



**Cleveland State University**  
*engaged learning*

Maxine Goodman Levin College of Urban Affairs

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# **Master of Nonprofit Administration and Leadership Student Handbook**

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Welcome to the Master of Nonprofit Administration and Leadership (MNAL) Program. Our MNAL Program is committed to providing the theoretical foundation and essential management skills for leading nonprofit organizations.

The MNAL degree was developed to provide cross-sector management and leadership skills to mid-career professionals and graduate students entering the nonprofit sector. The current environment of nonprofits is rapidly professionalizing and requires more sophisticated knowledge of financial management, performance measurement, fundraising, leadership skills directed to collaborative management and public-nonprofit partnerships. Our faculty is nationally recognized for their research and publications in both nonprofit and public administration and management. Nonprofit management and leadership is a multi-disciplinary enterprise. The MNAL Program draws the faculty from many disciplines, including public administration, marketing, business, law, human resources, financial management, sociology, social work, urban affairs, and health sciences.

The MNAL Program is designed for professionals who are interested in moving into upper level managerial and leadership roles. Classes blend the successful application of theory to practical problems of effective leadership and administration. Thus, students gain insight into the role that professional leaders and managers play in governing communities with moral integrity and social responsibility. The MNAL degree enhances the professional standing of program graduates at every stage of their careers.

Students who will find value in the MNAL program are as follows:

- Recent college graduates and mid-career administrators
- Employees in nonprofit, private and public organizations
- Employees in regional authorities and special districts
- Managers in health and human service organizations or criminal justice agencies
- Leaders in volunteer organizations and community development initiatives
- Executives in nonprofit organizations

The MNAL degree provides the foundation for leadership and management of a variety of nonprofit organizations in a field that is rapidly professionalizing. Join the hundreds of alumni of the Levin College who serve as senior administrators of nonprofit and public organizations engaged in a myriad of services, including health care, community building, museum management, philanthropy, fundraising and others.

Again, welcome to the College's world-class MNAL Program.

Dr. Jennifer Alexander, Associate Professor & MNAL Program Director



Welcome to the Master of Nonprofit Administration and Leadership graduate program at the Maxine Goodman Levin College of Urban Affairs at Cleveland State University. Levin College is ranked among the top ten urban programs in the United States and is the only college of its kind in the state of Ohio. The college has been voted #2 in the nation by *U.S. News & World Reports* as one of America's best graduate schools for its "city management/urban policy" specialty.

Our graduate programs feature a nationally recognized faculty with outstanding reputations in teaching, research, and public service. Our students are a diverse and interesting group, representing greater Cleveland and northeast Ohio, as well as other parts of the United States and the world.

You will find that courses are scheduled to meet the needs of both full-time and part-time students, many of whom are also employed throughout the area. Our graduate programs offer a wide array of learning opportunities beyond the classroom, especially through graduate assistantships and internships where students gain practical experience, build professional networks, and enhance their opportunities for job placement and career advancement.

The Levin College offers courses in our state capital and in the nation's capital. Additionally graduate students have the opportunity to present their research not only in the classroom but also at professional and academic conferences, while working with faculty and staff in the research centers.

I welcome comments and interactions with students. Feel free to e-mail me at [e.hill@csuohio.edu](mailto:e.hill@csuohio.edu) or stop by my office (Room 335). I hope that you will have a valued learning experience while attending the Levin College of Urban Affairs.



Edward W. Hill  
Interim Dean and University Vice President for Economic Development

## THE MASTER OF NONPROFIT ADMINISTRATION AND LEADERSHIP

Nonprofit organizations are distinct from business and government in that they blend private structures with public purposes. Effective managers need an understanding of how nonprofits interact with public and private institutions.

The Master of Nonprofit Administration and Leadership (MNAL) is a two-year degree designed to prepare students with knowledge of core management functions and competencies such as fundraising, financial management, human resource management, philanthropy, proposal writing, program development, program evaluation and applied management.

Nonprofit management, administration, and leadership is a rapidly growing career field in high demand. This degree draws on the strengths of leading scholars and practitioners with expertise in human resources, volunteerism, philanthropy and the political character of nonprofits in civil society.

