



**Virginia Commonwealth University**  
**MSW and Certificate in Nonprofit Management**

The VCU Post-Baccalaureate Certificate in Nonprofit Management (CPG-NMC) is a collaborative effort between the L. Douglas Wilder School of Government & Public Affairs and the School of Social Work.

The Certificate requires a total of 15 credit hours comprised of four required courses and one related elective.

MSW students with a concentration in clinical practice take these required courses:

- PADM 650 Principles of Nonprofit Management 3 OR SLWK 602-606 Social Work Policy, Planning, and Organizational Practice I and II -- 3 credits
- PADM 656 Fund Development for the Nonprofit Sector -- 3 credits
- PADM 659 Financial Management for Nonprofit Organizations -- 3 credits
- PADM 661 Nonprofit Law, Governance and Ethics -- 3 credits
- Related elective -- 3 credits

MSW students with a concentration in administration, planning and policy practice take these required courses:

- PADM 656 Fund Development for the Nonprofit Sector -- 3 credits
- PADM 659 Financial Management for Nonprofit Organizations -- 3 credits
- PADM 661 Nonprofit Law, Governance and Ethics -- 3 credits
- SLWK 712 Social Work Planning and Administrative Practice I -- 3 credits
- SLWK 711 Strategies for Social Work Planning and Administrative Practice or SLWK 713 Social Work Planning and Administrative Practice II -- 3 credits

**Application Process:**

**\*Deadlines: April 1 for Fall admission; October 1 for Spring admission**

To enroll in the Certificate in Nonprofit Management simultaneously with the M.S.W., students will complete a graduate school application for the certificate program and pay the required fee to the University.

Please create a new application ID and password for the CPG-NMC application. Note that this application ID is separate from the VCU eID that you normally use - with the admissions system, each application has to have its own unique ID even if you have already applied and been accepted to another program.



Each VCU application also needs to have a unique email address, so if you used your personal email address for the MSW application, one option would be to use your VCU email address for the CPG-NMC application.

The only other tricky thing about applying to a second program of study is that you still need to include the names and email addresses of three references. If you would like to use the same references as you did for your Social Work application, when asked if your reference is submitting their reference electronically, respond "NO."

After you have submitted your application to the certificate, send an email to [gradmail@vcu.edu](mailto:gradmail@vcu.edu) letting them know to reuse your transcripts, references and/or personal statement and they will copy them to your new application.

Additional information may be obtained from the School of Social Work, Virginia Commonwealth University, 1000 Floyd Avenue, Richmond, VA 23284-2027, Attention: M.S.W. Certificate in Nonprofit Management Adviser. Detailed information about the Certificate in Nonprofit Management is available from Dr. Nancy Stutts, Associate Professor in Wilder School ([nbstutts@vcu.edu](mailto:nbstutts@vcu.edu)).

Students may complete certificate courses after completing the MSW degree requirements as long as there is continuous enrollment. All MSW students interested in the certificate should check the course schedule for changes and other course offerings.

Applying to Graduate:

Students must submit a separate graduation application to receive the CPG-NMC; the application to receive the MSW will not confer the CPG-NMC degree.

In the semester that you plan to graduate from the CPG-NMC, complete the online "Graduation Checkout" through eServices. Do this by going to "Student" >> "Student Records" >> "Apply to Graduate." Then, provide the requested information. The Graduate Studies Office of the Wilder School will audit your coursework and determine if you are ready to graduate.