The graduate credit certificate program in Nonprofit Administration is offered by the graduate program in Public Administration at Penn State Harrisburg. The certificate is designed for administrators and professionals in government and not-for-profit organizations who need to acquire additional knowledge and skills in the following areas:

- Management of nonprofit organizations and leadership
- In-depth understanding of nonprofit organizations' evolution, current operation, and future direction
- Understanding of finance, taxation, and competition that affect an organization's future
- Working in the nonprofit sector

**Effective Date:** Summer Session 2017  
**Expiration Date:** Summer Session 2022

### Admission Requirements

Applicants apply for admission to the program via the Graduate School application for admission (http://gradschool.psu.edu/prospective-students/how-to-apply). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions (http://gradschool.psu.edu/graduate-education-policies). International applicants may be required to satisfy an English proficiency requirement; see GCAC-305 Admission Requirements for International Students (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-305-admission-requirements-international-students) for more information.

1. Applicants must have a GPA of 3.0 in the last two years of undergraduate work.
2. Applicants must have at least two years of managerial or administrative experience in the nonprofit sector.

If a student who is already enrolled in a graduate degree program wishes to enroll in this graduate credit certificate program as well, he/she must do so by completing the online certificate application and paying the nonrefundable application fee.

Students who are already enrolled in the Public Administration degree program at Penn State Harrisburg must complete a “Notice of Intent” form as well in order to enroll in the certificate program. These students can choose elective courses for their M.P.A. degree program in accordance with the requirements of the certificate program in order to earn the certificate in Nonprofit Administration. Courses taken in the certificate program may be applied toward a graduate degree in Public Administration, subject to restrictions outlined in GCAC-309 Transfer Credit (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/transfer-credit).

### Certificate Requirements

Requirements listed here are in addition to requirements listed in Graduate Council policy GCAC-212 Postbaccalaureate Credit Certificate Programs (http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-212-postbaccalaureate-credit-certificate-programs).

The certificate program consists of four graduate courses (12 credits). All courses must be at the 500 level. Students are required to take three required courses and one elective course of their choice. All courses must be taken for a letter grade with at least a 3.0 average maintained; no grades below a C will be counted toward the certificate.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 517</td>
<td>Nonprofit Organizations: History and Evolution</td>
<td>3</td>
</tr>
<tr>
<td>PADM 518</td>
<td>Nonprofit Organizations: Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PADM 519</td>
<td>Nonprofit Organizations: Resource Development and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives

Students are required to take one elective 3-credit course. Students are free to choose any 3-credit course at the 500 level that is relevant to their interest. Following is the suggested list of courses from which students can choose.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 510</td>
<td>Organization Behavior</td>
</tr>
<tr>
<td>PADM 514</td>
<td>Public Organization and Managerial Consultation</td>
</tr>
<tr>
<td>PADM 516</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>PADM 522</td>
<td>Government Financial Management</td>
</tr>
<tr>
<td>PADM 523</td>
<td>Governmental and Nonprofit Accounting</td>
</tr>
<tr>
<td>PADM 550</td>
<td>Policy and Program Evaluation</td>
</tr>
</tbody>
</table>

**Total Credits:** 12

### Courses

Graduate courses carry numbers from 500 to 699 and 800 to 899. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students. Courses below the 400 level may not. A graduate student may register for or audit these courses in order to make up deficiencies or to fill in gaps in previous education but not to meet requirements for an advanced degree.

### Contact

**Campus:** Harrisburg

**Graduate Program Head:** Triparna B Vasavada  
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(717) 948-6369

**Program Website:** View (https://harrisburg.psu.edu/public-affairs/public-administration/certificate-program-non-profit-administration)