

Graduate Certificate in Nonprofit Management


v 2 Graduate Program Change 2019-20


I. General Information


Select *Program* below.


Type of Program* Program
 Shared Core


Read before you begin

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading. You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

IMPORT curriculum data from the Catalog by clicking  in the top left corner. **Do not make any changes to any information until the proposal has been launched in Step 4.** Changes will only be tracked after proposal is launched. FILL IN ONLY fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.

LAUNCH proposal by clicking  in the top left corner. After launching the proposal, make all changes and fill in all additional fields.

Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

College/ Department*

Degree Type*

Program Type*

Program Title*

Program Code* NPMCERTG

II. Program Changes

Are you changing admission requirements? Yes No

Are you changing course requirements? Yes No

Are you changing degree completion requirements? Yes No

Are you changing the primary instructional mode? Yes No

Are you changing program learning objectives? Yes No

If yes, describe changes to learning objectives:

Provide a Brief Summary of Proposed Changes*

This proposal seeks to remove the writing intensive requirement for this program. Currently students must take 6 credit hours of required course, of which one must be a writing intensive course. This change will remove the writing intensive requirement and only require 6 credit hours for the required courses.


This proposal seeks to remove PUA 773 from the list of required courses. PUA 773 is no longer offered and available in the catalog.

Provide a rationale for each proposed change*

This proposal seeks to reduce administrative redundancy. All 700 level courses within this program adhere to the requirements of the full MPA and require a specific degree of writing intensity and rigor. Therefore, this precludes the need for a student to declare a course as a writing intensive course. Additionally, the program does not specifically designate which courses are considered writing intensive, neither does it designate which courses have less writing intensity than others, making this an arbitrary process.

Follow these steps to build the new program curriculum:

Step1

Click on  "View Curriculum Schema." Edit existing cores or click 'Add Core' and name your core (please use a comparable degree program in the current graduate catalog as a template). Edit or add any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the

any descriptive text (do not add courses until Step 2). Descriptive text is generally used in the following cores: Plan Description, Plan Admission Requirements, Plan Requirements, Plan Graduation Requirements.

Step 2

☰ There are two options for adding courses (see Step 3 to remove courses): "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 3

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add courses. When you click on "Add Courses" it will bring up the list of courses available from Step 2. Select the courses you wish to add. For removing courses click on the ✕ and proceed.

Do not make any changes to any information until the proposal has been launched in Step 4.

Prospective Curriculum*

Plan Description

The School of Public Policy and Leadership offers a Graduate Certificate in Nonprofit Management. The Certificate is designed for individuals with either a baccalaureate degree or a graduate degree who are interested in enhancing their educational background with regard to the nonprofit sector. The Certificate is designed to provide individuals the intellectual foundation to function as a manager in nonprofit organizations. Students earning the certificate may apply for admission into the Master of Public Administration degree program. If accepted, the fifteen credits earned in the certificate program may be applied to the M.P.A. Additional information about admissions to the M.P.A. can be found on the School of Public Policy and Leadership web page. For more information about your program, including your graduate program handbook and learning outcomes, please visit the Degree Directory.

Plan Admission Requirements

Application deadlines Applications available on the UNLV Graduate College website. Applicants for admission to the Certificate in Nonprofit Management Program must have earned an undergraduate degree from a regionally accredited college or university. Applicants must be accepted by the Graduate College and the School of Public Policy and Leadership. Application Process: Apply online to the Graduate College. All application material is subsequently reviewed by faculty to determine admission into the program. Additional materials listed below should be uploaded and submitted with your application: Official

transcripts demonstrating an earned bachelor's degree from a regionally accredited college or university and a GPA sufficient to meet Graduate College requirements. Note: Unofficial transcripts are allowed to be uploaded and submitted with your application to allow initial evaluation. Two letters of recommendation from professors, employers, and/or professional colleagues. Identify the two people sending letters of recommendation on your behalf. They will, in turn, upload their letters to the Graduate College's On-line application site. To get this process started, go to the Graduate College's Application process web page and click on the RECOMMENDATIONS link at the left side of the page immediately below the Application process links. Then make sure you check "yes" when it asks you about submitting your letters electronically. A written essay explaining why you are interested in the certificate program in nonprofit management. A current resume. All applicants must review and follow the Graduate College Admission and Registration Requirements. Refer to the Graduate College website for current deadlines. Students are accepted into a certificate program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.

Plan Requirements

Total Credits Required: 15

Course Requirements

Core Courses – Credits: 6

PUA 708 Organizations and Organizational Behavior

PUA 770 Nonprofit Management and Theories of the 3rd Sector

Required Courses – Credits: 6

Complete two of the following three credit courses:

PUA 771 Grant Writing and Evaluation Field Study

PUA 772 Grant Evaluation and Strategic Allocation Field Study

PUA 774 Community Outreach and Volunteerism

PUA 775 Strategic Planning and Program Evaluation for Nonprofits

PUA 776 Development for Nonprofit Managers

Elective Courses – Credits: 3

Complete three of the following one-credit courses (three hours)

PUA 610 Grant Writing for Public and Nonprofit Managers

PUA 611 Policy Advocacy and Lobbying

PUA 612 Performance Measurement for Public and Nonprofit Organizations

PUA 613 Leadership and Ethics for Public and Nonprofit Managers

[After] PUA 615: Nonprofit Financial Management

Certificate Requirements

Completion of a minimum of 15 credit hours with a minimum GPA of 3.00. Students are required to submit a portfolio in their final semester. Specific guidelines for the portfolio may be obtained from the Nonprofit Certificate program director.

Plan Certificate Completion Requirements

The student must submit all required forms to the Graduate College and then apply for graduation in MyUNLV by the appropriate deadline. Complete the final project paper.

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If the changes included on this form impact the program handbook attach the updated handbook before submitting this form. If you need a Word version of the most recent handbook please email GradCurriculum@unlv.edu.

Degrees Directory Program Entry* Check this box to acknowledge the above statement.

Changes will be applicable to*

Current students

New students

Both current and new students

If applicable to current students, changes are

Mandatory Optional

Effective Date*

III. Department Vote Information

Date faculty voted on proposal 4/5/2019

Result of vote 12/0/0

Manner of vote Face to face

IV. Unit Vote Information

Date faculty voted on proposal 5/10/19

Result of vote 5-0 in favor

Manner of vote Online

V. Graduate College Use Only

Program Alerts
(E.g. This program is no longer accepting applications)

Processing Notes

Acalog Processing Date

Initials

VI. Registrar Use Only

Processing Notes

**PS Processing
Date**

Initials