed to:

Columbian College of Arts and Sciences, Office of Graduate Studies  
The George Washington University  
801 22nd Street NW, Phillips Hall 107  
Washington DC 20052

For additional information about the admissions process visit the Columbian College of Arts and Sciences Frequently Asked Questions (<https://columbian.gwu.edu/graduate-admissions-faq/>) page.

Contact:

askccas@gwu.edu  
202-994-6210 (phone)

Hours: 9:00 am to 5:00 pm, Monday through Friday

## REQUIREMENTS

| Code                         | Title  | Credits |
|------------------------------|--|---------|
| <b>Required (12 credits)</b> |  |         |
| CMST 6201                    | Introduction to Museum Collections             |         |
| CMST 6202                    | Collections Management: Practical Applications |         |
| CMST 6203                    | Preventive Conservation Concepts               |         |
| CMST 6204                    | Preventive Conservation Techniques             |         |