



Graduate Certificate in Nonprofit Management Course Planning Sheet

1. CORE COURSES (9-12 HOURS)

Students choose at least 3 courses out of the 4 listed below

- PA 531 – Human Resource Management in Public and Nonprofit Organizations
- PA 536 – Management of Nonprofit Organizations
- PA 538 – Nonprofit Budgeting and Financial Management
- PA 539 – Fund Development

2. ELECTIVES (3-6 HOURS)

Students that take 3 core courses must complete 2 elective courses; students that take 4 core courses must complete 1 elective course.

3. SUBSTANTIVE EXPERIENCE REQUIREMENT

The Substantive Experience Requirement can be met by:

- Prior (or continuing) Experience:
 - Full-time employment with a nonprofit (at least one year by completion of certificate program)
 - Serving on a nonprofit board or chairing a nonprofit’s standing committee (at least one year by completion of certificate program)
- In-program Work:
 - Internship or independent study with a nonprofit (at least 1 credit hour)
 - Completing a course with a field component (e.g., PA 546 or PA 525)

		Semester Taken	Grade
1.	PA 531 – HR Management in Public and Nonprofit Organizations		
2.	PA 536 – Management of Nonprofit Organizations		
3.	PA 538 – Nonprofit Budgeting and Financial Management		
4.	PA 539 – Fund Development		
5.	ELECTIVE –		
6.	ELECTIVE –		
7.	Substantive Experience		

PROGRAM POLICIES

Students in the certificate should refer to the [Graduate Handbook](#) for questions regarding the university's policies. Three policies, in particular, to which you should be aware are:

- To receive a graduate certificate, a student must have at GPA of 3.0 or better.
- To receive graduate degree credit, a grade of "C" or higher is required.
- All requirements for the certificate must be completed within four years.

TRANSFER INTO THE MPA PROGRAM

Students interested in transferring into the MPA program are encouraged to speak to the MPA director early in their certificate career in order to discuss the process and requirements.