

2025-2026

Nonprofit Graduate Programs Handbook

Online Campus Advising:

Email: idpadvising@asu.edu

Downtown Phoenix Campus Advising:

Email: scrd@asu.edu



Downtown Phoenix Campus Location:

411 N. Central Ave. Suite 550

Phoenix, AZ 85004

Table of Contents

| ASU Charter | 4 |
|----------------------------------------------------------------------------|----|
| Diversity, Equity, and Inclusion | 4 |
| Title IX Policy | 4 |
| About Programs and Admission Information | 5 |
| Master of Nonprofit Leadership & Management Application Requirements | 5 |
| Graduate Certificate in Nonprofit Leadership and Management | 6 |
| Graduate Certificate in Social Entrepreneurship and Community Development | 7 |
| Deferral of Admission | 8 |
| Accelerated Program Options (BS + MNLM) | 8 |
| Nonprofit Programs Requirements and iPOS | 9 |
| Master of Nonprofit Leadership & Management Program of Study | 10 |
| Graduate Certificate in Nonprofit Leadership & Management Program of Study | 11 |
| Graduate Certificate in Social Entrepreneurship and Community Development | 12 |
| Sample Plan of Study Options | 12 |
| Nonprofit Course Catalog and Descriptions | 14 |
| Transfer Coursework | 14 |
| Continuous Enrollment | 14 |
| Incomplete Grades | 15 |
| Satisfactory Academic Progress | 16 |
| Grade Appeal Policy | 17 |
| Student Responsibilities | 18 |
| ASU Email | 18 |
| My ASU Page | 18 |
| Culture of Respect | 18 |
| Sexual Harassment | 18 |
| Academic Integrity | 19 |
| Switching Campus (ASU Online/Downtown Phoenix) | 19 |
| Student Health and Wellbeing | 19 |
| Cost and Financial Assistance | 20 |
| Nu Lambda Mu Nonprofit Honor Society | 20 |
| FAQ's | 21 |
| Important Links | 22 |
| Contact Information | 24 |
| Advising Questions: | 24 |
| Administrative Faculty | 24 |
| Faculty Directory | 24 |

ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Visit ASU Charter, Mission and Goals for more information.

Diversity, Equity, and Inclusion

The School of Community Resources and Development supports all forms of equity, diversity, and inclusion and aims to foster a sense of belonging for all its students, staff and faculty. Diversity and inclusion at SCRD encompass gender identity and expression, race and ethnicity and socioeconomic background, religion, sexual orientation, age, disability status, veteran status, nationality, linguistic background and intellectual perspective. Our unit and the University are deeply committed to building excellence, enhancing access, and having an impact on our communities, state, nation, and the world. This is actualized by our faculty and staff who reflect the intellectual, ethnic, and cultural diversity of our nation and world to ensure that our students learn from the broadest perspectives and are engaged in the advancement of knowledge with the most inclusive understanding possible of the issues that are addressed through our scholarly activities.

Title IX Policy

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see ACD 401: Prohibition Against Discrimination, Harassment, and Retaliation.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. The office is located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

About Programs and Admission Information

Applications to the nonprofit graduate program are accepted year-round and reviewed according to the deadlines noted below. Students may be granted admission for Fall, Spring, and Summer terms. Regular admission may be granted to applicants who have achieved a grade point average of 3.0 (4.0 scale) or better in the last 60 semester hours of work leading to a bachelor's degree, although strengths in other parts of the application can overcome deficiencies in the undergraduate GPA.

Completed applications including all materials (transcripts, letters of recommendation, resume, etc.) must be received **four weeks before the first day of classes** or it may be considered for the following term. Review academic calendar for class start dates.

You will be required to provide <u>proof of MMR Immunizations</u> if you are applying to the Downtown Campus.

Please visit the <u>ASU tuition calculator</u> to help you understand the cost of attendance at the ASU Online or Downtown campus.

Master of Nonprofit Leadership & Management Application Requirements

The Master of Nonprofit Leadership & Management (MNLM) degree offers an online program aimed at applicants looking to advance into administration and leadership of their organization, or in the next one they work in. The MNLM program provides an opportunity to obtain an advanced degree that addresses the unique character of nonprofit organizations and the social sector. Students interested in nonprofit management and social sector organizations will explore research, theory, and the practice of management and leadership in the nonprofit sector within the program.