The MNAL is an interdisciplinary collaboration of the Levin College of Urban Affairs, the College of Business and the School of Social Work as well as other programs at Cleveland State University. This degree provides students with the tools to build management skills and knowledge of nonprofits in order to improve their employment opportunities, advance in their organization, or to make a career change.

### CAREER OPPORTUNITIES

The Northeast Ohio area has one of the highest concentrations of nonprofit organizations nationally, with more than 6,000 nonprofits in Cuyahoga County. In a 2005 Monthly Labor Review, the Bureau of Labor Statistics indicated that the nonprofit sector was the only source of employment growth in U.S. cities between 1995 and 2003, growing at a rate of 16% over this period. Studies by organizations such as the Annie E. Casey Foundation and Bridgespan, a nationally recognized nonprofit policy institute, project that the sector will experience a four-fold increase in the number of senior managers needed over the next two decades.

Careers in Nonprofit Administration and Leadership include:

- Public Policy
- Planning and Community Development
- Museums
- Health Care
- Education
- Arts
- Civic
- Social Service
- Environmental
- Professional Associations

### PROGRAM REQUIREMENTS

The MNAL program curriculum is interdisciplinary, drawing from the College of Urban Affairs, the College of Business Administration, and the School of Social Work. Students complete a total of 40-52 semester hours. A full time student can complete the program in two academic years. The nonprofit core consists of seven classes (27-28 credits). Students complete three elective courses (9-12 credits), including an optional internship. All students complete a required Nonprofit Capstone (NAL 656) prior to graduation.

Prerequisite Courses (2)	0-8	credit hours
Required Nonprofit Core (7)	27-28	credit hours
Elective Courses (3)	9-12	credit hours
Required Nonprofit Capstone	4	credit hours
<b>Total</b>	<b>40-52</b>	<b>credit hours</b>

**Prerequisite Courses (0-8 credit hours)**

Students must satisfy two prerequisite requirements, either through prior coursework or completion of 2 courses:

- NAL 601: Applied Quantitative Reasoning\* (or equivalent)
- NAL 603: Public Finance and Economics (or equivalent)

**Required Nonprofit Core Courses (26-27 credit hours)**

The core of the MNAL program is required of all students and consists of the following courses:

- NAL 510: Proposal Writing (4)
- NAL 550: Fundamentals of Nonprofit Administration and Leadership (4)
- NAL 602: Applied Quantitative Reasoning II (4) OR SWK 675: Program Evaluation (3)
- NAL 604: Organizational Behavior (4)
- NAL 630: Public Human Resource Management (4)
- NAL 651: Fundraising and External Relations for Nonprofit Organizations (4)
- NAL 652: Financial Administration and Control of Nonprofit Organizations (4)

\*Students whose GRE Quantitative score is lower than the 60<sup>th</sup> percentile must take an assessment test prior to enrolling in NAL 601. If necessary, NAL 504 must be completed prior to NAL 601.

**Elective Courses**

Students have 3 courses (9-12 credit hours) available for electives and should consult with the Graduate Academic Program Specialist or the MNAL Program Director to choose electives and plan their schedules. Electives are designed to enhance current skills or fill gaps in substantive areas. Students are encouraged to take advantage of special topics courses taught by Levin College faculty, and complete an internship if they are not an in-service professional. Paid and unpaid internships are arranged through the Levin College Office of Student Services.

**Required Nonprofit Capstone**

All students are required to complete NAL 656: Capstone in Nonprofit Management and Leadership prior to graduation. This course should be taken in the final semester of the program. Students integrate learning from the MNAL core curriculum with professional practices encountered in nonprofit organizations.

