

UNIVERSITY OF THE DISTRICT OF COLUMBIA
UNIVERSITY SENATE
ACADEMIC PROGRAMS
TRANSMITTAL FORM

TYPE OF REVIEW REQUESTED _____ NEW PROGRAM

W H M Khalouf 3/19/2013
Department Chair Date

[Signature] March 19, 2013
College/School Curriculum Committee Chair Date

[Signature] 3/19/13
College/School Dean/Director Date

[Signature] 10/22/2013
University Senate ASPPC Chair / Graduate Council Chair Date

University Senate President Date

Provost Date

University President (if required) Date

Board of Trustees Chair (if required) Date



UNIVERSITY OF THE DISTRICT OF COLUMBIA

SCHOOL OF BUSINESS & PUBLIC ADMINISTRATION

PROPOSAL FOR A GRADUATE CERTIFICATE PROGRAM

GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT

SUBMITTED BY

SCHOOL OF BUSINESS & PUBLIC ADMINISTRATION

Department of Management

For implementation

FALL SEMESTER 2013

WASHINGTON, DC

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Type of Review Requested

This is a request to review a proposal for the approval of a graduate certificate in Nonprofit Management located in the Master of Public Administration (MP). The requirements of the certificate program are in alignment with graduate certificate in Nonprofit Management found in NASPAA accredited MPA programs.

Summary of proposed graduate certificate in Nonprofit Management

The School of Business and Public Administration currently offers a 39 credit hours Master of Public Administration degree with several concentrations including Nonprofit Management. The requirements for the certificate program in nonprofit management include 18 credit hours of nonprofit courses selected from the following list of currently available courses:

- Introduction to the Nonprofit Sector
- Governance & Executive Leadership
- Strategic Revenue Development
- Public Policy, Advocacy, and Social Change
- Volunteer Management: a Human Resource
- Capstone Project Course

Rational for Proposed Graduate Certificate in Nonprofit Management

There are over 9,000 active nonprofit organizations located in Washington, DC. This sector employs more than 25% of the 736,567 current jobs in the District of Columbia. In a recent survey, conducted by, *Professionals for NonProfits*, of the 1,600 participants who responded to their survey 44% were college graduates and 51% had graduate level studies. A graduate Certificate in Nonprofit Management would appeal to both groups. For those who already hold a master degree, a graduate certificate would help enhance their professional development. A baccalaureate degree is required to apply for Certificate. Once in the Graduate Certificate program these students could decide to fulfill the graduate degree requirements and complete a MPA degree thus increasing the number of students.

Number of Students Immediately Affected

This proposal would have no adverse effect on current students. However, any future students in the MPA degree would benefit from the changes. Note that current students enrolled in nonprofit management courses and in the process of completing the Master of Public Administration May

2013, could return and take additional courses to complete the graduate certificate. Recently the MPA has had 25-30 students enrolled.

Probable Impact on Unit

The School of Business and Public Administration expects significant improvements in enrollment, retention, and graduation rates. There is no near-term need for additional faculty for these specific changes, because the courses for the graduate certificate in nonprofit management already exist and are being rotated into the curriculum on a 2-year cycle, without additional financial resources. As enrollment increases and revenues grow, additional faculty could be added.

Faculty and Staff Affected

No changes in the faculty and staff will be needed to implement the proposed change.

Proposed Date of Implementation

The program changes would go into effect Fall of 2013.

Table 1. ADMISSIONS REQUIREMENTS

A baccalaureate degree conferred by an accredited institution

A minimum of 2.5 grade point average on a scale of 4.0

Two letters of recommendation

Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) are not required for acceptance to the Certificate program

Up to 9 credits may be applied to the Master's in Public Administration(MPA) unless all requirements are met before the fourth course is begun. If the student has met these requirements then all 12 credits can be applied to the MPA.

Table 2. CERTIFICATE REQUIREMENTS (SUMMARY)

REQUIRED COURSES	Credit Hours
Required Core Course Introduction to the Nonprofit Sector – NPMG	3
Required Capstone Course	6
Select any 3 courses (9 credit hours) from the courses below – each course is 3 credit hour	
Governance & Executive Leadership - NPMG	3
Strategic Revenue Development	3
Public Policy, Advocacy & Social Change	3
Volunteer Management: a Human Resource	3
Total Credit Hours	18