Students who complete the degree gain leadership skills and knowledge in topics such as the management of human resources, fundraising, program evaluation, and fiscal management in nonprofit organizations. The degree provides graduates with enhanced recognition and credentials similar to students who have graduate degrees in public administration or business management.

Completion of the MNLM requires approximately two years of study, on average. Part-time options are available. The MNLM is available as a fully online program. Students complete a total of 33 credit hours including a wide variety of electives. In their final semester, students complete the degree by taking the capstone course that integrates and synthesizes material from prior courses.

All applicants to the **MNLM** program must submit the following materials to <u>ASU Graduate</u> <u>Admissions</u>:

- An official <u>ASU Graduate application</u> (Application fee: \$70 domestic; \$115 international).
- Official transcripts of all undergraduate and graduate work must be sent directly to Admission Services at ASU from the issuing institution's records office either <u>by mail</u> or electronically through a secured transcript service approved by ASU.
- A curriculum vitae or resume.
- Written Statement of educational and career goals.
 - The statement should be approximately 3 pages, single-spaced (submitted online with application). Please explain your educational and professional background, academic and professional goals, and how this program will fulfill your career goals.
- Provide the email addresses for three references who can write about your personal
 qualities and qualifications for graduate studies, such as career history, credentials,
 leadership strengths, communication skills and ability to plan and conduct research.
 Letters from family or personal friends are generally inappropriate.
 Recommendations from previous academic professors or supervisors are
 acceptable. References from academic professors are preferred. Your three
 recommenders will be emailed a link to complete an online recommendation form.
- International applicants must also submit proof of English proficiency.

Graduate Certificate in Nonprofit Leadership and Management

The Graduate Certificate in Nonprofit Leadership and Management is a 15-credit (five course) post-baccalaureate certification that strives to give students an understanding of the nonprofit sector's role as steward of the public good. It provides the skills necessary for effective leadership and management of nonprofit organizations.

If you are enrolled in, or are considering a different ASU master's degree, you can take this certificate to supplement your degree. Students graduating with a background in Nonprofit Leadership and Management are well situated, regardless of their primary discipline of study, to integrate theory and research and to become leaders in a variety of nonprofit settings.

The Nonprofit Leadership and Management (NLM) Graduate Certificate will prepare you by offering a background in the history and philosophy of the sector, and the skills to provide better services to the community. The NLM Graduate Certificate is offered via online courses.

All applicants to the certificate program must submit the following materials to <u>ASU</u> Graduate Admissions:

- An official <u>ASU Graduate application</u> (Application fee: \$70 domestic; \$115 international).
- Official transcripts of all undergraduate and graduate work must be sent directly to Admission Services at ASU from the issuing institution's records office either <u>by mail</u> or electronically through a secured transcript service approved by ASU.
- A curriculum vitae or resume.
- International applicants must also submit proof of English proficiency.

Graduate Certificate in Social Entrepreneurship and Community Development

The Graduate Certificate in Social Entrepreneurship and Community Development (SECD) is a post-baccalaureate certificate program providing a framework for harnessing social entrepreneurial and enterprise opportunities and for creating transformative responses to challenges prevalent in societies and communities.

With nonprofit and social sector groundings, this transdisciplinary program combines social entrepreneurship with innovative community development, providing a basis for exploring capacity building and fostering positive change for organizations, corporations, societies and economies. Consisting of 15 hours of graduate credit coursework (five courses), the certificate is designed for both policy- and entrepreneurship- oriented students across disciplines. The SECD Graduate Certificate courses are offered via online courses.

All applicants to the certificate program must submit the following materials to <u>ASU</u> Graduate Admissions:

- An official <u>ASU Graduate application</u> (Application fee: \$70 domestic; \$115 international).
- Official transcripts of all undergraduate and graduate work must be sent directly to Admission Services at ASU from the issuing institution's records office either <u>by mail</u> or electronically through a secured transcript service approved by ASU.
- A curriculum vitae or resume.
- International applicants must also submit proof of English proficiency.

Deferral of Admission

Students may defer their initial term of admission to the next term (spring, summer, fall) through their My ASU page if they have not registered for a class after being admitted to the program. No further deferrals are allowed.

