

MEMORANDUM FOR RECORD

31 January 2025

SUBJECT: Professional Development Budget Request Policy

1. Objective: The MEM professional development budget is allocated to support student growth and skill enhancement. This policy outlines the procedure for students to request use of their allocated budget without exceeding the assigned amount.

2. Eligibility: All registered MEM students receiving program scholarship funds are eligible for a professional development budget each semester as long as they maintain good academic standing and have no academic integrity violations. The amount awarded depends upon the number of credit hours enrolled (see Table 1).

Table 1: Semester allocation based on enrollment for on-campus students.

3 Credit Hours	\$167
6 Credit Hours	\$334
9+ Credit Hours	\$500

Online students will receive \$500 for every nine (9) credit hours enrolled cumulatively. They may utilize their budget in a semester of their choosing.

3. Procedure:

(a) *Identification of Development Opportunity:* Students are encouraged to explore various development opportunities such as workshops, conferences, certifications, courses, or any relevant activities aligning with their educational or career objectives. Items not allowed include school supplies, including laptops, textbooks, course packs, and office supplies and subscription-based items. If unsure, students should reach out to the MEM Program Specialist ahead of the published deadline.

(b) *Submit Request:* To request utilization of the professional development budget, students must complete the request form on the My MEM website before the deadline stated on the form. The request form should include:

- Details of the proposed development opportunity
- Cost breakdown specifying the amount being requested
- Justification for how this opportunity aligns with their academic or career goals

Requests without proper details (including URL) may be summarily denied. In these cases, students may resubmit.

(c) *Evaluation and Approval:* The requests will be evaluated by the MEM Director or the Director's designee(s) based on:

- Alignment with academic or career goals
- Adherence to the allocated budget

- Completeness and accuracy of information provided
- Quality and/or value of the requested activity

Students have the option to split the amount across multiple activities or items by submitting a request form for each activity/item. If approved for partial support, students are responsible for any expenses incurred beyond the approved budget.

(d) *Notification*: Students will receive a decision regarding their request from the MEM Director or the Director's designee(s) via email within two weeks of submission. If no notification is received after this period, students are encouraged to follow up directly with the MEM Director.

(e) *Approved Requests*: Upon approval, students should meet with the MEM Program Specialist during office hours or scheduled appointments *within two weeks* to register for their professional development opportunity with MEM funds.

(f) *Reimbursement*: Reimbursements for activities or items purchased previously are not allowed without written pre-approval from the MEM Program Director.

This policy aims to facilitate student professional development while ensuring responsible use of allocated resources. Students are encouraged to take advantage of this budget to enhance their skills and knowledge within the specified limits. For any queries or clarification regarding the process, students can contact the MEM Program Specialist at mem-gradoffice@ncsu.edu.

Brandon McConnell,
Interim Director, Master of Engineering Management Program
Research Associate Professor