

Student Professional Development Fund 2023–2024 Guidelines

Administrative guidelines approved August 15, 2021. Effective immediately.

Revision history: Revised August 15, 2022; updated August 16, 2023.

Scheduled Review Date: July 2024 (Office of Student Affairs)

A. Purpose

The Student Professional Development Fund (PDF) has been established to finance some

C. Eligibility

A student must be registered at Southwestern during the semester the funds were or are to be used. Summer registration is not required if the student was registered for the prior spring semester and has not yet graduated. At the time of application and at the time when funds are used, the student must be in good academic standing and not on probation and must not be subject to any Honor Code or other disciplinary or criminal investigation. Students may not travel to professional development activities during Reading Period or final exams. Please note that students who have applied for and been approved for a semester-long remote option should not travel on competition teams or other official school business.

D. Funding Limits and Criteria

For the fiscal year July 1, 2023, through June 30, 2024, the PDF includes \$25,000. The PDF was not established to cover the entire cost of a student's activity. Typically, awards will be limited to \$500, although awards may be larger or smaller depending on the number of applications received. A student may submit multiple applications in a single year, although a student typically will receive funding only once a year. A student may not receive more than \$1,500 from the PDF in a single fiscal year.

Awards from the PDF are issued as reimbursements following the professional development activity. Reimbursable expenses may include conference fees, training materials, travel and housing expenses, and/or presentation supplies. As of 2023, the current reimbursable rate for mileage is 65.5 cents per mile. No membership fees, food, beverages, or personal incidental expenses will be covered, although a meal at which the student is receiving an award may be covered. Student awardees are responsible for collecting and submitting all pertinent receipts and documentation. Failure to do so within the timelines stated in the award letter will result in a forfeiture of the award.

E. Fund Amount and Application Deadlines

The PDF Committee will consider applications three times per year. Applications for fall must be submitted by September 15; applications for spring must be submitted by January 15; applications for summer must be submitted by April 15.

F. Selection Process

Applications will be reviewed by a Professional Development Committee. The Committee will make final recommendations to the Dean, who will make the award decisions. The Committee may make its recommendations based solely on the applications. It may also choose to interview any or all applications and request additional materials from applicants. The Dean may also seek supplemental information about the applications. The Committee, after receiving the Dean's approval, will announce awards within 30 days of each application deadline.

G. Award Administration

The award will be in the form of a reimbursement of expenses and pursuant to Southwestern travel policies and procedures. Any other arrangement must be approved, in writing, by the Dean. Once awarded, the student may not change the project for

which an award was made. Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional development activity. Fund awards must be used by the end of the

place in November 2023.

- Students who will be unable to participate in a professional development activity without financial assistance from the Professional Development Fund should apply by the earliest possible application deadline so information on a potential award is known before the registration deadline. Students who are applying for funding for an activity that has already transpired must have access to all required documentation listed below, including receipts and a photo taken at the professional development activity.
- Students who are granted a PDF award must submit a reimbursement request within one month of the conclusion of the professional development activity. Electronic submission of reimbursement requests is preferred. The reimbursement request must include all three of the following items:

Reimbursement form and receipts totaling or exceeding the amount of the award;

Reflection paper for the activity.