

GRADUATE CERTIFICATE:

NONPROFIT MANAGEMENT - ONLINE

PROGRAM DESCRIPTION

The nonprofit management certificate is an online program designed to give those interested an opportunity to further develop their skills in nonprofit administration, fundraising, personnel management, grant writing, team building and budgeting. The certificate requires the completion of 12 credits or four classes.

ADMISSION REQUIREMENTS

Admission to a Graduate Certificate program requires **all of the following:**

- 1) Successful completion of a bachelor's degree as verified by official transcripts.
- 2) Cumulative undergraduate GPA of 2.7 or higher (on a 4.0 scale)
- 3) Statement of Purpose

TUITION RATES

For the most up-to-date online course tuition information, please visit: www.usd.edu/cde/tuition-rates.cfm

GETTING STARTED

- 1) Visit <https://www.usd.edu/cde/certification-application> and select "Graduate Certificate Application." Download and complete the application and statement of purpose form.
- 2) Upload the completed application and select your method of payment.

Please note: It is also your responsibility to ensure that official transcripts are sent to:

The University of South Dakota
Attn: Graduate School
414 E. Clark Street
Vermillion, SD 57069

After your application has been processed, you will be contacted by an advisor who will guide you through the program by answering any questions, and setting up a plan of study that fits your needs.

3. Register for courses using the online form found at <https://www.usd.edu/cde/registration>.

NON-DEGREE PURSUANT STATUS

To experience the University of South Dakota as a non-degree pursuant student, the University offers graduate students the option of learning under a non-degree pursuant classification. Up to nine credit hours earned as a non-degree pursuant student may be applied to a graduate degree from USD at the discretion of the academic department.

Please note: Enrollment in a course does not guarantee acceptance into the program.

Enrolling as a non-degree pursuant student is easy. Simply complete the online registration form at <https://www.usd.edu/cde/registration> during the registration session open to the public.

FOR MORE INFORMATION

For more information, please visit <http://www.usd.edu/cde> or contact a higher education service site that is appropriate for you:

**Sioux Falls, Sioux City,
Vermillion area & Worldwide**
Division of Continuing Education
1-800-233-7937
605-677-6240
cde@usd.edu

Rapid City & Pierre area
University Center - Rapid City
Contact: Benjamin Krush
605-718-4112
UC-RC@usd.edu



UNIVERSITY OF
SOUTH DAKOTA

PROGRAM REQUIREMENTS

The Graduate Certificate in Nonprofit Management is a 12 credit hour program. Students will complete two required courses and a number of electives will be offered to complete the certificate program of study. The selection of elective courses will be identified by the student in collaboration with their advisor.

Required Courses (6 credit hours)

Course/No.	Course Title	Site	Rotation
EMPA/POLS 521	Nonprofit Sector (3 cr.)	Online	Every Fall
POLS 715	Nonprofit Administration (3 cr.)	Online	Every Spring

Elective Courses (Select two courses - 6 credit hours)

Course/No.	Course Title	Site	Rotation
POLS 522	Fundraising for Public and Nonprofit Organizations (3 cr.)	Online	Every Spring
EMPA/POLS 722	Budgetary and Fiscal Management (3 cr.)	Online	Every Summer
EMPA/POLS 723	Public Personnel Management (3 cr.)	Online	Every Summer
EMPA/POLS 724	Organization and Management (3 cr.)	Online	Every Spring
EMPA/POLS 769	Administrative Thought and Ethics (3 cr.)	Online	Every Spring, Summer
EMPA 704	Facilitation and Conflict Management (3 cr.)	Online	Every Spring
EMPA/MSAS 786	Professional Report (3 cr.)	Online	TBA

Graduate Certificate in Nonprofit Management Program Total: 12 credit hours

*If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172
E-mail: disabilityservices@usd.edu

This document is available in alternative forms upon request. For assistance, call Disability Services at USD at: 605-677-6839 or e-mail disabilityservices@usd.edu.
The University of South Dakota is an equal opportunity, affirmative action institution committed to increasing the diversity of its faculty, staff and students.



UNIVERSITY OF
SOUTH DAKOTA

Revised January, 2012