



Master of Nonprofit Administration and Leadership Student Handbook

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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 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 39-51 semester hours. A full time student can complete the program in two academic years. The nonprofit core consists of seven classes (26-27 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)	26-27	credit hours
Elective Courses (3)	9-12	credit hours
Required Nonprofit Capstone	4	credit hours
Total	39-51	credit hours

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

*Students whose GRE Quantitative score is lower than the 60th percentile must take an assessment test prior to enrolling in NAL 601. If necessary, NAL 501 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 Advisor 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

Non-native English speakers must demonstrate English language proficiency in one of the following ways:

- Minimum score of 525 on the paper-based TOEFL
- Minimum score of 197 on the computer-based TOEFL
- Minimum score of 17 in reading, speaking and listening, 14 in writing on the internet-based TOEFL
- Minimum score of 77 on the Michigan Test
- Successful completion of the English as a Second Language Program Level 112 of the ESL Language Centers
- Bachelor's degree or higher from an accredited U.S. institution.

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 Application**

All graduating students are required to complete an application for graduation. Graduation applications are available in the Office of Student Services, UR 205, or from Campus411 (UC 162). Completed applications may be submitted in person to Campus411, or by mail to Cleveland State University, Office of the University Registrar, UC 400, 2121 Euclid Avenue, Cleveland, OH 44115-2214.

Please note: Students must have degree-seeking status in order to file a graduation application.

Graduation Application Deadlines

If you are finishing	The deadline is
Fall Semester	April 14
Spring Semester	September 9
Summer Semester	February 1

Filing Fee

The graduation application fee is \$25.00 and must accompany the completed form. Please make checks or money orders payable to CSU. When submitting the graduation application in person to Campus411, you must pay the fee at the Office of Treasury Services, UC 460, and submit a copy of your receipt with the completed application. The graduation fee does not cover rental or purchase of academic regalia.

Approval Process

Your graduation application will be routed to your graduate program advisor to determine if you will meet program requirements. It will then be routed to the College of Graduate Studies for approval. Please allow ten to twelve weeks for this process to take place. You will receive a copy of your application with comments and approvals. Please check this copy carefully for accuracy.

Release of Diplomas

When you have completed all degree requirements, your graduate advisor will prepare a “Notice of Completion” form to be signed by the graduate program director. The completed and signed form is submitted to the Graduation Office. Diplomas are released approximately one month after graduation, but not until a “Notice of Completion” has been submitted by the department and all “I” and “T” grades are removed.

Diplomas are mailed to the address listed in CampusNet. Please make sure this address is current.

Commencement

The University holds two Commencement ceremonies during the year, in May and December. Students completing degrees in Spring are eligible to attend the May Commencement, while Fall graduates attend the December Commencement. Summer graduates may choose to participate in May or December. Details about Commencement will be mailed to students who have applied for graduation and will also be posted on the University’s web site. Please note that your graduation date will be the end of the term in which you complete requirements, regardless of when you participated in Commencement.

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 & Internships

Internships and 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 contact Rachel Singer.

Phone: 216.687.2388
 E-mail: r.g.singer88@csuohio.edu
 Location: Urban Building, Room 134

Advising

Students are encouraged to schedule an appointment with the graduate advisor for additional information about course selections and progress toward degree completion. Joan Demko is the Graduate Advisor for the Levin College of Urban Affairs.

Phone: 216.523.7552
 E-mail: j.h.demko@csuohio.edu
 Location: Urban Building, Room 211

Career Services

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. Linda Pfaff is the College's Career Services representative. For more information students can log on to: <http://www.csuohio.edu/offices/career/>.

Phone: 216.687.2233
 E-mail: l.pfaff@csuohio.edu
 Location: Urban Building, Room 209

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.

CSU Campus System

Every student is supplied with an email address that is used by faculty and administrative offices for sending CSU-specific e-mail. Students can have their CSU e-mail forwarded to another e-mail address (such as hotmail, AOL, or yahoo) by accessing the "email" link within CampusNet (<https://campusnet.csuohio.edu/index.jsp>). Information on e-mail options, instructions, features, and training is available through the CSU Information Services & Technology website (<http://www.csuohio.edu/offices/ist/studentcomputing/email.html>). Information on CSU technology services including internet access, laptop loaner programs, and wireless service, please go to <http://www.csuohio.edu/offices/ist/>

Levin College System

Students enrolled in the Levin College of Urban Affairs may be added to the system as users to access file storage and shared file systems. New students can activate their accounts completing the [CUACS Application Form](#). Questions regarding accounts can be directed to Bob Martel, r.martel@csuohio.edu. Additional information regarding college technology can be found at <http://urban.csuohio.edu/tech/>.

