



TEXAS A&M UNIVERSITY

## The Bush School

of Government & Public Service

### **Graduate Certificate in Nonprofit Management (CNPM) Available Online**

The Certificate in Nonprofit Management develops leaders for the nonprofit sector, contributes to understanding nonprofit organizations and their role in society, and supports the practice of effective management.

#### **Overview**

- 12 Credit Hour Graduate Certificate Program
- Courses Offered Online or On Campus
- Fall and Spring Fifteen-Week Courses, Summer Ten-Week Courses
- Successful Completion Appears on Texas A&M Transcript
- Can Often Transfer Credits to a Degree-Seeking Master's Program
- 12 Hours Transferrable to a Bush School Master's Degree

#### **Course Formats**

Online courses offer a flexible and interactive format allowing students to log into their classes at a time that is convenient to them. The online format typically requires online discussion several times a week along with essays and other projects throughout the semester. Weekly deadlines are outlined in the course syllabus. All online courses fall under 700 section numbers.

On campus courses at College Station are offered during a traditional fifteen-week semester, typically meeting once a week for three hours. Note: On-campus courses often fill up quickly since priority goes to Bush School degree-seeking master's students.

#### **Curriculum**

To receive a graduate Certificate in Nonprofit Management (CNPM), the student must be admitted into the program prior to beginning course work for the certificate and complete 12 credit hours of CNPM courses with an overall GPA of 3.0 or higher.

Two core curriculum courses are required: **PSAA 643**: Foundations of the Nonprofit Sector and **PSAA 644**: Management and Leadership of Nonprofit Organizations. Students have the option of selecting an emphasis area (see below). Those who do not select an emphasis area may tailor their own certificate and choose two courses from a variety of options.

## ***Optional Emphasis Areas***

CNPM students have the option of choosing an area of emphasis. While selecting an emphasis area is not required, doing so may be beneficial since the emphasis area will be noted on the certificate upon successful completion of the CNPM program.

Students who choose an emphasis are required to take two of the emphasis-specific courses listed under the area they have chosen.

Students may obtain multiple emphasis areas by completing six additional hours of electives (2 courses) while maintaining a 3.0 GPA or better. Additional courses taken for multiple emphasis areas are not financial aid eligible.

### **Emphasis Options**

- Fundraising and Philanthropy
- Fiscal and Performance Management
- Leadership and Management
- Health and Human Service Policy
- International Nongovernmental Organizations

## ***Certificate Courses***

Please note that each course is not offered every semester, which may affect completion time for an optional emphasis. All electives listed are available for students to choose from if *not* pursuing an area of emphasis.

### **Core Courses** (*required*)

- PSAA 643: Foundations of the Nonprofit Sector
- PSAA 644: Management and Leadership of Nonprofit Organizations

### **Electives** (*Listed by Emphasis Areas*)

#### **Fundraising and Philanthropy**

- PSAA 631: Marketing for Nonprofit organizations
- PSAA 633: Philanthropy: Fundraising in Nonprofit Organizations
- PSAA 636: Grant and Project Management in the Public and Nonprofit Organizations

#### **Fiscal & Performance Management**

- PSAA 626: Contract Management (in-residence only)
- PSAA 632: Fiscal Management for Nonprofits
- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 648: Performance Management in the Public and Nonprofit Sectors

## **Leadership & Management**

- PSAA 602: Tools of Leadership in Public Service Organizations
- PSAA 626: Contract Management (in-residence only)
- PSAA 631: Marketing for Nonprofit Organizations
- PSAA 642: Ethics in Public Policy
- PSAA 648: Performance Management in the Public and Nonprofit Sectors
- PSAA 649: Volunteer and Human Resources in Nonprofit Organizations
- PSAA 650: Social Entrepreneurship and Innovation (in-residence only)
- PSAA 669: Legal Environment of Nonprofit Management
- PSAA 689: Nonprofit Advocacy in the Policy Process

## **Health and Human Service Policy (HHSP)**

- PSAA 616: Managing Workplace Diversity in Public and Nonprofit Organizations
- PSAA 626: Contract Management (in-residence only)
- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 635: Social Welfare and Health Policy
- PSAA 689: Nonprofit Advocacy in the Policy Process

## **International Nongovernmental Organizations (NGO)**

- PSAA 630: Program Evaluation in Public and Nonprofit Organizations
- PSAA 603: Nongovernmental Organization Management in International Settings

Contact an Enrollment Advisor for upcoming semester course offerings:  
[bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu) or 1-866-988-2874.