**ADMISSION REQUIREMENTS**

In addition to meeting Graduate College admission requirements, applicants to the MNAL program must submit the following materials to:

Office of Graduate Admissions  
Cleveland State University  
2121 Euclid Avenue, PH 227  
Cleveland, OH 44115-2214

- Completed application for Graduate Admission (online at <http://www.csuohio.edu/gradcollege/admissions/apply.html>)
- Official transcripts from all colleges attended; undergraduate GPA of 3.0 or equivalent is required
- Two letters of recommendation
- Official Graduate Record Examination (GRE) General Test scores, with combined GRE Verbal and Quantitative scores at the 40th percentile or above and an Analytical Writing score of at least 4.0. *Students with a graduate degree from an accredited college or university may be exempted from this requirement.*

**Language Requirement for International Students**

- International applicants whose native language is other than English, and who received their undergraduate and/or graduate degree(s) outside of the United States, must submit proof of English language proficiency. Applicants may do so by submitting Test of English as a Foreign Language (TOEFL) scores or by another of the methods listed in the CSU Graduate Catalog (<http://graduatestudies.csuohio.edu/catalog/?View=entry&EntryID=316>).

## ACADEMIC STANDARDS AND REGULATIONS

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Please see the rules listed below. Students will be reviewed by the Graduate Program Committee and may be put on academic probation or be academically dismissed if they earn:

- One grade of F, **OR**
- Two grades of less than B, **OR**
- Two grades of NS **even if their overall GPA is 3.00.**

If it is determined that the student may continue in the graduate program, the Committee will indicate to the student, in writing, the conditions under which continuation is possible. If the Committee determines that dismissal is in order, this recommendation is made to the Graduate Dean for review and final determination.

Mandatory dismissal *by the Graduate College* occurs if a student (in 400-800 level courses):

- Receives a second grade of F, **OR**
- Accumulates a total of nine credit hours of less than B grades **and** has a cumulative grade point average below 3.00

These rules apply to *all* graduate coursework, including prerequisites, core courses, electives, and capstone.

*Please be aware that it is your responsibility to read and understand the current academic regulations set by the College of Graduate Studies, which are printed in the CSU Graduate Catalog, available online at <http://www.csuohio.edu/gradcollege/catalog/>.*

## ACADEMIC STANDARDS FOR GRADUATION

In order to be eligible for graduation, a student must meet all of the following conditions:

- Complete a minimum of 39 credit hours including all curriculum requirements
- Achieve a 3.00 cumulative grade point average for all courses taken as a graduate student

## GRADUATION PROCEDURES

Graduation Information can be found at:

<http://graduatestudies.csuohio.edu/catalog/?View=entry&EntryID=357>

Graduation application deadlines can be found at:

<http://www.csuohio.edu/enrollmentservices/registrar/graduation.html>

## REGISTRATION

**Registrar's Office** website: <http://www.csuohio.edu/enrollmentservices/registrar/>

**The following courses require departmental permission before registration: NAL 504, NAL 601, PAD 690, PAD 696, PAD 697, NAL 656, and PAD 698. Please contact the Graduate Academic Program Specialist to obtain permission: <http://urban.csuohio.edu/students/advising.html>.**

## **Add/Late Add**

Degree-seeking students may add classes online via [CampusNet](#) through the first week of the term. All subsequent adding must be done with the appropriate late add form and must have confirmation of payment from the Office of Treasury Services. Please follow all directions and deadlines stated on the appropriate late add form, which is available online at <http://www.csuohio.edu/gradcollege/students/forms/index.html>.

### **Non-Degree Student Registration**

Non-Degree seeking students may not self-register through CampusNet, and must contact the Levin College Graduate Academic Program Specialist in order to enroll.

### **Drop/Withdrawal**

Dropping/Withdrawing from classes can be done through [CampusNet](#) through the last day to drop a class to be graded "W" for the term. **Non-attendance does NOT constitute an official withdrawal from classes.** Questions regarding the refund schedule may be directed to the Office of Treasury Services at (216) 687-3615.

Current semester add/drop deadlines are available online at <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>.

Students who wish to withdraw from a course after the deadline must submit a petition to the College of Graduate Studies. *Petition approval is not guaranteed.* Petition forms are available on the College of Graduate Studies website, at <http://www.csuohio.edu/gradcollege/students/pdf/petitionform.pdf>.