Graduate students may request a deferral of their initial semester of admission to the next semester for which the degree program is admitting students. For current students exploring a leave of absence, refer to the <u>Graduate Policies and Procedures Handbook</u>. If you have not registered for classes, request a deferral by opening the Request Change link under the My Programs and Degree Progress box on <u>My ASU</u>. If you have registered for classes, <u>drop</u> your classes before submitting the Request Change form. You must withdraw from all classes before the end of ASU's refund period or you will be responsible for all tuition charges.

Accelerated Program Options (BS + MNLM)

Accelerated bachelor's and master's degree programs are designed for high-achieving undergraduate students who want the opportunity to combine undergraduate coursework with graduate coursework to accelerate completion of their master's degree.

This program allows students to obtain both a bachelor's and master's degree in as little as five years. It is offered as an accelerated bachelor's plus master's degree with:

Nonprofit Leadership and Management, BS

Nonprofit Leadership and Management (American Indian Studies), BS

In the Fall (first semester) of your Junior year, make an appointment with your advisor to discuss your plans of applying to the accelerated program. Your advisor will assist you with choosing the appropriate courses for the program. You must enroll in CRD 402 in the Spring (second semester) of your Junior year. Before the end of your Junior year, you must submit an online application to Graduate Admissions, with all supporting documentation, to start the MNLM in the semester after you graduate.

If admitted to the Accelerated BS/Master's program, students will start taking graduate level courses in their Senior year. Students will also complete the remaining requirements for the BS. Students are considered undergraduates until all BS requirements have been satisfied and the degree has been posted. Students complete the remaining credits of coursework for the MS program in their last (fifth) year of study.

Nonprofit Programs Requirements and iPOS

As a graduate student, it is your responsibility to be aware not only program requirements outlined in this handbook, but also of the policies set in place by the Graduate College. Be sure to review all graduate college policies, forms and deadlines. Important information is provided to students via My ASU. Students should frequently check their My ASU account for the most up-to-date information regarding their status, holds, items to attend to and other important information.

The Interactive Plan of Study (iPOS) is an electronic document used by the graduation office to document and track your progress toward degree completion. It functions as an agreement between the student, the academic unit and the Graduate College. The iPOS contains the requirements below for the respective program you are pursuing. **You are required to enter all coursework into iPOS as soon as you enroll in the first course.** Failure to submit the iPOS may result in blocked registration.

The iPOS link will appear when you log into My ASU. It is found under My Programs. Please enter Dr. Gordon Shockley as the chair in your iPOS. You will find instructions for submitting the iPOS in the How To Guides | Graduate College, Once your iPOS is updated and approved in your last semester, you may apply for graduation through My ASU using the Graduation Tab.

Students have a maximum of six years from the term of their first class to complete the degree.

Contact advising for questions regarding your iPOS and program requirements.

Online Campus Advising: idpadvising@asu.edu

Downtown Phoenix Campus Advising: scrd@asu.edu

Master of Nonprofit Leadership & Management Program of Study

The program of study for the MNLM totals 33 hours of graduate credit. Fifteen (15) hours in five (5) core classes, fifteen (15) approved elective and a culminating (3 hours) capstone course.

Core Courses (15 credit hours):

NLM 510 The Nonprofit Sector

NLM 520 Financial and Resource Management

NLM 530 Program Evaluation & Information Management

NLM 550 Philanthropy

Choose one:

NLM 540 Strategic Human Resources Management, or NLM 545 Volunteer Resource Management

Elective Courses (15 credits hours):

NLM 515 Nonprofit Organizational Behavior and Management

NLM 525 Fundraising and Resource Development

NLM 540 Strategic Human Resources Mgmt

NLM 545 Volunteer Resource Management

NLM 560 Leadership and Ethics

NLM 562 Social Entrepreneurship

NLM 565 Grant Writing Nonprofit Organizations

NLM 570 International Non-Governmental Organizations

NLM 572 Community & Social Innovations

NLM 585 Social Marketing

NLM 605 Nonprofits, Law and Society

NLM 610 Executive Leadership and Governance

NLM 580 Practicum

Culminating Course (3 credits hours):

NLM 620 Capstone: Integrative Seminar

The culminating Experience must be taken in the last semester. All core courses must be complete prior to commencing NLM 620. Students may take only one elective course with capstone.

