**Southern Methodist University**

**Simmons School of Education and Human Development**

**Graduate Council Policies and Procedures**

**2012-2013**

1. Introduction to the Graduate Council

The Simmons School of Education and Human Development’s Graduate Council was elected by the student body from each department of the Simmons School, and administers funds for graduate student enrichment and academic projects.

The Graduate Council also represents all Simmons School graduate students, and is here to review any suggestions, comments or complaints students have.

For more information about the Council and how you can contact your school's representative, please visit [http://smu.edu/education/aboutus/Graduate%20Council/Homepage.asp](https://webmail.smu.edu/owa/redir.aspx?C=SViJ3W7NK0KZhCwUaaX38eEvvK1oac8IyQOn5pjVwRJtAWiZsLaweLyzq1_bGJ3BAtQCz5YgRas.&URL=http%3a%2f%2fsmu.edu%2feducation%2faboutus%2fGraduate%2520Council%2fHomepage.asp).

DISCLAIMER: All policies, procedures and rules are subject to interpretation by the Graduate Council. The Graduate Council reserves the right to change any policies, procedures or rules without prior notice.

1. Services Provided by the Graduate Council

The Graduate Council reviews applications for funding from Simmons graduate students two to three times per academic year.

1. Eligibility requirements
	1. Funds are available only to currently-enrolled students at Southern Methodist University’s Simmons School of Education and Human Development.
	2. Funds are available for:
		1. Sponsorship of networking events for Simmons graduate students;
		2. Sponsorship of enrichment events for Simmons graduate students to attend (i.e., conferences);
		3. Sponsorship of guest speakers at SMU, with focus of presentation geared toward Simmons graduate students;
		4. Simmons School reading groups (e.g. the Social Justice Reading Group);
		5. Conducting original research in connection with the student’s degree program;
		6. Purchasing supplies or materials related to degree outcomes and/or goals (such as specialty books, disposable supplies for implementing a short-term project);
		7. Presenting at or attending academic conferences;
		8. Purchasing equipment related to degree outcomes and/or goals;
		9. Joining professional organizations related to degree program;
		10. Funds for MLS/DR travel abroad – ONLY IF NOT SEEKING ACADEMIC CREDIT FOR COURSE;
		11. On-line seminars;
		12. Professional development workshops; and
		13. Other activities related to degree program/coursework, pursuant to the Council’s discretion.
2. Regulations
	1. Students who have been awarded funds by the Graduate Council will not be reimbursed until after the activity for which funds were sought has occurred.
	2. Reimbursement Procedure:
		1. After returning from your travel, fill out an SMU Students’ Association Check Request Form (available from Jordan Morrison at 306 Simmons Hall).
		2. Bring your completed Check Request Form and all receipts to Jordan Morrison, who will sign off on your check request.
		3. Take your signed Check Request Form and receipts to the SMU Students’ Association, located on the 3rd floor of Hughes Trigg in the SAMSA suite. DO NOT STAPLE DOCUMENTS TO THE CHECK REQUEST; please use paper clips.
		4. If you have not completed a W-9 form for the Students’ Association, you will need to do so and turn it in with your Check Request Form and receipts.
		5. Properly completed Check Request Forms in the Comptroller’s Office inbox by Wednesday at 8:30 a.m. will be ready by Thursday at 3 p.m., provided that all information is correct and supporting documents are attached.
	3. Receipts must be itemized with no alcohol purchases on receipts.
	4. Check Request Forms must be submitted within 60 days of expense incursion and/or return from travel, whichever comes first. If reimbursement is not sought within that 60-day period, the student will be considered to have waived their funding award.
3. Limitations
	1. Students may seek support for one funding opportunity per funding cycle.
	2. The **maximum** support per conference is $1000 for domestic conferences and $1500 for international conferences or courses.
	3. If you are seeking funds for courses connected with international travel, you may only seek reimbursement for such costs if you do **not** seek academic credit for the course. (Please note this is a university-wide policy, not limited to the Graduate Council.)
	4. The following items are not eligible for reimbursement:
		1. Ground transportation (including gas money) and food.
		2. First-class travel, upgrade fees, flight change fees, or baggage fees.
		3. Room service, phone calls, movies, mini-bar items, and Internet service.
		4. Alcoholic beverages.
	5. If a student is awarded funds for travel but is unable to participate, the student may only seek reimbursement for travel expenses if:
		1. The student did not purchase travel insurance which will cover travel expenses; and
		2. The reason the student was unable to travel was one of the following:
			1. Death of the student’s immediate family member; or
			2. Severe illness (hospitalization) of the student *or* an immediate family member.
		3. The student must provide the Graduate Council with sufficient documentation (e.g., a medical bill) supporting the inability to travel for one of these reasons. Any information provided will be held in the strictest confidence by the members of the Council. Such information will not be used or disclosed for any purpose other than determining whether the student is eligible for expense reimbursement.
4. Repayment of Disbursed Funds
	1. If the Council learns that a student has violated these policies and procedures, or has been untruthful in an application for funds, the Council reserves the right to seek repayment of any and all funds disbursed to the student as a result of said violation or untruthful application.