**For a refund calendar schedule refer to <http://www.csuohio.edu/offices/treasuryservices/refunds/>**

*Note: The official date of withdrawal (the date the course drop form is received by the Registrar's Office) will be the basis for computing the refund. Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.*

Courses are refunded at 100% if canceled by the University.

### **TUITION AND FEE PAYMENT**

**See the following CSU website for the most current information:**

Office of Treasury Services: <http://www.csuohio.edu/offices/treasuryservices/>

The Office of Treasury Services is responsible for billing and collecting student fees.

- Tuition and fee schedules: <http://www.csuohio.edu/offices/treasuryservices/tuition/>

*Note: Students registering for classes that begin after the first week of the semester may register during the registration period or may have the opportunity to register at the first class meeting. Students should be prepared to pay for these classes at the beginning of the semester or prior to the first class meeting.*

### **FINANCIAL AID**

Students seeking information on financial aid opportunities and processes are encouraged to call or visit Campus 411 at: <http://www.csuohio.edu/enrollmentservices/financialaid/>

### **OFFICE OF STUDENT SERVICES**

The Office of Student Services (OSS) facilitates the Levin College of Urban Affairs' efforts to attract, retain, graduate, and place students. The OSS is a unique unit dedicated to meeting the diverse needs of students from the time they express interest in urban studies education until they become alumni. Staff members have a wide range of responsibilities including recruitment, registration, and academic advising. Internships, graduate assistantships and scholarship awards are also coordinated through this office. A variety of career development services are available to current students and alumni including resume review, career counseling, and career forums.

### **Scholarships**

In addition to the financial aid services offered by CSU's Financial Aid Office (see page 10), the Maxine Goodman Levin College of Urban Affairs provides various forms of financial support. This information may be found on the website at: <http://urban.csuohio.edu/students/financing.html>.

**Graduate Assistantships**

Graduate Assistantships are opportunities for graduate students to gain experience in their field. For more information regarding graduate assistantships and internships through the Levin College of Urban Affairs, please see the website: <http://urban.csuohio.edu/students/financing.html>

**Advising**

Students are encouraged to schedule an appointment with the Graduate Academic Program Specialist for additional information about course selections and progress toward degree completion.

Advising website: <http://urban.csuohio.edu/students/advising.html>

**Career Services and Internships**

Cleveland State University and the Levin College of Urban Affairs are committed to assisting students with their job search and career opportunities upon graduation. Career Services offers a host of on-line and in-person resources for students including on-line job postings, résumé review and interview skills, career counseling and forums and workshops geared toward career development. Programs and services are free and are designed to help students succeed in career decision-making and planning.

Career Services website: <http://urban.csuohio.edu/students/career/>

**TEXTBOOKS**

CSU Bookstore website: <http://www.csuohiobookstore.com/>

Required texts for CSU courses can be purchased at the CSU Bookstore or reserved or purchased online.

**EMAIL AND TECHNOLOGY SERVICES**

Email is one of the most important means of communication among students, faculty and administrative offices in the Levin College and throughout Cleveland State University. Students are strongly encouraged to check their University email accounts regularly or forward to personal address via CampusNet: <https://campusnet.csuohio.edu/stage.htm>

**Levin College System**

Students enrolled in the Levin College of Urban Affairs are provided with secure storage space for their files as well as shared file storage for group or class projects. This storage is backed-up on a regular basis. New students can activate their access to the College of Urban Affairs Computer System (CUACS) by completing an application form available at [http://urban.csuohio.edu/tech/tutorials/cuacs\\_account\\_application.pdf](http://urban.csuohio.edu/tech/tutorials/cuacs_account_application.pdf). Questions regarding accounts can be directed to Bob Martel, [r.martel@csuohio.edu](mailto:r.martel@csuohio.edu). Additional information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

**CampusNet System**

<https://campusnet.csuohio.edu/index.jsp>

On CampusNet students can:

- Add and drop classes
- Forward campus email
- Manage accounts and pay account balances
- Purchase parking hangtags and register vehicles
- Request transcripts
- View and print schedules
- View grades and unofficial transcripts
- Receive online software training
- Order textbooks

**UNIVERSITY LIBRARY**

Michael Schwartz Library website: <http://library.csuohio.edu/>

Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the library website.

