GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT & LEADERSHIP

GUIDELINES FOR NON-DEGREE STUDENTS

The Non-Degree Graduate Certificate in Nonprofit Management and Leadership is designed for individuals who are seeking to enhance their skills and knowledge in nonprofit management and leadership. The program is supported by a multidisciplinary faculty of scholars, practitioners and part-time faculty who are nonprofit leaders in the Athens community. This program is for individuals who will take courses on the UGA campus. If you are interested in pursuing the program online, refer to the Online Graduate Certificate in Nonprofit Management & Leadership.

ELIGIBILITY

Students who wish to participate in the program must have earned an undergraduate degree with a minimum overall 3.20 GPA.

PROGRAM OF STUDY

The program consists of a minimum of 12 credit hours of coursework drawn from the core courses of the MA NML degree curriculum. Two courses are required and the other two may be chosen from a pre-determined list of courses.

1. **Two required courses:**
   - MNML 7237   Theory & Management of Nonprofit Organizations
   - MNML 7226   Evaluation of Community & Institutional Practices
2. **Choose two from the following list:**
   - 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 7020   Directed Study in Nonprofit Management & Leadership (*with director's approval*)
   - MNML 7010   Special Topics in the Nonprofit Sector

In some cases, one of the courses toward the Certificate may come from a different field if the relationship to the nonprofit sector is clear. The student must discuss this option with the program office before taking the course.

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.

HOW TO APPLY & DEADLINES

Apply to the Graduate School as a [Non-Degree Certificate student](#).

You will be required to submit the following documentation along with your application:

- 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.
- Statement of Purpose - A successful statement of purpose reflects your passion for working with nonprofit organizations and describes the impact you hope to make in your career by addressing the following questions:

- o Why are you seeking the Graduate Certificate in Nonprofit Management and Leadership?
- o What experiences, professional and/or personal, have led you to pursue the certificate?
- o 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.**

Applications will be screened by the program office and once approved, the program office will contact the student with information regarding advising and course registration. The student will also be added to our Certificate Listserv.

Applications must be received by the following deadline in order to be considered for the respective semester:

Spring – October 15
Summer – March 15
Fall – June 15

QUESTIONS? Contact the Institute for Nonprofit Organizations at nprofit@uga.edu.