CAMPUSNET ONLINE STUDENT SERVICES AND YOUR CSU ID NUMBER

CSU ID Number

Your admission materials will contain a unique 7-digit CSU ID number, which will appear on most paperwork from the University. Additionally, when seeking assistance from administrative offices around campus, you may be asked to provide your ID number. If you do not know your number or have misplaced it, you must come to the University Registrar's Office (University Center (UC) 400) with a picture ID so that the number can be given to you. This information will not be given out over the phone.

CampusNet System

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

On CampusNet students can:

- Add and drop classes
- Forward campus email
- Manage 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

CampusNet Password

You should have received a letter notifying you of your CampusNet password. This is the password that allows you to log into CampusNet. You can view personal information, grades, and unofficial transcripts, as well as add and drop classes from your schedule. If you do not know this password, call 216.687.5050 for assistance.

CHANGE OF NAME/CHANGE OF ADDRESS

All students are responsible for keeping their University records as current as possible while enrolled at CSU. Address changes can be made online through [CampusNet](#). Students should notify CSU of a name change by completing a Change of Information form. Completed forms can be submitted to Campus411 in UC 162. A downloadable form can be found at: <http://www.csuohio.edu/registrar/forms/changeInfo.pdf>.

CSU ID CARD**VikingCard Office**

Phone: 216.875.9888
 E-mail: vcardoffice@csuohio.edu
 Location: Main Classroom, Room 112

The VikingCard is the official campus identification card for Cleveland State University students, faculty and staff. The card is the means to building and lab access, testing centers, sporting events, library privileges, meal plans, and other University activities. The University supplies the first VikingCard free to all students, faculty and staff. Replacement cards cost \$15 each.

For more information on VikingCard policies and on-line forms visit: <http://www.csuohio.edu/services/vcard/>

CAMPUS411: CSU STUDENT SERVICES**Campus411**

Phone: 216.687.5411
 E-mail: campus411@csuohio.edu
 Location: Main Classroom (MC) 116

Campus411 is the place to go for information and assistance with registration, academic records, student billing, and financial aid. The “one stop” approach provides a central place where the CSU community is effectively and efficiently served. Campus411 will listen to your concerns and work with you to resolve them as they support your educational goals.

Campus411 Services

Campus411 customizes services to ensure your needs are met. Whether you have a quick question, need help registering, or want assistance with a complex concern, *Think Campus411*.

The Concierge Service welcomes you to Campus411 and determines your service needs. Professionals who know how to help will serve you promptly. Concierge Service provides:

- Answers to quick questions
- General information about the University
- Maps and directions to help you navigate our campus
- A convenient location to pick up or drop off forms

The Express Service is designed to help you with basic student services. Professionals listen carefully and extend guidance when you need a helping hand. Express Service provides:

- Help logging onto and navigating CampusNet
- Guidance in filing for and completing financial aid documentation such as the FAFSA, entrance/exit counseling, and the Master Promissory Note Online
- General information about registration and financial aid along with explaining your student bill
- Help printing your class schedule

When your concerns are complex, the Extended Service professionals provide assistance. Student Service Specialists are cross-trained to help you with registration, academic records, student billing, and financial aid. Specialists work with you to understand your concern, explore your options, and resolve your concerns. Extended Service provides:

- Explanation of Academic Regulations and Procedures
- Help with Deregistration and Reinstatement of Classes
- Information about Financial Aid Verification and Standards of Academic Progress (SAP)
- Help filing Petitions
- Explanation of your student account (billing/payment)

REGISTRATION

Registrar's Office

Phone: 216.687.3700

Email: registrar@csuohio.edu

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>.

Error Messages/Account Holds

You may receive a message as you begin your registration session that indicates a hold on your registration privileges. If so, you must contact the office indicated and complete the instructions given. As you proceed through your session, you may receive a message about your selection (if a class is closed for example). You will not be able to register for that class through the web. Proceed with the remainder of your course requests. Required permission will have to be requested in person from the academic department and materials submitted to your college or the University Registrar's Office in order to complete registration for the closed class.

Non-Degree Student Registration

Non-Degree seeking students may not self-register through CampusNet, and must contact the Levin College Graduate Advisor 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**Office of Treasury Services***(formerly the Bursar's Office)*

Phone: 216.687.3615

E-mail: Bursars.Office@csuohio.edu

Location: Main Classroom (MC) 115

The Office of Treasury Services is responsible for billing and collecting student fees. Information on tuition and fees, payment plan options, and payment methods can be found at:

<http://www.csuohio.edu/offices/treasuryservices/pay/plans/>.