The MNLM degree requires students to demonstrate competency in nonprofit management by synthesizing and applying core knowledge, skills, and abilities in a final capstone project. Students demonstrate competency by earning an A or a B in the program's capstone course, NLM 620, Integrative Seminar.

- The capstone is to be taken in the final semester of the program after **completion of** all required core courses and at least four electives.
- Students may take only one elective course with capstone.
- Core courses must have a grade of 'B' (3.0 GPA) or better, and students must have a program of study (iPOS) and graduate GPAs of 3.0 to gain entry to the capstone course.
- Overrides will not be given until all required core courses and four elective grades have been posted.

No more than twelve credit hours (four courses) of graduate courses taken before admission can be included in the Program of Study for the MNLM and must be NLM courses (or one non-NLM course accepted by <u>petition</u>) less than three years old.

You may <u>petition</u> to use one non-NLM course towards an elective area. One elective course outside of NLM may be requested *prior* to taking the class. Requests are reviewed by Program Director.

The practicum course is only available during the Summer semester. Please review the <u>practicum info sheet</u> for details on choosing a practicum and application instructions.

Graduate Certificate in Nonprofit Leadership & Management Program of Study

The Program of Study for the <u>Graduate Certificate in NLM</u> totals 15 hours of graduate credit. NLM Certificate students take three (3) core classes (9 hours) and two (2) NLM elective classes (6 hours) of approved elective courses.

Core Courses (9 credit hours):

NLM 510 The Nonprofit Sector

NLM 520 Financial and Resource Management

Choose one:

NLM 540 Strategic Human Resources Management, or NLM 545 Volunteer Resource Management

Elective Courses (6 credits hours):

NLM 515 Nonprofit Organizational Behavior and Management

NLM 525 Fundraising and Resource Development

NLM 540 Strategic Human Resources Mgmt

NLM 545 Volunteer Resource Management

NLM 560 Leadership and Ethics

NLM 562 Social Entrepreneurship

NLM 565 Grant Writing Nonprofit Organizations

NLM 570 International Non-Governmental Organizations

NLM 572 Community & Social Innovations

NLM 585 Social Marketing

NLM 605 Nonprofits, Law and Society

NLM 610 Executive Leadership and Governance

No more than six credit hours of NLM graduate courses taken before admission can be included in the Program of Study for the Certificate.

Graduate Certificate in Social Entrepreneurship and Community Development

The Program of Study for the <u>Graduate Certificate in Social Entrepreneurship and Community Development</u> totals 15 hours of graduate credit. Certificate students take two (2) core classes (6 credits) and three (3) classes (9 credits) of approved elective courses.

Core Courses (6 credit hours):

NLM 562 Social Entrepreneurship

NLM 572 Community & Social Innovation

Elective Courses (9 credits hours):

NLM 520 Financial and Resource Management

NLM 530 Program Evaluation & Information Management

NLM 565 Grant Writing Nonprofit Organizations

NLM 540 Strategic Human Resources Mgmt

NLM 585 Social Marketing

Sample Plan of Study Options

Specific schedules may differ depending on course availability and the semester a student begins their program.

To complete the program at a quicker pace

| Semester | Course Name |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall 2025 | NLM 510 – The Nonprofit Sector NLM 520 – Financial Resource Management NLM 530 – Program Evaluation & Information Management NLM 550 – Philanthropy |
| Spring 2026 | NLM 540 – Strategic Human Resource Management OR NLM 545 – Volunteer Resource Management NLM Elective course NLM Elective course NLM Elective course |
| Summer 2026 | NLM Elective course NLM Elective course |
| Fall 2026 | NLM 620 – Capstone: Integrative Seminar (must be taken in the last semester with no more than 1 elective) * |

| To complete the program at a traditional pace | | |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--|
| Semester | Course Name | |
| Fall 2025 | NLM 510 – The Nonprofit Sector NLM 540 – Strategic Human Resource Management OR NLM 545 – Volunteer Resource Management | |
| Spring 2026 | NLM 520 – Financial Resource Management NLM 530 – Program Evaluation & Information Management | |
| Summer 2026 | NLM Elective course NLM Elective course | |
| Fall 2026 | NLM 550 – Philanthropy NLM Elective course | |
| Spring 2027 | NLM Elective course NLM Elective course | |
| Fall 2027 | NLM 620 – Capstone: Integrative Seminar (must be taken in the last semester alongside no more than 1 elective) * | |

Nonprofit Course Catalog and Descriptions

To learn more about the nonprofit course offerings with descriptions for each course review the <u>ASU course catalog</u>. All NLM courses are letter graded and do not offer a pass/fail option.