## ***Federal Financial Aid Opportunities***

Students admitted to the Bush School Certificate in Nonprofit Management program are eligible to receive federal financial aid for the two core/required courses and two elective courses. To be eligible for federal financial aid the student must be enrolled in at least two courses in the fall and spring semesters and at least one course in the summer semesters.

Students may take additional courses for their certificate (or for multiple emphasis areas). However, additional courses are not financial aid eligible.

## ***Application Instructions***

### **1. Submit Application**

**New students** complete the [Texas A&M GraduateCAS application](#) and complete all required fields: <https://texasam2024.liaisoncas.com/applicant-ux/#/login>

**Current Texas A&M University Students** (U4, U5 with 3.0 GPA or Graduate Classification) concurrently enrolled in a degree-seeking program while pursuing the certificate must complete the Certificate Program Internal Application. Do **NOT** complete the GraduateCAS application.  
Internal Application:  
[https://tamu.qualtrics.com/jfe/form/SV\\_9ZWB2J8iNAmWRGR](https://tamu.qualtrics.com/jfe/form/SV_9ZWB2J8iNAmWRGR).

### **2. Personal Statement (*all applicants*)**

Applicant must include a statement of approximately 500 words indicating personal interest in some area of nonprofit management and how s/he might use an enhanced knowledge of this subject. Applicant must also include any courses taken that dealt with nonprofit management.

Must be uploaded to the online GraduateCAS application in order to submit your application. If you need to update your statement after you have submitted your application, you can email it to the Office of Extended Education by the application deadline at [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

### **3. Resume (*all applicants*)**

Must be uploaded to the online GraduateCAS application in order to submit your application. If you need to update your resume after you have submitted your application, you can email it to the Office of Extended Education by the application deadline at [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

### **4. Transcripts (Unofficial Transcripts AND Official Transcripts)**

Unofficial Transcripts: Please upload unofficial transcripts to the online application. Transcripts uploaded to GraduateCAS will be considered unofficial transcripts. If your application is submitted without unofficial transcripts you will be asked to email them to [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu). **Applications will not be reviewed without unofficial transcripts.**

Official transcripts from all four-year colleges/universities attended for undergraduate course work must be sent directly from the issuing university to the Office of Graduate Admissions at Texas A&M University:

Graduate Admissions Processing  
Texas A&M University  
P.O. Box 40001  
College Station, TX 77842-4001

Official transcripts for graduate course work and/or from junior colleges are not needed.

Electronic transcripts can be processed much faster than paper transcripts. Texas A&M will accept transcripts sent electronically through Parchment, SPEEDE, eScrip-SAFE or National Clearing House to [admissions@tamu.edu](mailto:admissions@tamu.edu). **Transcripts from any other vendor will not be accepted.** Official transcripts should only be sent to Admissions, NOT the Bush School.

International transcripts that are not provided in English will be required to submit a certified translation transcript.

**All new students: You will not be able to register for classes until your official transcripts are received by the Office of Graduate Admissions at Texas A&M University.**

## 5. English Proficiency Test Scores

**International Applicants** are required to provide proof of English proficiency before materials can be reviewed. Acceptable forms of proof can be found at <https://admissions.tamu.edu/international/graduate>

**Questions?** Contact a Graduate Program Consultant today!

Email: [bushschoolonline@tamu.edu](mailto:bushschoolonline@tamu.edu)

Toll-Free Number: 1-866-988-2874 | Local Number: 1-979-862-7810

Website: <http://bush.tamu.edu/cnpm/>

*For more information about completion rates, career options, and other important topics, please visit our websites:*

[\*Certificate in Advanced International Affairs\*](#)

[\*Certificate in Homeland Security\*](#)

[\*Certificate in Nonprofit Management\*](#)

[\*Certificate in Public Management\*](#)

[\*Executive Master of Public Service and Administration\*](#)