**PARKING SERVICES**

Student parking information website: <http://www.csuohio.edu/services/parking/students/>

**LEVIN COLLEGE OF URBAN AFFAIRS FACULTY SPECIALIZATIONS****Urban Planning**

Dr. Sung-Gheel. Jang  
 Dr. Mittie Davis Jones  
 Dr. Sanda Kaufman  
 Dr. W. Dennis Keating  
 Dr. Wendy A. Kellogg  
 Prof. Norman Krumholz  
 Dr. Sugie Lee  
 Dr. Stephanie Ryberg  
 Dr. Robert A. Simons  
 Prof. Alan Weinstein (College of Law)

**Housing/Neighborhood Development**

Dr. Mittie Davis Jones  
 Dr. W. Dennis Keating  
 Prof. Norman Krumholz  
 Dr. Sugie Lee  
 Dr. Brian A. Mikelbank  
 Dr. Stephanie Ryberg  
 Dr. Robert A. Simons  
 Mr. Philip Star

**Historic Preservation/Sacred Landmarks**

Dr. Virginia O. Benson  
 Dr. Richard Klein (Lecturer)  
 Dr. Stephanie Ryberg  
 Dr. Michael Tevesz (Emeritus)

**Economic Development**

Dr. William Bowen  
 Dr. Joel A. Elvery  
 Dr. Edward (Ned) W. Hill  
 Dr. Haifeng Qian  
 Dr. Robert A. Simons

**Organizational Leadership**

Dr. Jennifer Alexander  
 Dr. Sanda Kaufman  
 Dr. Lawrence F. Keller (Emeritus)  
 Dr. Nancy Meyer-Emerick  
 Prof. Sylvester Murray (Emeritus)  
 Dr. Vera Vogelsang-Coombs  
 Dr. Nicholas Zingale

**Public Administration**

Dr. Jennifer Alexander  
 Dr. William M. Bowen  
 Dr. Jeffrey L. Brudney  
 Dr. Benjamin Y. Clark  
 Dr. Ronnie Dunn  
 Dr. Lawrence F. Keller (Emeritus)  
 Prof. Sylvester Murray (Emeritus)  
 Dr. Nancy Meyer-Emerick  
 Dr. Christine Ledvinka Rush  
 Dr. Michael W. Spicer  
 Dr. Camilla Stivers (Emeritus)  
 Dr. Vera Vogelsang-Coombs  
 Dr. Nicholas Zingale

**Nonprofit Management**

Dr. Jennifer Alexander  
 Dr. Jeffrey L. Brudney  
 Dr. Stuart Mendel (Director, Urban Center)  
 Dr. Camilla Stivers (Emeritus)  
 Dr. Nicholas Zingale

**Public and Environmental Safety**

Dr. Ronnie Dunn  
 Dr. Roberta Steinbacher  
 Dr. Nancy Meyer-Emerick

**Law and Public Policy**

Dr. Mittie Davis Jones  
 Dr. W. Dennis Keating  
 Dr. Brian A. Mikelbank  
 Dr. Haifeng Qian  
 Dr. Heidi Gorovitz Robertson (College of Law)  
 Dr. Christine Ledvinka Rush  
 Prof. Alan Weinstein (College of Law)

**Public Management**

Dr. Jennifer Alexander  
 Dr. Benjamin Y. Clark  
 Dr. Ronnie Dunn  
 Dr. Sanda Kaufman  
 Dr. Nancy Meyer-Emerick  
 Prof. Sylvester Murray (Emeritus)  
 Dr. Christine Ledvinka Rush  
 Dr. Michael W. Spicer  
 Dr. Vera Vogelsang-Coombs  
 Dr. Nicholas Zingale

**Urban Policy Analysis**

Dr. William M. Bowen  
 Dr. Ronnie Dunn  
 Dr. Mittie Davis Jones  
 Dr. Edward (Ned) W. Hill  
 Dr. Sanda Kaufman  
 Prof. Norman Krumholz  
 Dr. Haifeng Qian  
 Dr. Roberta Steinbacher

