



GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT PROGRAM

I. Purpose

The purpose of this program is to provide practitioners in the Greater Birmingham area with an opportunity to enhance their skills and improve their capacity to effectively run their organizations. The program is designed to serve those who wish to gain specialized knowledge in the field of nonprofit management without committing to a graduate program. Secondly, students admitted into the MPA program and who specialize in nonprofit organizational management may apply for the certificate program.

II. Admission

- A. *University.* Students must be admitted as a non-degree seeking graduate student as defined by the Graduate School at UAB. Students admitted to the MPA program, either fully or probationary, have met this requirement by virtue of their admission.
- B. *Application.* Students interested in pursuing the certificate in nonprofit management must complete an application form prior to their first class. Students admitted into the MPA program, either fully or probationary, may complete the application at any point during their course work. Applications are available from the MPA program director.
- C. *Requirements:* Individuals applying as a non-degree seeking graduate student must meet all requirements set forth by the Graduate School at UAB. These requirements include an earned undergraduate degree from an accredited institution. Admission to the MPA program automatically meets entrance requirements for the certificate program; however, an application must be completed in order to receive the certificate. Students completing the nonprofit management specialization requirements must also meet certificate requirements in order to receive certification.

III Course Requirements

Students will be required to complete four courses from among the following:

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| MPA 672 | Nonprofit Management |
| MPA 603 | Public and Nonprofit Budgeting OR |
| MPA 671 | Special Topics in Public Finance: Non-profit
Financial Management |
| MPA 690 | Seminar in Public Service Issues: E Government OR |

MPA 677	Managing Information in the Public Sector
MPA 689	Program Evaluation OR
MPA 675	Ethics and Morality in Public Service

III Courses are offered in such a manner as to allow students to complete the requirements for certification in one year. Students wishing to complete additional course work are allowed to do so, but only one certification will be granted to each student.

IV Grades

Students are expected to produce graduate level work. All students must receive an “A” or “B” in each of the four courses in order to receive certification. A grade lower than “B” must be retaken and a higher grade must be earned.

V Registration and Payment

Students are required to meet with the MPA director on a semester basis in order to secure a signed registration form. Students are expected to register for a course each semester. Payments of tuition and fees will be handled through the cashier’s office. All payment problems or inquiries should be directed to that office.

VI Future Graduate Work

Individuals wishing to apply to the MPA program after completing the nonprofit management certification requirements must complete all applications requirements (including the GRE entrance exam, three letters of reference, a statement of purpose, all transcripts from any college and/or university attended, payment of the application fee, proof of medical insurance) as outlined in the Graduate School guidelines. A maximum of four courses may be applied toward the MPA degree if the student is accepted in the program. **Successful completion of the nonprofit management certification does not automatically admit a student into the MPA program. All application materials must be completed.** Students who pursue the MPA degree following certification must complete all course work within seven years of the first course taken in the certificate program.

VII Certification

Certificates will be awarded at the spring or fall reception hosted by the MPA Alumni Association, depending on the time of year course requirements were completed.