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Section E: Procedures updated January 2016

Procedures listed in this section are governed by Graduate Studies policies. Each procedure falls into one of two categories: (1) general procedures which indicate chronology and responsibilities related to procedures, and may include a number of specific procedures, or (2) specific procedures that provide step-by-step instructions for completing particular tasks. The procedures are organized in a chronological sequence (recruitment, admissions, programs of study, graduation, etc).

Recruitment and Inquiries

Recruitment Responsibilities

DEPARTMENT

- Actively recruit qualified applicants to graduate programs
- Add prospective applicant information to Hobsons Connect

GRADUATE STUDIES

- Circulate Graduate Studies interest forms to LDS Institutes of Religion annually
- Add prospective applicant information to Hobsons Connect.

Management of Graduate Inquiry

DEPARTMENT

- Collect information from prospective applicants
- Have prospective applicant register their interest on Graduate Studies Web site
- Manually add prospective applicant information to Hobsons Connect

GRADUATE STUDIES

- Collect information from prospective applicants

Instructions for Searching and Adding Prospective Applicant Information to Hobsons Connect

1. Navigate your web browser to the Hobsons Connect Web site at <https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Connect.
3. Enter User ID: (unique for department).

4. Enter Password: *****.
5. Click the *Login* button.
6. Click the *Contacts* tab.
7. First search for the prospective applicant by clicking on the Search/New link on the left side menu.
8. If a search for the prospective applicant yields no results, click on the “New Contact” tab and enter the prospective applicant information.
9. When entering prospective applicant information, be sure to include ‘Graduate Interest Page’ as the source code at the bottom of the page.

Instructions for Creating a Prospective Applicant Email Template in Hobsons Connect

Note: Graduate Studies has a helpful PowerPoint training presentation on creating and editing an email template in Connect. It is available under the Forms and Resources tab on the Graduate Studies webpage.

1. Navigate your web browser to the Connect Web site
<https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Connect.
3. Enter User ID: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Click the *Communications* tab.
7. Click on the Templates link on the right.
8. Emails can be created from existing templates in Connect.
9. Click on automated email templates folder.
10. Choose any existing email template **or** the template that most closely matches the email you want to create by checking the email in the box.
11. Once you have selected a template, click the **Copy** button at the top of the page.

12. Enter the name of your email. Be sure to use your program name at the beginning. For example Social Work Grad Fair 2009 Follow Up.
13. Enter a short description of the email.
14. Save your template by clicking on the 'Select' button on the right to access your department folder.
15. Leave the filter. Changes should be made only after the email is complete and ready to be queued (the default filter should be 'EMT QA Filter.')
16. Click 'Next.'
17. In the 'from name' field, enter the name the prospective applicant will see as the sender of the email.
18. Fill in the email address where you want to receive correspondence with the prospective applicant.
19. Fill in the subject line of the email.
20. Scroll down to view the email editor.
21. Begin typing your email content. You can use attribute fields such as 'first name' to customize your email. These are available on the insert attributes drop down menu at the top of the screen.
22. Edit your email text in a word processor, then copy and paste the text into **Wordpad or Notepad**, and from there into the email editor online. This will remove all unnecessary formatting from Word that does not work well in html.
23. You can create a **hyperlink** in the editor by first selecting any text where you want to create a link to a Web site or email. Then click on the Hyperlink Manager at the top (i.e. it looks like a globe with a chain link underneath it).
24. Enter a URL address for the hyperlink.
25. Select 'New Window' from the Target drop down menu.
26. Click OK. The text will now appear as a hyperlink.
27. To create a hyperlink for an **email address** follow the same steps. (1) Select the hyperlink text. (2) Click on the Hyperlink Manager. (3) Select the email tab. (4) Enter the email address for the hyperlink. (5) Click OK.

28. Scroll down to view the **Plain Text Content** Editor.
29. Copy your text from the **Email Editor** to the **Plain Text Content** box. The Plain Text Content box shows what prospective applicants will see if they check their email on a mobile phone browser or their email client is set to Plain Text.
30. You can also include an attachment with your email template.
31. When you have finished editing your email, click Save. You can click ‘preview’ at the top of the page to see the email as a student would. You can enter an email address to send a test email.

Instructions for Creating a Generic Department Graduate Email Address

1. Think of a meaningful generic email alias, which is specific to the department and easy to remember (e.g. chemistry@byu.edu). To emphasize the graduate program, you could identify the graduate degree (e.g., mba@byu.edu) or add the word “grad” to part of the email address.
2. Log into myBYU.
3. Click the link for the *Email Alias Manager* under the *Communications* heading.
4. Enter the email address in the text box in the *Alias Email Address* column. The alias email address is the virtual email address to which email is sent.
5. Enter the forwarding address in the text box in the *Forwards To* column. The forwarding address is usually the real, physical address of the mailbox to which email is actually delivered. (It could also be another alias.)
6. Click the *Make Changes* button.

Admissions

General Admission Procedure

GRADUATE STUDIES

1. Upload submitted online applications to AIM. This is done each weekday evening.
2. When applications are submitted, an applicant record is created in AIM.

When other application items arrive (transcripts, endorsements) they are logged on each applicant's applicant record. International applicant forms are imaged when the student is admitted. Application items such as transcripts are sent to imaging. International credential evaluations are also processed and sent to imaging.

3. A file label report runs and is sent to departments indicating new applications that have been exported into AIM. Departments can create a file label by copying and pasting the file label from gs11.
4. For each applicant, send the following to the appropriate department in the daily mailing pouch: portfolios and other materials required by the department. For international applicants, send photocopies of the credential evaluation to imaging.
5. After a transcript has been received and entered, calculate a GPA for minimum GPA requirement. Record overall GPA for each Bachelor's degree or higher on TRN01.
6. After the application has been uploaded into AIM an email is sent providing instructions on how to check the application status. If no email address is listed, send a letter to the applicant's mailing address.
7. Two weeks after an application is received (three weeks for international students), email a "check letter" to applicants listing the status of application items (cleared or not cleared).

DEPARTMENT

8. Record the arrival of application pieces by date-stamping them or entering date of receipt on an application checklist.
9. View application with letters of recommendation, statement of intent, and other admission documents by clicking on View PDF link on GS02. Letters of rec are also viewed on GS12 in the application PDF.
10. Hold admissions committee meetings to make admission decisions.
11. Enter admission recommendations in AIM (*GS02*).

GRADUATE STUDIES

After an admission recommendation is entered in AIM and all university requirements are cleared, the following must be completed:

12. Generate and send a letter notifying the applicant of the decision, with a copy

to the department. If a department has indicated a desire to receive the official notification of admission letter, send the letter to the department; department personnel will then send the official notification with a department letter to the applicant. Deny letters are not printed but applicants view these these through their AY application login.

13. Generate and send by email to the department a list of letters sent to applicants and students, showing all printed or emailed letters, except check letters and application received letters.
14. For admitted international applicants, an International Requirements Missing letter will be generated if these requirements have not been completed. (For applicants who have indicated their U.S. Permanent Resident status, a letter requesting proof of U. S. residency will be sent if such evidence has not been received by Graduate Studies.) When all international requirements are satisfied upon admission, an I-20/DS2019 letter will be issued along with the appropriate student visa document. If a department has requested to receive the official notification admission letter, send the letter to the department, generate and send an I-20/DS2019 letter to accompany the I-20/DS2019 form to the applicant. The I-20/DS2019 form will not be sent until all financial documentation is complete. (If a student is admitted as a J-1 visiting scholar, complete the request for DS2019 GS Form and submit the form to International Services. International Services will return the approved DS2019 to Graduate Studies. The DS2019 will be sent to the student.)
15. Transfer letter form will be requested from the applicant upon admission (if the student is transferring from another U.S. institution). Create student visa documents when the student's SEVIS record is released to BYU.

International Admission and Application Procedure

In general, international applications follow the same process outlined in the General Admissions Procedure with the following additional procedures: Assess Academic Preparation, Process Financial Certification and Process Transfer Letter.

Assess Academic Preparation

DEPARTMENT

Note: A decision to admit an international applicant cannot be made without a GPA which will be entered by Graduate Studies from the Credential Evaluation.

GRADUATE STUDIES

1. Upon receipt of credential evaluation, enter the following information in AIM:

- Enter the applicant's foreign institution, degree equivalency, and a GPA for the applicant.
- Send the international credential evaluation report to Imaging.

DEPARTMENT

4. Evaluate the international credential evaluation to determine if the applicant has fulfilled prerequisites for the program by earning a bachelor's degree or equivalent.

Process Financial Certification

STUDENT

1. Complete and submit GS Form I-2 (if needed), and official bank statements to Graduate Studies.

GRADUATE STUDIES

2. Review and process GS Form I-1 from department, GS Form I-2, and bank statements. If finances are sufficient, clear the requirement in AIM. If finances are insufficient, send a "problem" email to the applicant explaining the deficiency. If an applicant has a visa status other than F-1, record the status on *GS03* and send a copy of the visa document to International Services.

DEPARTMENT

3. If the applicant has requested financial aid from the department and the decision is to admit, determine the amount to be awarded to the applicant.
4. Enter the amount awarded on AIM page *GS02* with the admit decision. If the decision is to admit, the department will be automatically prompted to enter the funding amount.
5. Complete and sign the GS Form I-1. Enter the amount to be awarded on the department line. Enter zero if no support will be awarded. **Return the signed GS Form I-1 to Graduate Studies immediately.**

Add Departmental Application Requirements in AIM

DEPARTMENT

1. Determine the need for and define a new requirement for all applicants.
2. Submit the new departmental application requirement or change in departmental application requirements to the College Dean and Dean of Graduate Studies. Departmental application requirement changes and

deadline changes should be submitted by May 1st for the following year.

DEAN OF GRADUATE STUDIES

3. Approve or deny the requested application requirement change.

GRADUATE STUDIES

4. Enter the new requirement in AIM (*GSC05*) and update the Graduate Studies Web site and other documentation to reflect the change; the new requirement takes effect for the following year. Once the requirement is entered on AIM page *GSC05*, it will be reflected in applicant check letters. Departments may access page *GSC05* at any time to verify that departmental application requirements are listed correctly.

DEPARTMENT

5. Update the department Web site and other documentation to reflect the change.

Waive Application Requirements (including tests) in AIM

1. Log into AIM. Navigate to *GS05*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Waive* check box next to the requirement.
4. Click the *Save Changes* button. The date waived will then appear next to the *Waive* check box.

Application Requirements	May be waived?
Application for Admission to Graduate Study	No
Honor Code Interview	No
Ecclesiastical Endorsement	No
Letter of Recommendation for Graduate School	Yes
IELTS or TOEFL	No**
Graduate Examination (GRE, GMAT, LSAT, etc.)	Yes
Application Fee	No ⁺
Statement of Intent	Yes
Other Departmental Requirements	Yes
Evidence of bachelor's degree (i.e. diploma)	No
Transcripts	No

** *The IELTS or TOEFL may only be waived by petition to Graduate Studies.*
 + *The application fee may not be waived, but may be paid by a department.*

Search for an Applicant or Applicants in Hobsons

1. Navigate your web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Hobsons. Select Application tab if it is not defaulted.
3. Enter User Name: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Mouse over *Select a System and Application System*; then click *Application for Admission*.
7. Click *Search for Applicants*.
8. Select the criteria for applicant search. *Search by Date* and *Search by Individual* (last name) are common search options. *Search by Individual* can be done with any one criterion. You might want to use the email address or birthdate to avoid confusion resulting from name order and/or spelling.

Possible Search Criteria

Search by Date	Search by Individual	Search Using Query
Creation Date	First Name	Search by Group
Submission Date	Last Name	Search by Action
	Birthdate	
	Email Address	
	Zip Code	
	Pin	
	Applicant ID	

Retrieve Letters of Recommendation from Hobsons

1. Navigate your web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>
2. Enter User Name: (unique for department).
3. Enter Password: *****.

4. Click the *Login* button.
5. Mouse over *Select a System* and *Application System*; then click *Application for Admission*.
6. Click *Search for Applicants*.
7. Select the criteria for the applicant search. *Search by Date* and *Search by Individual* (last name) are common search options. *Search by Individual* can be done with any one criterion.

Possible Search Criteria

Search by Date	Search by Individual	Search Using Query
Creation Date	First Name	Search by Group
Submission Date	Last Name	Search by Action
	Birthdate	
	Email Address	
	Zip Code	
	Pin	
	Applicant ID	

8. Click the name of the applicant after you have found a desired record. A new window will appear.
9. Choose *Print Specific Letters of Recommendation* or *Print All Letters of Recommendation*.

Print Specific Letters of Recommendation

1. Click *Recommendations* link on the right. A list of recommenders will appear. The status of the recommender's letter of recommendation is indicated by the box color:

Gray– recommendation received online

Half Gray– online recommendation started, not yet submitted

White– recommendation not yet started online

Graduate Studies will send a report notifying departments when a new Letter of Recommendation is received online.

2. Click the name of a recommender. A new window will appear listing information about the recommender and recommendation status.

3. Click the *Print* button to generate a PDF. The PDF will appear in a new window.
4. To print the Letter of Recommendation, click the *Print* button in the PDF viewer.

View Letters of Recommendation

1. All Letters of Recommendation are included in the application PDF.
2. The application PDF is delivered to AIM and imaging once all three letters have been submitted.
3. Contact Graduate Studies if you would like to waive a Letter of Recommendation so that the PDF will deliver to MM.

Retrieve online PDF application

Navigate the web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>

1. Enter User ID: (unique for department).
2. Enter Password: *****.
3. Click the *Login* button.
4. Mouse over *Select a System and Application System*; then click *Application for Admission*.
5. Click *Search for Applicants*.
6. Select the criteria for applicant search. *Search by Date* and *Search by Individual* (last name) are common search options. *Search by Individual* can be done with any one criterion.

Possible Search Criteria

Search by Date	Search by Individual	Search Using Query
Creation Date	First Name	Search by Group
Submission Date	Last Name	Search by Action
	Birthdate	
	Email Address	
	Zip Code	
	Pin	
	Applicant ID	

7. Click the name of the applicant after you have found a desired record. A new window will appear.
8. Click the *Print Application* button. This will generate a PDF of the application in a new window. This may take some time.
9. Click the *Print* button in the PDF viewer and then select the page numbers of the section(s) you wish to print or print all sections of the application.

Retrieving the Online Application PDF:

1. Log into AIM, navigate to *GS02*.
2. Enter the Net ID or Student ID number of the applicant you wish to view.
3. Click the link that says “View PDF Application” on *GS02*.
4. Click on the checkbox next to the file that says GRSAPP and click view.
5. The PDF should be viewable in imaging.

Receipt of Hard Copy Letter of Recommendation in AIM

1. All letters of recommendation are now received online as of August 2011.
2. Receipt of hard copy letters should be cleared on *GS05* and sent to Graduate Studies for processing and imaging.

Indicate Receipt of Department Requirement in AIM

1. Log into AIM. Navigate to *GS05*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. From the dropdown box next to the department requirement, select *Cleared*.
4. You may enter a date in the *Received Date* text box or allow the system to automatically enter the current date by leaving the field blank.
5. Click the *Save Changes* button.

View Applicant Work Experiences in AIM

1. Log into AIM. Navigate to *GS08*.

2. Work experiences are listed under the *Graduate Admissions Work Experience* heading.

Add Applicant Work Experience in AIM

1. Log into AIM. Navigate to *GS08*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name. Click the *Add a Job* button.
3. Select the type of work (*part time, full time, military, internship*) from the *Type of Work* drop-down list.
4. Enter the period of employment in the *Dates from* and *to* text boxes.
5. Enter the name of the employer in the *Employer* text box.
6. Enter the city and state of employment in the *City, State* text box.
7. Enter the nature of work or other employment information in the *Nature of Work* text box.
8. Click the *Save* link.

Delete Applicant Work Experience in AIM

1. Log into AIM. Navigate to *GS08*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click *Delete* next to the work experience you want to delete. The page will refresh with the work experience deleted.

View Transcript Status in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. If necessary, select the appropriate application from the *Applications* dropdown box.
4. View the *Univ Req* section. Each transcript will be listed. A check mark indicates that a transcript has been received and cleared. Departments should

ensure that transcripts are current. The words “self reported” mean that school was listed in the web application by the applicant but no official transcript has been received.

View Imaged Application and Other Admission Documents in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Imaging* link in the upper right corner of the page. The *Imaging Home Page* will appear and imaged files will be listed.
4. Click the *View* link on the document you wish to view, or check the *Select* check boxes for the documents you want to view, and then click the *View Selected* button. Clicking the *Select All* button selects all available documents. Clicking the *Reset Selection* button will clear selected documents.
5. Click the links on the left side of the page to view other parts of the imaged documents.
6. Click the *Back to Documents List* link to return to the *Imaging Home Page*.
7. Close the *Imaging Home Page* when you are finished.

The following document types are some of the available documents in imaging:

GRS Form A (Change of Degree Level; Integrated applications, Dept Docs)	GRS Reg (Special Registration)
GRS Form C (Letter of Recommendation)	GRS Resume (Application to Resume)
GRS IntlEval (Credential Evaluations)	GRS Transcripts (U.S. and/or international transcripts)
GRS Petition (Petition for Exception)	GRS TestScores (GRE, GMAT, MAT, etc)
GRS IntlDocs (I-20s, Visa, Passports, PR card)	GRS App

View Test Scores in AIM

Test scores can be viewed from AIM page *GS02*, *Grad School App Summary*, or AIM page *GS07*, *Graduate Admissions Test Scores*. AIM page *GS07* is the official test scores page. All test scores recorded by the university are listed on AIM page *GS07*. (Scores for tests taken for graduate applications also show on AIM page *GS02*.) Official test scores are received from Educational Testing Services (ETS) and other testing agencies on a regular basis and then loaded into AIM.

1. Log into AIM. Navigate to *GS02* or *GS07*. Access an applicant record by entering a NetID, Student ID, or last name and first name.
2. View the test scores. Unofficial and self-reported scores are also listed.
 - O = official -received from testing agency
 - U = unofficial -the applicant sent a paper copy
 - S = self-reported -the applicant listed his score in the application

Post a Message in Hobsons

During the admissions season, departments may want to notify applicants who have not submitted or remind them of specific department requirements. *Post a Message* pops up a message the next time an applicant logs in to his or her application. When an applicant has seen the pop-up message, he or she has the option of deleting it.

1. Log into Hobsons <https://byugrad.askadmissions.net/SSO/SSO>
2. Enter User Name: (unique for department).
3. Enter Password: *****.
4. Click the *Login* button.
5. Mouse over *Select a System and Application System*; then click *Application for Admission*.
6. Search for an applicant or applicants.
7. Select the applicant you would like to post a message to by checking the boxes next to the name and selecting the *Apply to Selected* option or the *Apply to All* option.
8. Select *Post Message* from the *Select an Action* dropdown list.
9. Click the *Go* button.
10. Type a subject in the *Subject* text area.
11. Enter a date through which the message will pop up in the *Display Until* text area. The date may be chosen by clicking the small calendar and arrow icon.
12. Enter a message in the *Message* text area.
13. Optional: To make a record of the message in the history, check the *Record*

Posted Message in Action History box.

14. Click the *Submit* button.

Generate List of Applicants Needing Decisions in AIM

1. Log into AIM. Navigate to *GS01*.
2. Enter the year and term in the *Begin yrterm* and *End yrterm* text boxes (ex. 20155, for Fall 2015 semester).
3. Check the *Univ Req Met* check box.
4. Check the *In-Process* check box under the *Application Status* column.
5. Click the *Find Applicants* button. The resulting list will show all applicants who have cleared all university requirements, who are not marked late, who need an admission decision.

International Law Applicant Admission Procedure

LAW SCHOOL ADMISSIONS

1. Receive international applications and forward application materials for admitted international students to Graduate Studies.

GRADUATE STUDIES

2. Enter international applicant information into AIM.
3. Generate letters for international students informing them of any missing items or problems with documentation, degrees, etc.

LAW SCHOOL ADMISSIONS

4. Email notice of department recommendation of admission requesting compliance with all university requirements before official admission can be granted.

GRADUATE STUDIES

5. When all requirements are met, enter admissions decisions in AIM (*GS02*) and generate and send I-20 and GS I-20 letter to admitted international students.
6. Send one copy of the letter and I-20 to International Services and one copy to the Law School.

Domestic Law Applicant Admission Procedure

LAW SCHOOL ADMISSIONS

1. Receive applications.
2. Send to Graduate Studies an electronic file of applicant names and data for applicants who will be admitted.

GRADUATE STUDIES

3. Upload and admit recommended applicants.
4. Notify law school of any applicants who are missing degrees.
5. Send email notification to Law admits with instructions to enroll and pay deposit.

LAW SCHOOL ADMISSIONS

6. Send stamped copies of transcripts to Graduate Studies for applicants who have accepted offers of admission.

GRADUATE STUDIES

7. Send received transcripts to Imaging.

International Integrated Accounting/ Information Systems Applicant Admission Procedure

DEPARTMENT

1. Send GS Form 5a/5b to Graduate Studies, after informing the student of the financial certification requirement.

STUDENT

2. Submit an endorsement request through endorse.byu.edu and obtain the necessary interviews, and official bank statements to Graduate Studies.

GRADUATE STUDIES

3. Enter applicant information and admit them in AIM.
4. Generate missing items letter.
5. Send admission letter and I-20 to applicant and a copy of each document to International Services and the department.

Domestic Integrated Accounting Applicant Admission Procedure

DEPARTMENT

1. Send GS Form 5a or 5b to Graduate Studies.

STUDENT

2. Submit a request for an endorsement through endorse.byu.edu and obtain the necessary interviews.

GRADUATE STUDIES

3. Enter applicant information and admit them in AIM.
4. Generate and send a missing items letter if needed.
5. Send admission letter to applicant and a copy of the letter to the department.

Enter Admissions Recommendation in AIM

Recommend Admission in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. From the *Dept Recommend* dropdown box, select *Admit*. A decision on an international applicant can be made only after a GPA has been entered.
4. For international students, a window appears requesting that department funding amounts be entered on AIM page *GS02*. Enter the funding decisions and amounts. For any funding the department agrees to provide, a completed GS Form I-1 with department signatures must be sent to Graduate Studies by the department immediately. The GS Form I-1 can be downloaded from the Graduate Studies Web site at <http://graduatestudies.byu.edu/content/all-forms>
5. In the *Graduate School Advisor* text box, enter the name (last name, first name) of the requested graduate advisor (from graduate faculty), and then press *Tab*.
6. Click the *Save Changes* button. Report any errors to Graduate Studies.
7. If all university application requirements have been met, application status is changed, a letter is queued, then AIM page *ADV07* is populated, and registration eligibility is granted.

8. If all university application requirements have not been met, a different letter is queued and sent. This letter informs applicants that admission has been recommended, lists items that must be cleared, and provides a due date after which the offer of admission may be rescinded.

Recommend Provisional Admission in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. From the *Dept Recommend* dropdown box, select *Provisional Admit*.
4. For international students, a window appears requesting that department funding amounts be entered on AIM page *GS02*. Enter the funding decisions and amounts. For any funding the department agrees to provide, a completed GS Form I-1 with department signatures must be sent to Graduate Studies by the department immediately. The GS Form I-1 Can be downloaded from the Graduate Studies Web site at <http://graduatestudies.byu.edu/content/all-forms>
5. Type (or paste) a provision in the *Comment* text box that appears on the page and then click the *Save* button. The provision should be a complete sentence, written in first-person, and it must make sense when added to the admission letter. For more information about provisional admittance see Recommending Provisional Admittance in the Policy section (Section B) of this manual. A provision must be entered for a provisionally admitted student. To clear the contents of the *Comments* text box, click the *Clear* button.
6. In the *Graduate School Advisor* text box, enter the name of the requested graduate advisor (last name, first name) and then press *Tab*.
7. Click the *Save Changes* button. Report any errors to Graduate Studies. The provision does not appear on the letter that notifies an applicant that an admission recommendation has been made, but ‘missing items’ must still be provided.
8. If all university application requirements have been met, the application status is changed, a letter is queued, AIM page *ADV07* is populated, and registration eligibility is granted.
9. If all university application requirements have not been met, a different letter is queued and sent. This letter informs applicants that admission has been recommended, lists items that must be cleared, and provides a due date after which the offer of admission may be rescinded.

Edit Admission Provision in AIM

Note: A provision may be edited the same day it is entered. After an admission provision is edited, the letter should be re-queued.

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Scroll to *Official Notes* and click the provision.
4. Edit the provision.
5. Click the *Save* button.
6. Click the *Save Changes* button.
7. Re-queue the letter on *GS11*. Departments may re-queue a letter only on the same day a decision is entered. At a later time Graduate Studies can re-queue the letter if requested.

Recommend Denial of Admission in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. From the *Dept Recommend* dropdown box, select *Deny*.
4. From the *Deny Reason* dropdown menu, choose a deny reason.
5. Click the *Save Changes* button.

Enter Late or Withdraw in AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. From the *Dept Recommend* dropdown box, select *Late* or *Withdrew* (only possible until the second week of the semester).
4. Click the *Save Changes* button.

Change Specialization in AIM

1. Log into AIM. Navigate to *GS05*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name that is still in process.
3. Click the *change* link next to the Specialization name.
4. Select a new specialization in the dropdown menu.
5. Click the *Save Changes* button.

Add a Log Entry

1. Log into AIM. Navigate to *GS09*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Create Log Entry* for link.
4. Type a brief note title in the *Event* text box.
5. Type your note in the *Comment* text box.
6. Click *Save* to save the note to the system. Clicking *Clear* will delete the text in the *Comment* text box. Clicking *Close* will close the comment box without saving the note.

View a Log Entry

1. Log into AIM. Navigate to *GS09*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Y* link in the *Comment* column, or if you created the log entry, click the *Upd* link by the log entry title.
4. Click the *Close* link to close the log entry.

Edit a Log Entry

Note: A log entry can be edited only by the person who added it.

1. Log into AIM. Navigate to *GS09*.

2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Y* link in the *Comment* column, or if you created the log entry, click the *Upd* link by the log entry title.
4. Modify the text.
5. Click the *Save* button.

Delete a Log Entry

Note: A log entry can be deleted only by the person who added it.

1. Log into AIM. Navigate to *GS09*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click the *Del* link by the log entry title you created.

View Number of Admitted and Matriculated Student Targets in AIM

1. Log into AIM. Navigate to *GSC04*.
2. Click the *Select Department* link and choose a department.
3. The page will refresh and show admission and matriculation targets and the number of admitted and matriculated master's and doctoral students. Also displayed is the number of students graduating at the next graduation and the total number of students admitted and matriculated. Click the *Year/Term* link to select a past or future year and term.

View Queued and Sent Applicant Letters and Emails in AIM

1. Log into AIM. Navigate to *GS11*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name. All emails and letters to the applicant will be listed.
3. Click the *View* link next to the letter you want to view.

Re-Queue Letter in AIM

Note: A letter may be re-queued only on the day it was originally queued. After this date, Graduate Studies must be contacted in order to adjust, re-queue, or reprint a letter. A department may wish to re-queue a letter if, for example, a provision was edited or an official note was added.

1. Log into AIM. Navigate to *GS11*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click *Re-queue* next to the letter you wish to re-queue.

Generate and Print Application PDF from AIM

1. Log into AIM. Navigate to *GS02*.
2. Access an applicant record by entering a NetID, Student ID, or last name and first name.
3. Click on the link “View PDF Application” to see PDF.

Generate and Print Custom Applicant Report in AIM

1. Log into AIM. Navigate to *GS01*.
2. Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access and then select a program or specialization. The page will then refresh with the appropriate program code displayed.
3. Select the criteria you want to use for your search. You may also retrieve data for a specific student by typing a name in the *Last Name/Identifier* and/or *First Name* text boxes. The *Clear Criteria* button resets all of the criteria. The following is a list of possible search criteria.
4. Optional: Choose to sort the results using up to three criteria.