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**Office of Financial Aid**

Phone: 216.687.3764

E-mail: fao@csuohio.edu

Location: Keith Building (KB) 1300

CSU provides quality education at a moderate cost. Through various financial aid programs, CSU seeks to meet the direct educational expenses (tuition, books, and transportation) of students who have financial need. The major programs of assistance are:

- University scholarships and grants
- Federal Aid programs
- State-supported programs
- Sponsored scholarships
-

Students seeking information on financial aid opportunities and processes are encouraged to call or visit Campus411 at: <http://www.csuohio.edu/enrollmentservices/financialaid/>.

Financial Aid Application Procedure

To be considered for financial aid, including student loans, students should complete the Free Application for Federal Student Aid (FAFSA) and should list CSU as the institution to receive the results of their FAFSA. Students are encouraged to file all appropriate paperwork as soon as possible to ensure timely awarding of financial aid.

The CSU Federal School Code number is 003032. Students can file online at: <http://www.fafsa.ed.gov/>

TEXTBOOKS

CSU Bookstore

Phone: 216.687.2128

Website: www.csuohiobookstore.com

Location: 2400 Euclid Avenue

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

CLASS CANCELLATIONS DUE TO WEATHER

CSU closings can be found on the CSU website: www.csuohio.edu. Off-campus classes are cancelled if the host site is closed. Students may also call the CSU telephone operator for information during bad weather at 216.687.2000 or 1.888.CSUOHIO, ext. 2000.

PARKING SERVICES

Parking information can be found at: <http://www.csuohio.edu/services/parking/>.

Parking hangtags can be purchased online through CampusNet, or in person at the Parking Operations office on campus (Room 128, Chester Building Annex).

Vehicle registration can be done through [CampusNet](#) or in person.

To purchase a parking pass in person, you will need the following:

- Completed Registration Form
- Photo ID (VikingCard, Drivers License or Military ID)
- Course Schedule with CSU ID # included
- Vehicle Plate Number

UNIVERSITY LIBRARY

Phone: 216.687.6953

Location: Rhodes Tower, Floors 1-5

The University Library supports Cleveland State's instructional and research programs through resources and services made available to students and faculty both in-house and over the Internet. The Library provides more than 125 public computers connected to the Internet for access to online resources to conduct research. Information regarding library holdings is available online through SCHOLAR.

The Electronic Course Reserve provides the full text of selected reserve materials online both from inside the Library or remotely from any computer with Internet access. Other Library resources include the Find Articles search, the University Archives, the Virtual Reference Desk and the Center for Research Libraries (CRL) for faculty and staff.

The University's in-house collections are complemented by retrieval and delivery services made possible through resource sharing networks, traditional interlibrary loan, document delivery and OhioLINK. A statewide academic network reporting to the Ohio Board of Regents, OhioLINK provides the Cleveland State community with access to 31 million library items statewide.

Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the web at <http://www.ulib.csuohio.edu/>

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

Dr. S. Jang
 Dr. M. Jones
 Dr. S. Kaufman
 Dr. D. Keating
 Dr. W. Kellogg
 Prof. N. Krumholz
 Dr. S. Lee
 Dr. R. Simons (Real Estate)
 Prof. A. Weinstein (Law)

Housing/Neighborhood Development

Dr. T. Bier
 Dr. M. Jones
 Dr. D. Keating
 Prof. N. Krumholz
 Dr. R. Simons
 Mr. P. Star

Historic Preservation/Sacred Landmarks

Dr. V. Benson
 Dr. M. Tevesz
 Dr. M. Wells

Economic Development

Dr. W. Bowen
 Dr. J. Elvery
 Dr. N. Hill
 Dr. L. Ledebur
 Dr. M. Rosentraub
 Dr. R. Simons

Organizational Leadership

Dr. S. Kaufman
 Dr. L. Keller
 Dr. N. Meyer-Emerick
 Dr. V. Vogelsang-Coombs

Health Care Administration

Dr. C. Stivers
 Dr. G. Weiner

Public Administration

Dr. J. Alexander
 Dr. J. Brudney
 Dr. L. Keller
 Dr. N. Meyer-Emerick
 Prof. S. Murray
 Dr. J. Sowa
 Dr. M. Spicer
 Dr. C. Stivers
 Dr. V. Vogelsang-Coombs

Non-Profit Management

Dr. J. Alexander
 Dr. J. Brudney
 Dr. S. Mendel
 Dr. M. Rosentraub
 Dr. J. Sowa
 Dr. C. Stivers

Law and Public Policy

Dr. M. Jones (Public Policy)
 Dr. H. Gorovitz Robertson (Law)
 Prof. A. Weinstein (Law)

Public Management

Dr. J. Alexander
 Mr. T. Cozzens
 Dr. L. Keller
 Prof. S. Murray
 Mr. C. Phelps
 Mr. K. O'Brien
 Dr. M. Spicer
 Dr. C. Stivers
 Dr. V. Vogelsang-Coombs