Transfer Coursework

Graduate level transfer coursework may be considered in place of an elective course for the MNLM degree. **We cannot accept any transfer or substitute courses in place of core courses**. The School of Community Resources and Development requires that courses must have been taught by an instructor with a terminal degree (e.g., Ph.D. /J.D.).

ASU has a strict no double dipping policy for classes that have already been used toward a degree either at ASU or elsewhere. Thus, credits earned towards completion of another degree cannot be transferred for credit into the MNLM program. If you did not earn a degree, then we can consider up to six graduate-level credit hours with grades of "B" or better may be considered for transfer. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.

If you meet these criteria, you may petition to have coursework reviewed by filling out this <u>form</u>. For eligible coursework to be considered, students must submit the syllabus from each class alongside your transcripts. The MNLM Director will review the requests and you will receive a letter with the decision.

Continuous Enrollment

Once admitted to a graduate degree program or a graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. Registration for every fall semester and spring semester is required, but not summer unless admitted in a summer term. To maintain continuous enrollment the credit hour(s) must be a graduate-level course. Courses with grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes.

Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment in subsequent semesters as defined previously, until the "I" grade is satisfied. Graduate students have one year to complete work for an

incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent.

Graduate students planning to discontinue enrollment for a semester or more must submit a Petition through their iPOS for a Leave of Absence. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. A Graduate College approved Leave of Absence will enable students to re-enter their program without re-applying to the university.

Students who do not register for a fall or spring semester in a graduate-level course without an approved Request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Incomplete Grades

An <u>incomplete form</u> must be filled out electronically. List your instructor for the course in the requested field. An incomplete can be requested if a large amount of coursework is complete.

A graduate student cannot accumulate more than two incompletes at any given time while completing a graduate program of study.

- If a student accumulates two or more incompletes at any given time, the student will be placed on academic probation and receive a notice from the School.
- The student will be required to complete all incompletes within one semester. Any
 appeals to modify the length of time to complete the initial incomplete requires a
 request in writing to the graduate director. The SCRD Graduate Committee will
 review this request only if written approval with remaining coursework and new
 deadlines from original instructor is included
- If the student fails to complete all incompletes within the required time frame, the student will receive a letter from the School notifying him/her that he/she will be recommended for withdrawal from the Program.
- Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete

and the grade changed within one year, the "I" grade becomes permanent and will remain on the students' transcripts. Additional information regarding incomplete grades can be found at asu.edu/aad/manuals

Satisfactory Academic Progress

In addition to the Graduate College Satisfactory Academic Progress Policy, SCRD has additional requirements outlined below. If a student fails to satisfy the SCRD requirements or the benchmarks outlined below, SCRD will recommend the Graduate College to dismiss the student from the program. The Dean of the Graduate College makes the final determination.

- Maintain a minimum of 3.00 GPA on all GPAs: iPOS GPA, graduate GPA, and cumulative GPA every semester.
- If a student's GPA is below 3.0 for a given semester, the student will be placed on academic probation and will receive a probation letter from the School of Community Resources & Development. The student must develop, with his or her advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in the degree program.
- The student will be required to raise the semester GPA and overall GPA to a minimum of 3.0 within one semester.
- Course work such as research or thesis that earns a Z or a Y grade cannot be counted to raise the GPA.
- The iPOS GPA is calculated from all courses that appear on the student's approved iPOS.
- The Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript.
- The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs (semester and overall) are above 3.00.
- If the student fails to raise the GPA within the given timeframe in the probation letter, the School will recommend the Graduate College for the student's withdrawal from the program.
- The student may appeal actions concerning dismissal by petitioning the Director of the School of Community Resources & Development within 10 business days of receiving the withdrawal notice.

- Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated in the iPOS GPA or the Graduate GPA.
- Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
- The maximum time limit for graduation is six years. Students must complete their degrees before hitting the maximum limit.
- Students must stay continuously enrolled in their degree program. Failing to do so
 without a Graduate College approved Leave of Absence is considered to be a lack of
 academic progress and may lead to automatic dismissal of the student from the
 degree program.
- Persistent "W" and "I" grades during multiple semesters on a plan of study or transcript may reflect lack of academic progress.

Grade Appeal Policy

The <u>general informal and formal process at Watts</u> is linked for your review and also outlined below.

- 1. As a first step, students should schedule an appointment with the faculty member to discuss concerns and discuss the problem openly.
- 2. If the grading dispute is not resolved, the instructor level in above step the student may appeal to the Standards and Appeals Committee.
 - Students will use the <u>Standards Petition</u> to submit the appeal.
 - The Senior Program Manager will notify the student that the case is in committee review.
 - The committee may reach out to the instructor or student, as needed, to better understand the dispute before a decision is made.
 - The committee will reach a decision in 10 working days.
 - The committee's decision will be communicated with all parties via email.
- 3. If a satisfactory resolution is not achieved, the student may confer with the Dean's Designee regarding the case. To do so, students should email:

 WattsAcademicGrievance@asu.edu
- 4. If the grievance has not been successfully cleared at this time, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed. At this point, further evaluation of the case

will follow the Formal Process. Students can review details about the formal process <u>here</u>.

Student Responsibilities

Graduate Students are responsible for familiarizing themselves with all university, school, and <u>Graduate Policies and Procedures</u> as well as adhere to the <u>Student Code of Conduct</u>. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their <u>My ASU</u> account. All ASU students are required to have an active ASU email.

ASU Email

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University conducts their business via ASU email only.

My ASU Page

Information is provided to students via My ASU. Students should frequently check their My ASU account for the most up-to-date information regarding their status, holds, items to attend to and other important information.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self -discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. Additional information about sexual harassment can be found online.

Academic Integrity

The highest standards of <u>academic integrity</u> and compliance with the university's <u>Student Code of Conduct</u> are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Switching Campus (ASU Online/Downtown Phoenix)

Students may request to easily switch from the Downtown campus to Online for any nonprofit program. To switch from ASU Online to a campus-based program, a new application is required. To do this, students can submit a request through their My ASU homepage, then select My Programs, then Degree Information, and finally Request a Change.

Students wishing to switch from ASU Online to a campus-based program may be required to submit a new admission application.

Student Health and Wellbeing

It is important that you take care of both your physical and mental health as often the stress of work, life and school can be overwhelming. Please read through these ASU guides to help you stay healthy.

10 Best Practices in Graduate Student Wellbeing

Graduate Wellness Resources

If you experience stress from any source, please know you have access to emotional health and well-being support. In person services are available at the Downtown Phoenix Historic Post Office Building, Suite 208, Phone: 480-965-6146. **All services at ASU Counseling**

Services are confidential and free of charge for ASU students. <u>ASU Counseling</u> Services info.

ASU Counseling Services includes 24/7/365 Open Call and Open Chat and telehealth individual sessions for Sun Devils anywhere in the world, at any time of day or night. To learn more, visit Open Call and Open Chat and Where to Start

Cost and Financial Assistance

Cost of your program can be reviewed via the <u>Tuition Calculator</u>.

The Graduate College provides funding and support to a number of <u>awards</u>, <u>fellowships</u>, training and development opportunities for entering and continuing students. Schools and departments at ASU often combine these along with other types of funding to offer competitive financial packages designed to attract and retain outstanding and diverse graduate students.

You can pay for college in a variety of ways, but one of the most important is with financial aid. You are encouraged to review the resources offered through ASU's <u>Student Financial Aid Office</u>. This office contains valuable tools and advice, such as cost calculators, loan options, money management tips, and frequently asked questions. Students should also review important <u>Financial Aid information for Graduate Students</u> and <u>contact</u> the Financial Aid office with questions.

