



UNIVERSITY OF
GEORGIA

Institute for
Nonprofit Organizations
School of Social Work

GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT & LEADERSHIP

GUIDELINES FOR NON-DEGREE CERTIFICATE STUDENTS – On Campus

The UGA Institute for Nonprofit Organizations in the [School of Social Work](#) offers a non-degree graduate certificate for individuals who have earned an undergraduate degree and are seeking to enhance their skills and knowledge in nonprofit management and leadership. Completion of the Graduate Certificate in Nonprofit Management and Leadership will prepare you to support and influence the direction of an organization that may be engaged in a wide range of fields, such as human services, visual and performing arts, youth sports, environmental conservation, and many other areas. The program is supported by a multidisciplinary faculty of scholars and professionals from the nonprofit sector.

This program is for students who will take courses for the certificate on the UGA campus. If you are interested in pursuing the Certificate online, visit the [OnlineUGA website for more information](#).

Certificate students who decide to apply to the Master of Arts in Nonprofit Management and Leadership program may use 9 credit hours toward the MA degree. A separate application to the MA program is required.

PROGRAM OF STUDY

The program consists of a minimum of **4 graduate level courses of 3 semester hours each**, drawn from the core courses of the MA NML degree curriculum.

1. Two courses are required:

MNML 7237	Theory & Management of Nonprofit Organizations
MNML 7226	Evaluation of Community & Institutional Practices

2. Two courses from the following list of core courses:

MNML 7060	Fundraising & Development for Nonprofit Organizations
MNML 7320	Managing Volunteers
MNML 7445	Nonprofit Financial Management
MNML 7908	Design Thinking for Social Innovation
MNML 7947	Social Entrepreneurship
MNML 7957	Grant Proposal Writing for Nonprofit Organizations
MNML 7977	Nonprofit Leadership
MNML 7010	Special Topics in the Nonprofit Sector

This is the program's catchall course number for any course that is not offered on a regular basis. Although the course number is the same, the course title and instructor will vary from section and semester.

MNML 7020	Directed Study in Nonprofit Management & Leadership (<i>with director's approval</i>)
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In some cases, one of the courses toward the Certificate may come from a different field if the relationship to the nonprofit sector, issues, leadership or management is clear. The student must discuss this option with the program director before taking the course.

HOW TO APPLY TO THE CERTIFICATE PROGRAM

Apply to the Graduate School as a Non-Degree Certificate student: <http://grad.uga.edu/index.php/prospective-students/student-information/admissions-bulletin/apply>. You should submit the following with your application:

- Application for admission
- Application-processing fee
- Unofficial transcripts from the institution that awarded the highest degree (undergraduate degree is required for admission). Official transcripts will be required after an offer of admission.
- A goals statement. A successful goals statement reflects your passion for working with nonprofit organizations and describes the impact you hope to make in your career by addressing the following questions:
 - Why are you seeking the Graduate Certificate in Nonprofit Management and Leadership?
 - What experiences, professional and/or personal, have led you to pursue the certificate?
 - What are your professional goals regarding work in the nonprofit sector? Please include a brief outline of your areas of interest with respect to both content (ie: environment; arts; human services; etc.) as well as process (ie: grant writing; program evaluation; program management and administration; etc.).
- TOEFL scores for international students (refer to English Language Proficiency Requirement).
- One letter of recommendation. Submit a letter of recommendation from an individual who can evaluate your scholarly ability and potential for success in a graduate program. **This letter should be sent directly from the recommender as an email attachment to nprofit@uga.edu.**

For more information about the requirements for admission, visit the Graduate School webpage on Non-Degree and Transient Students. <http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/non-degree-or-transient-status/>. Once your application is complete, has been reviewed, and you have been accepted you will receive follow up information on what to do next to start the program.

QUESTIONS?

Contact Kat Farlowe at nprofit@uga.edu or call 706-542-5461.