

School of Public and Environmental Affairs  
Indianapolis Campus  
Degree Program Checksheet

**NONPROFIT MANAGEMENT CERTIFICATE**

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The Certificate in Nonprofit Management is a 15 credit-hour program of study. The certificate is designed to serve the needs of individuals who would like exposure to nonprofit sector and nonprofit management issues but who do not wish or need to pursue a degree in nonprofit management. The certificate complements other courses of study or career experience in such areas as social work, library science, and parks and recreation. Students pursuing a nonprofit management certificate gain and understanding of how to work in and with nonprofit organizations.

**ELIGIBILITY AND APPLICATION PROCEDURE**

1. Any holder of a baccalaureate or higher degree from an accredited college or university is eligible for admission.
2. An online application and information may be obtained from the [www.spea.iupui.edu](http://www.spea.iupui.edu). Students should apply to the SPEA admissions online only. Application deadlines for the certificate programs are **before May 15** for the fall semester, **before September 15** for the spring semester, and **before March 15** for summer sessions. Students must pay a nonrefundable application fee.
3. Admission requires only the approval of the respective graduate program director or SPEA campus director.

**PROGRAM RESTRICTIONS**

1. Students enrolled in a certificate program must complete it within 15 credit hours of approved SPEA course work with a minimum cumulative GPA of 3.0(B). Failure to do so results in automatic dismissal from the certificate program.
2. Students who have completed more than three SPEA Graduate courses are not eligible for admission to a certificate program.
3. Transfer credit, course substitutions, or course waivers are not allowed.
4. Students admitted to a SPEA graduate degree program are not eligible for admission to the certificate program or eligible to be awarded the certificate.
5. Admission to or successful completion of the Nonprofit Management Certificate program does not guarantee subsequent admission to the MPA program or other graduate programs in the School of Public and Environmental Affairs
6. Students enrolled in the certificate program who apply to SPEA's graduate programs must meet all existing admission requirements. If a student has a cumulative GPA of 3.5 or better at the completion of the certificate, the student can request a waiver of the GRE requirement if applying to the MPA program.

## CERTIFICATE REQUIREMENTS

15 Credit hours

Dept	Course	Title	Credit
<b>Required Courses (9 Credit Hours)</b>			
<b>EACH</b> of the following courses:			
SPEA-V	<b>522</b>	Human Resource Management in Nonprofit Organizations	3.0
SPEA-V	<b>525</b>	Management in the Nonprofit Sector	3.0
SPEA-V	<b>526</b>	Financial Management for Nonprofit Organizations	3.0
<b>Electives (6 Credit Hours)</b>			
<b>TWO</b> additional SPEA graduate public affairs courses that cannot include independent research studies, readings, or internship classes.			
Students interested in continuing for the Master of Public Affairs (M.P.A.) should consider selecting from the nonprofit management concentration, particularly V521 Nonprofit and Voluntary Sector.			

\*\*\*For degree requirements prior to May 2003, please contact SPEA Student Services at 317-274-4656.\*\*\*

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