**Geographic Information Systems (GIS)**

Dr. Sung-Gheel. Jang  
 Dr. Sugie Lee  
 Dr. Brian A. Mikelbank  
 Mr. James Wyles

**Environmental and Sustainability Studies**

Dr. William M. Bowen  
 Dr. Benjamin Y. Clark  
 Dr. Miron Kaufman  
 Dr. Sanda Kaufman  
 Dr. Wendy A. Kellogg  
 Dr. Nancy Meyer-Emerick  
 Dr. Heidi Gorovitz Robertson (College of Law)  
 Dr. Robert A. Simons  
 Dr. Nicholas Zingale

**Research Methods**

Dr. William M. Bowen  
 Dr. Sanda Kaufman  
 Dr. Joel A. Elvery  
 Dr. Sugie Lee  
 Dr. Brian A. Mikelbank

**Real Estate**

Dr. Robert A. Simons

**RESOURCES:**

**Maxine Goodman Levin College of Urban Affairs Homepage:** <http://www.urban.csuohio.edu>

**Frequently Called Levin College Numbers**

MNAL Program Director: Dr. Jennifer Alexander	(216) 687-5011
Graduate Advising: Joan Demko	(216) 523-7522
Graduate Assistantships: Rachel Singer	(216) 687-2138
Office of Student Services	(216) 687-3884
Scholarships: Suzanne Pokorny	(216) 687-5263
Career Services and Internships: Linda Pfaff	(216) 687-3845
Dean's Office	(216) 687-2135
Cleveland Marshall College of Law	(216) 687-2344

**Cleveland State University Homepage:** <http://www.csuohio.edu>

**Cleveland State University Phone Numbers and Websites**

Admissions, Graduate	(216) 687-9371	<a href="http://www.csuohio.edu/gradcollege/admissions/apply.html">http://www.csuohio.edu/gradcollege/admissions/apply.html</a>
Affirmative Action Office	(216) 687-2223	<a href="http://www.csuohio.edu/offices/affirmativeaction/index.html">http://www.csuohio.edu/offices/affirmativeaction/index.html</a>
Athletics Dept. and Intramurals	(216) 687-4848	<a href="http://csuvikings.com/">http://csuvikings.com/</a>
Black Studies Program	(216) 687-3655	<a href="http://www.csuohio.edu/class/blackstudies/">http://www.csuohio.edu/class/blackstudies/</a>
Bookstore	(800) 325-2128	<a href="http://www.csuohiobookstore.com/">http://www.csuohiobookstore.com/</a>
Campus 411	(216) 687-5411	<a href="http://www.csuohio.edu/enrollmentservices/registrar/">http://www.csuohio.edu/enrollmentservices/registrar/</a>
Career Services Center	(216) 687-2233	<a href="http://www.csuohio.edu/career">http://www.csuohio.edu/career</a>
Commuter Student Services	(216) 687-3673	<a href="http://www.csuohio.edu/services/reslife/offcampus/">http://www.csuohio.edu/services/reslife/offcampus/</a>
Counseling/Testing Center	(216) 687-2277	<a href="http://www.csuohio.edu/offices/counselingtesting/">http://www.csuohio.edu/offices/counselingtesting/</a>
Continuing Education	(216) 687-2144	<a href="http://www.csuohio.edu/ce">http://www.csuohio.edu/ce</a>
Disability Services	(216) 687-2015	<a href="http://www.csuohio.edu/offices/disability/">http://www.csuohio.edu/offices/disability/</a>
Financial Aid	(216) 687-5411	<a href="http://www.csuohio.edu/enrollmentservices/financialaid/">http://www.csuohio.edu/enrollmentservices/financialaid/</a>
Graduation Services	(216) 687-5411	
Housing (On-Campus)	(216) 687-5196	<a href="http://www.csuohio.edu/services/reslife/index.html">http://www.csuohio.edu/services/reslife/index.html</a>
ID Center (Viking Card Office)	(216) 875-9888	<a href="http://www.csuohio.edu/services/vcard/">http://www.csuohio.edu/services/vcard/</a>
International Student Services	(216) 687-3910	<a href="http://www.csuohio.edu/offices/international/">http://www.csuohio.edu/offices/international/</a>
Library Services	(216) 687-2486	<a href="http://www.ulib.csuohio.edu/">http://www.ulib.csuohio.edu/</a>
Parking Operations	(216) 687-2023	<a href="http://www.csuohio.edu/services/parking/">http://www.csuohio.edu/services/parking/</a>
Police Department & Safety Escorts	(216) 687-2020	<a href="http://www.csuohio.edu/offices/police/">http://www.csuohio.edu/offices/police/</a>
Student Government Association	(216) 687-2262	<a href="http://www.csuohio.edu/studentlife/studentorgs/sga.html">http://www.csuohio.edu/studentlife/studentorgs/sga.html</a>
Student Life	(216) 687-2048	<a href="http://www.csuohio.edu/studentlife/">http://www.csuohio.edu/studentlife/</a>
Treasury Services, Office of	(216) 687-5411	<a href="http://www.csuohio.edu/offices/treasuryservices/">http://www.csuohio.edu/offices/treasuryservices/</a>
Tutorial Services	(216) 687-2012	<a href="http://www.csuohio.edu/academic/advising/tutoring/">http://www.csuohio.edu/academic/advising/tutoring/</a>
Women's Comprehensive Program	(216) 687-4674	<a href="http://www.csuohio.edu/class/wcp">http://www.csuohio.edu/class/wcp</a>