To receive federal financial aid (grants, loans and work-study) you must submit the <u>Free</u> <u>Application for Federal Student Aid</u> each year

Nu Lambda Mu Nonprofit Honor Society

The international Nu Lambda Mu Nonprofit Honor Society was established in 2012 by the Nonprofit Academic Centers Council (NACC), to recognize graduate students dedicated to the study of nonprofit management, philanthropy, and social entrepreneurship and enterprise. Its mission is to advance the study of nonprofit organizations and their function in society and to promote scholarly achievement among those who engage in these academic pursuits.

Nu Lambda Mu seeks to recognize those who, as part of a degree or certificate program, have excelled in coursework and as a leader to others. By encouraging rigorous study in the field of public serving organizations, the Nu Lambda Mu Honor Society promotes the professionalization and ethical conduct of all who pursue careers of service.

Nu Lambda Mu is a special national honor society for graduate students specifically in nonprofit programs. Current students, as well as degreed alumni, are eligible for this honor society if they have achieved a GPA of 3.7 or higher and have completed at least half of their degree coursework or all required coursework for a graduate certificate. Once an individual is inducted into Nu Lambda Mu, he or she is a member for life.

FAQ's

How will I know if I have been admitted?

Applicants will be able to follow the application process on their My ASU page. From My ASU, applicants can monitor their letters of recommendation and send a reminder, if necessary, to recommenders. Notification of a decision on an application will be sent by email and also posted on My ASU.

I'm admitted, what is next?

Enroll in classes through your My ASU page once your semester is available. We recommend that your first class for the MNLM degree or the NLM Certificate be NLM 510, The Nonprofit Sector. You should also try to complete core classes early in the program.

How much do ASU graduate programs cost?

Please go to ASU Tuition Estimator at: https://students.asu.edu/tuition. There is an additional tuition fee of \$350 per semester for the In–person MNLM and an additional tuition fee of \$300 per semester for the In–person Nonprofit, Leadership & Management Certificate. ASU Online courses carry a \$100 per credit hour fee to support program administration.

May I skip a semester?

Students must maintain continuous enrollment by taking Graduate level classes every semester (Fall & Spring). Graduate students planning to discontinue registration for a semester must request approval to maintain continuous enrollment. A Petition for Continuous Enrollment must be submitted through your iPOS and approved before the

semester requested. The program must be completed within six years from the term of your first class.

Are "C's" acceptable in graduate classes?

Students in every NLM program must earn an **A** or **B** (minimum 3.0 GPA) in all required **core** classes to use these classes for graduation and also in order to receive permission to enroll in the Capstone course in the MNLM program. Students must earn an **A** or **B** in the capstone class in order to be awarded the MNLM degree by ASU. Lower passing grades in electives courses may count toward your program of study. All GPA's must be at a 3.0 or higher in order to graduate.

Can I work and take graduate classes?

Yes, most of the students in the program work in full-time positions. In-person classes are held one night a week for a full semester on the Downtown Phoenix campus. Online classes are usually offered in a 7.5-week accelerated format, or during summer in a 6-week accelerated format.

How long does the MNLM program take to complete?

Most students complete the program in two years by taking two or three classes every semester and a class or two during summer terms.

Can I take courses with Capstone NLM 620?

You may only take one elective course alongside thecapstone course. All required core courses must have a grade of 'B' (3.0 GPA) or better, and students must have a program of study (iPOS) and graduate GPAs of 3.0 to gain entry to the capstone course.

Important Links

ASU Graduate College: https://graduate.asu.edu/

Graduate Policies: Policy Manuals | Graduate College

Graduate College Forms: Student Forms | Graduate College

Plan of Study Instructions (iPOS): How To Guides | Graduate College

My ASU: https://my.asu.edu/

Contact Information

Advising Questions:

ASU Online advising: idpadvising@asu.edu

Downtown Phoenix advising: scrd@asu.edu

Administrative Faculty

Kelly S. Bricker, Ph.D.

Associate Dean and Director, School of Community Resources and Development Kelly.Bricker@asu.edu

Gordon Shockley, Ph.D.
Director, Nonprofit Programs
Gordon.Shockley@asu.edu

Faculty Directory

Contact information for the MLNM Faculty and Administrative Staff, along with curriculum vitae and profiles, can be found on the Faculty Page at <u>School Directory</u>.