Urban Management

Dr. J. Alexander
 Dr. S. Kaufman
 Dr. V. Vogelsang-Coombs

Urban Policy Analysis

Dr. M. Jones
 Dr. N. Hill
 Dr. S. Kaufman
 Prof. N. Krumholz
 Dr. R. Steinbacher

Geographic Information Systems (GIS)

Dr. S. Jang
 Dr. S. Lee
 Dr. B. Mikelbank
 Dr. M. Salling
 Mr. J. Wyles

Housing/Neighborhood Development

Dr. M. Jones
 Dr. D. Keating
 Prof. N. Krumholz
 Dr. B. Mikelbank

Environmental Studies

Dr. W. Bowen
 Dr. M. Kaufman
 Dr. S. Kaufman
 Dr. W. Kellogg
 Dr. N. Meyer-Emerick
 Dr. H. Robertson (Law)
 Dr. R. Simons
 Dr. M. Tevesz

Research Methods

Dr. W. Bowen
 Dr. S. Kaufman
 Dr. C. Stivers

Real Estate

Dr. R. Simons
 Dr. J. Webb (Business)

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/Internships: Rachel Singer	(216) 687-2388
Office of Student Services	(216) 687-3884
Scholarships	(216) 687-3884
Career Planning Services	(216) 687-2233
Dean's Office	(216) 687-2135
Cleveland Marshall College of Law	(216) 687-2344

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

Frequently Called Cleveland State University Numbers:

Admissions	(216) 687-2100	http://www.csuohio.edu/admissions
Admission, Graduate	(216) 687-9371	http://www.csuohio.edu/gradcollege/admissions/apply.html
Affirmative Action Office	(216) 687-2223	http://www.csuohio.edu/offices/affirmativeaction/index.html
Athletics Dept. and Intramurals	(216) 687-4800	http://csuvikings.com/
Black Studies Program	(216) 687-5461	http://www.csuohio.edu/class/blackstudies/
Bookstore	(800) 325-3252	http://www.csuohiobookstore.com/
Office of Treasury Services	(216) 687-3615	http://www.csuohio.edu/offices/treasuryservices/
Career Services Center	(216) 687-2233	http://www.csuohio.edu/career
Counseling/Testing Center	(216) 687-2277	http://www.csuohio.edu/offices/counselingtesting/
Continuing Education	(216) 687-4850	http://www.csuohio.edu/ce
Disabilities Services	(216) 687-2015	http://www.csuohio.edu/offices/disability/
Financial Aid	(216) 687-9370	http://www.csuohio.edu/enrollmentservices/financialaid/
Housing (On-Campus)	(216) 687-5196	http://www.csuohio.edu/services/reslife/index.html
Housing (Off-Campus)	(216) 687-2011	http://www.csuohio.edu/services/reslife/offcampus/
ID Center (Viking Card Office)	(216) 687-9888	http://www.csuohio.edu/services/vcard/
International Student Services	(216) 687-3910	http://www.csuohio.edu/offices/international/
Library Services	(216) 687-2486	http://www.ulib.csuohio.edu/
Parking Operations	(216) 687-2023	http://www.csuohio.edu/services/parking/
Police Department & Safety Escorts	(216) 687-2020	http://www.csuohio.edu/offices/police/
Registrar's Office	(216) 687-3700	http://www.csuohio.edu/enrollmentservices/registrar/
Student Life	(216) 687-2048	http://www.csuohio.edu/studentlife/
Tutorial Services	(216) 687-2012	http://www.csuohio.edu/academic/advising/tutoring/
Student Government Association	(216) 687-2262	http://www.csuohio.edu/studentlife/studentorgs/sga.html
Women's Comprehensive Program	(216) 687-4674	http://www.csuohio.edu/class/wcp/

MASTER OF NONPROFIT ADMINISTRATION AND LEADERSHIP
CURRICULUM PLAN

NAME _____ CSU ID# _____ ADMIT TERM _____

NOTE: STUDENTS MUST COMPLETE 39-51 REQUIRED CREDIT HOURS, CONSISTING OF PREREQUISITES, CORE COURSES, ELECTIVES, AND A CAPSTONE.

PREREQUISITES (8 credit hours)

Term Taken

Grade

NAL 601: Applied Quantitative Reasoning I (*or equivalent*) (4) _____
 NAL 603: Public Finance and Economics (*or equivalent*) (4) _____

CORE COURSES (26-27 credit hours)

NAL 510: Proposal Writing (4) _____
 NAL 550: Institutional Development of Nonprofit Organizations (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 (3) _____
 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 501: Fundamentals of Applied Reasoning (4) _____
 UST 572: 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) _____
 _____ () _____
 _____ () _____
 _____ () _____

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) _____

Student Signature: _____ Date _____
 Reviewed by: _____ Date _____

Comments: