# Contents

updated 4-2016

**Introduction**
- Manual Purpose ................................................. 1
- Manual Organization .......................................... 1
- Manual Feedback .............................................. 1
- Statement of Nondiscrimination .......................... 2

**Section A: Overview**
- Principles of Graduate Education at BYU ............. A1
- The Mission of Graduate Studies ......................... A2
- The Mission of Brigham Young University .............. A2
- Policy on Graduate Faculty Status ....................... A3
- Administration at the University Level ................. A4
  - The Graduate Council ........................................ A4
  - Graduate Studies ........................................... A5
- Graduate Administration at the Department Level .... A5
  - Graduate Coordinator ...................................... A5
  - Graduate Program Manager ............................... A6
  - Graduate Faculty ......................................... A6
- BYU Graduate Student Society (BYUGSS) ............... A6
- Campus Privileges for Graduate Students ............... A7

**Section B: Policies**
- Admissions ...................................................... B1
  - Recruitment ................................................ B1
  - Inquiries .................................................. B1
  - Applications .............................................. B1
  - Admissions Targets and Ceilings ...................... B2
  - Application Deadlines .................................... B2
  - Application Requirements ................................. B4
  - International Applicants ................................. B6
  - Joint Degree Programs at BYU ......................... B7
  - Decision Process ......................................... B8
  - Additional Actions on Applications .................... B10
  - Applicants Previously Suspended from BYU .......... B11
  - Applicants Awaiting a Clearance ....................... B11
  - Application to Resume Study ............................ B11
  - Graduate Student Missionary Deferral ................ B12
  - Full Disclosure and Confidentiality .................. B13
- Financial Assistance ........................................ B14
  - Graduate Funding .......................................... B14
  - HIDRA ..................................................... B15
  - The Graduate Research Fellowship Award ............ B15
  - Graduate Mentoring Awards .............................. B18
  - Research Presentation Awards .......................... B18
  - BYU Hawaii Alumni International Graduate Scholarship .................................................. B18
  - Student Loans ............................................ B18
  - On-Campus Employment ................................... B19
- Matriculation ............................................... B19
  - Advisement and Student Handbooks .................. B19
  - Graduate Committees ..................................... B20


## Section C: AIM

**AIM Overview**  
- AIM Security  
- AIM Training  
- AIM Support

**AIM Procedures**  
- Login to AIM  
- Navigate in AIM  
- Enter Information in AIM  
- Access Applicant or Student Record in AIM  
- Exit AIM

## Section D: Online Review

**Online Review Overview**
- Templates  
- Sections  
- Review Components  
- Rating Scales  
- Comments  
- Save and Load  
- Multiple Programs  
- Review and Summary Check-boxes  
- Assignments  
- Groups  
- Faculty Review  
- Tips for Success
### Table of Contents

#### Section E: Procedures

**Recruitment and Inquiries**
- Recruitment Responsibilities ................................................. E1
- Management of Graduate Inquiry .......................................... E1
- Instructions for Searching and Adding Prospective Applicant Information to Hobsons Connect .......... E1
- Instructions for Creating a Prospective Applicant Email Template in Hobsons Connect .................. E2
- Instructions for Creating a Generic Department Graduate Email Address .......................... E4

**Admissions**
- General Admission Procedure .................................................. E4
- International Admission and Application Procedure ...................... E6
- Add Departmental Application Requirements in AIM .................. E7
- Waive Application Requirements (including tests) in AIM .......... E8
- Search for an Applicant or Applicants in Hobsons ................ E9
- Retrieve Letters of Recommendation from Hobsons ................ E9
- Retrieve Online PDF application ........................................... E11
- Retrieving the Online Application PDF ................................. E12
- Receipt of Hard Copy Letter of Recommendation in AIM .......... E12
- Indicate Receipt of Department Requirement in AIM .............. E12
- View Applicant Work Experiences in AIM ............................. E12
- Add Applicant Work Experience in AIM ................................ E13
- Delete Applicant Work Experience in AIM ............................. E13
- View Transcript Status in AIM ............................................. E13
- View Imaged Application of Other Admission Documents in AIM ................................. E14
- View Test Scores in AIM ..................................................... E14
- Post a Message in Hobsons .................................................. E15
- Generate List of Applicants Needing Decisions in AIM .......... E16
- International Law Applicant Admission Procedure .............. E16
- Domestic Law Applicant Admission Procedure .................... E17
- International Integrated Accounting/ Information Systems Applicant Admission Procedure .... E18
- Enter Admissions Recommendation in AIM ............................ E18
- Change Specialization in AIM .............................................. E21
- Add a Log Entry .............................................................. E21
- View a Log Entry ................................................................ E21
- Edit a Log Entry .............................................................. E21
- Delete a Log Entry ............................................................ E21
- View Number of Admitted and Matriculated Student Targets in AIM ...................................... E22
- View Queued and Sent Applicant Letters and Emails in AIM ..................................... E22
- Re-Queue Letter in AIM ...................................................... E23
- Generate and Print Application PDF from AIM ..................... E23
- Generate and Print Custom Applicant Report in AIM ............. E23
- Create Applicant Email Template in Hobsons ........................ E24
- Edit Applicant Email Template in Hobsons ............................. E26
- Customize Email Notification Reports in Hobson .................. E27
- Change Degree Level .......................................................... E27
- Process Application to Resume Graduate Study ...................... E28
- View Status of Department Graduate Programs of Study in AIM ..................................... E29
- View Department Graduate Student Information in AIM .......... E30
- View Department Graduation Items in AIM for Current Year Term .................................. E31
- View Department Graduates (Alumni) in AIM ........................ E32
- View Faculty Stats in AIM .................................................... E33
- View Faculty Committees in AIM ......................................... E33

**Programs of Study, Committees, and Minors**
- Create Program of Study ................................................... E34
- Add Program, Prerequisite, or Skill Courses to Program of Study in AIM .............................. E34
- Add Transfer Courses to the Program of Study in AIM ............................................. E36
- Delete a Course from the Program of Study in AIM ............................................. E38
- Delete Transfer Courses from the Program of Study in AIM ............................................. E38
- Edit Course or Transfer Course on the Program of Study in AIM ..................................... E38
- Select Graduate Committee ................................................ E39
- View Faculty Graduate Committee Assignments ................................................. E39
- Add Committee Chair to Graduate Committee in AIM ............................................. E40

---

iii
Appendix

Graduate Studies Policies and Procedures

Add Committee Member(s) to Graduate Committee in AIM .................................................. E40
Change Graduate Committee .................................................................................................... E41
Delete Graduate Committee Member in AIM ......................................................................... E42
Add a Graduate Minor .............................................................................................................. E42
Enter a Graduate Minor in AIM .............................................................................................. E43
Add Specialization in AIM ....................................................................................................... E43
Enter Hours Transferred from Master’s to Doctorate in AIM ................................................ E44
Clear a Skill Requirement for a Doctoral Student in AIM ....................................................... E44
Add Another Requirement for a Doctoral Student in AIM ..................................................... E44
Clearing Another Requirement in AIM ................................................................................... E44

Progress Reports
Generate Student Progress Report for a Specific Program in AIM ............................................ E45
Generate Full Student Progress Report .................................................................................... E45
Generate Progress Report of Student Grades and Received Academic Credits ....................... E46
Add a Note to a Progress Report ............................................................................................. E46
Graduate Student Evaluation Procedure ............................................................................... E47
View List of Students Needing Evaluation in AIM ............................................................... E47
Enter Evaluation Results in AIM ............................................................................................ E47

Graduation
General Graduation Procedures .............................................................................................. E48
Accepting a Student for Graduation in AIM (Department) ..................................................... E48
Letter of Completion Procedure (Optional) ............................................................................ E50
View Individual Graduation Applicant Summary .................................................................. E50
Clear Department Graduation Requirement in AIM ............................................................ E51
Add Department Graduation Requirement for a Student ....................................................... E51

Dissertations or Theses
General Dissertation or Thesis Procedures ............................................................................... E52
Schedule Final Oral Examination (Defense of Dissertation or Thesis) ................................ E53
Enter Final Oral Examination (Defense of Dissertation or Thesis) Information in AIM ........ E54
Enter Result of Final Oral Examination (Defense of Dissertation or Thesis in AIM) ........ E54
Submit Final Dissertation or Thesis (ETD) ............................................................................. E55
Secured Theses and Dissertations .......................................................................................... E55
Submit Grade Change Authorization ..................................................................................... E55

Grievances
Change Address in AIM ......................................................................................................... E56
Petition for Exception ............................................................................................................. E56
Petition for Full-Time Status ................................................................................................ E57
Expire (Terminate) Graduate Student Status ......................................................................... E57
Graduate Student Academic Grievance Procedure ............................................................... E58

Program and Curricular Review
Add or Change Graduate Curriculum ..................................................................................... E59
Add New Graduate Program or Revise Existing Graduate Program ...................................... E59
Update Graduate Catalog ...................................................................................................... E59

Hobsons
Application Management ........................................................................................................ E60
Online Recommendation Management ................................................................................... E60
Hobsons Support .................................................................................................................... E60
Hobsons Procedures ............................................................................................................... E60
Log into Hobsons .................................................................................................................. E61
After Loggin In ...................................................................................................................... E61
Change Password in Hobsons ............................................................................................... E61

Glossary

Appendix a: Directories

Graduate Studies Staff Graduate .......................................................................................... A1
Council (2014-2015) BYUGSS ............................................................................................... A2
Graduate Studies Web Links ................................................................................................. A3
### Appendix b: Forms and Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index of GS Forms</td>
<td>B1</td>
</tr>
<tr>
<td>Index of ADV Forms</td>
<td>B2</td>
</tr>
<tr>
<td>Index of OGS Forms</td>
<td>B3</td>
</tr>
<tr>
<td>Index of All Forms in Alphabetical Order</td>
<td>B4</td>
</tr>
<tr>
<td>Imaged Documents and Forms</td>
<td>B6</td>
</tr>
<tr>
<td>Imaged Documents and Form</td>
<td>B7</td>
</tr>
</tbody>
</table>