

August 1999

**School of Public and Environmental Affairs
Indianapolis Campus
Certificate Program Checksheet**

AREA CERTIFICATE IN NONPROFIT MANAGEMENT

ELIGIBILITY AND APPLICATION PROCEDURE

1. Students enrolled in baccalaureate programs from nearly any department or school of Indiana University and other accredited colleges or universities who are in good academic standing are eligible.
2. SPEA students cannot get an area certificate in the same area as their concentration.
3. Students must declare their intent to earn this certificate prior to completing fifteen (9) semester hours creditable toward the certificate. Applications for admission may be obtained through the SPEA Student Services office, BS 3027.
4. Upon certification that the student has been awarded a baccalaureate degree and completion of all Certificate requirements, the student will be awarded the certificate.

GENERAL REQUIREMENTS

1. A minimum cumulative grade point average of 2.0.
2. A maximum of six (6) hours of appropriate credit from another institution may be applied toward this certificate.
3. Credit work for this certificate may be taken at any campus of the Indiana University system.

Courses must be selected from the following categories. Alternate courses may be substituted with the approval of the campus undergraduate program director. Courses listed with an asterisk are included in the American Humanics program. Completion of the American Humanics program at IUB or IUPUI qualifies a student for the IU Nonprofit Management Certificate.

Nonprofit Institutions (Minimum of 3 credit hours)

	Dept	Course	Title	Credit
	*SPEA-V	221	Nonprofit and Voluntary Sector	3.0
	*BUS-W	220	Introduction to the Nonprofit Corporation (Offered at Bloomington only)	3.0

Nonprofit Management (Minimum of 6 credit hours)

	Dept	Course	Title	Credit
Take the following course:				
	*SPEA-V	362	Nonprofit Management and Leadership	3.0
ONE of the following courses:				
	*SPEA-V	356	Intro to Nonprofit Financial Accounting & Reporting	3.0
	SPEA-V	401	Financial and Cost Benefit Analysis	3.0
	*SPEA-V	458	Fund Development for Nonprofit Organizations	3.0
	*BUS-A	200	Foundations in Accounting	3.0

Nonprofit Field (Minimum of 3 credit hours)

	Dept	Course	Title	Credit
ONE of the following courses:				
	SPEA-E	162	Environment and People	3.0
	SPEA-H	320	Health Systems Administration	3.0
	SPEA-H	316	Environmental Health	3.0
	POLS-Y	326	American Social Welfare Policy (Offered at Bloomington only)	3.0
	*PSY-B	310	Life Span Development	3.0
	*SOC-R	335	Sociological Perspectives on the Life Courses	3.0

Internship (Minimum of 3 credit hours)

	Dept	Course	Title	Credit
ONE of the following courses:				
	SPEA-V	380	Internship with Nonprofit Organization	3.0
	SPEA-V	388	American Humanics Internship	3.0

Revised February 24, 2004
(4/2/05)