**MASTER OF NONPROFIT ADMINISTRATION AND LEADERSHIP  
CURRICULUM PLAN**

NAME \_\_\_\_\_ CSU ID# \_\_\_\_\_ ADMIT TERM \_\_\_\_\_

**NOTE: STUDENTS MUST COMPLETE 40-52 REQUIRED CREDIT HOURS, CONSISTING OF PREREQUISITES, CORE COURSES, ELECTIVES, AND A CAPSTONE.**

**PREREQUISITES (8 credit hours)**

	<b>Term Taken</b>	<b>Grade</b>
NAL 601: Applied Quantitative Reasoning I ( <i>or equivalent</i> )	(4) _____	_____
NAL 603: Public Finance and Economics ( <i>or equivalent</i> )	(4) _____	_____

**CORE COURSES (27-28 credit hours)**

NAL 510: Proposal Writing	(4) _____	_____
NAL 550: Fundamentals of Nonprofit Administration and Leadership	(4) _____	_____
NAL 602: Applied Quantitative Reasoning II (4)	(4) _____	_____
<b>OR</b> SWK 675: Program Evaluation (3)	( ) _____	_____
NAL 604: Organizational Behavior	(4) _____	_____
NAL 630: Public Human Resources Management	(4) _____	_____
NAL 651: Fundraising and External Relations for Nonprofit Organizations	(4) _____	_____
NAL 652: Financial Administration and Control of Nonprofit Organizations	(4) _____	_____

**ELECTIVES (3 courses – 9-12 credit hours)**

(Non-exhaustive list – ask advisor for additional suggestions)

NAL 504: Fundamentals of Applied Reasoning	(4) _____	_____
UST 572: Negotiation and Conflict Management	(4) _____	_____
PAD 634: Ethics in the Public Sector	(4) _____	_____
COM 542: Communication and Technology	(4) _____	_____
SWK 673: Community Organization and Planning	(3) _____	_____
LAW 722: The Law of Nonprofit Corporations	(3) _____	_____
MKT 501: Marketing Theory and Practice	(3) _____	_____
MKT 601: Marketing Management	(3) _____	_____
NAL 693: Special Topics: _____	(4) _____	_____
PAD 594: Levin Chair Seminar	(4) _____	_____
_____	( ) _____	_____
_____	( ) _____	_____
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Application for Graduation submitted (semester prior to anticipated completion term)

**REQUIRED NONPROFIT CAPSTONE (4 credit hours)**

NAL 656: Capstone in Nonprofit Management and Leadership	(4) _____	_____
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Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date \_\_\_\_\_

**Comments:**