Data Sorting Options

Name	Gender	GMAT
BYU ID	Citizenship	TOEFL
App YYT	Ethnicity	Alpha GPA
Specialization	GS Form A	LSDAS GPA
Degree	L of I	Transcripts

App Stat	L of R	Fin Stat
Dept Rec	GRE	NET ID

5. Click the *Find Applicants* button. Processing your request may take some time. You can reduce the time required to complete a request by selecting more criteria for a more specific search.
6. After the request is processed, the page will refresh with the results displayed at the bottom of the page. Clicking the name will take you to *Grad School Application Summary (GS02)*. Clicking other information links will take you to associated AIM pages (e.g., clicking the GRE score will take you to *Graduate Admissions Test Scores, GS07*).
7. For better viewing, you can select the *Hide Selection Criteria* link. To restore the criteria selection, click *Show Selection Criteria*.
8. Export the generated table into a CSV file to open in Excel by clicking on the [Get results in CSV file] link.
9. To print the report directly from the page, you must first reduce the text size and change the page orientation to *landscape*.
10. Click *File* and then click *Print*.

Create Applicant Email Template in Hobsons Note: The training area of the Hobsons Web site has a helpful and userfriendly PowerPoint tutorial on creating email templates.

1. Navigate your web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Hobsons.
3. Enter User ID: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Mouse over *Select a System and Application System*; then click *Application for Admission*.
7. Mouse over *Webcenter Administration and Manage Templates*, and then click *Manage Email Templates*.

8. Click the *Add* button on the upper or lower right hand side of the page. The page will refresh to reveal a form.
9. Required: Type a template name in the *Template Name* text box. This name will be used to identify this email template.
10. Required: Type a description in the *Description* text box.
11. Optional: Click the *Lock* text box. The *Lock* feature will prevent others from changing the email template.
12. Optional: Type the name of the department in the *Email Sender* text box (ex. BYU Department of Chemistry).
13. Required: In the *Email Sender* field, enter the department email address from which email is sent to applicants. It is strongly recommended that this email address be generic to the department (ex. mba@byu.edu, not jane_secretary@byu.edu).
14. Required: In the *To* field, select *Prospect's Email Address* to have the email automatically sent to each applicant, or select *Other Email Address* and then type the email address to which you would like the email sent.
15. Optional: In the *Email Reply To* field, specify the email address to which you would like replies sent.
16. Optional: In the *BCC All* field, type an email address if you would like to receive a blank carbon copy of each email sent. The BCC field is designed so that you can have a copy of the message sent to yourself.
17. Optional: In the *BCC Notification* field, type an email address if you would like to receive notification of sent email. This is generally not used unless email is being sent to multiple prospects simultaneously.
18. Required: Type a subject in the *Subject* text area.
19. Required: Type the text you want to save for the template in the *Message* text area. You may also include HTML tags.
20. Required: Select *Text* or *HTML* as the *Message Type*. Email templates can be previewed by clicking the *Preview* button. Click the *HTML Formatting Help* link to view general HTML formatting tips.
21. Required: Select the folder where the email will be saved from the *Folder* dropdown list. This should be the department name.

22. Optional: Personalize your email template by inserting fields from the inquiry form. You can do this by adding mail merge fields to the message. Begin by selecting the appropriate option in the *Mail Merge Section* dropdown list (usually Request for Information). The page will refresh, and the *Mail Merge Tag* dropdown list will be populated with fields from the form you selected. You can then choose a field from the list by selecting it from the *Mail Merge Tag* dropdown list. An ayttag will appear next to the *Mail Merge Tag* field. It looks something like this: `<ay:tag type="MM" id="882" name="First Name"/>`. The ayttag is the system's designation of a particular field in your form. Copy and paste the ayttag into your email template where you want the response displayed. The Hobsons mail system will substitute the ayttag with the actual data from the prospect record at the time the email is sent.
23. Optional: Add message conditions to the *Conditional Messaging* area. Conditional messaging is used to send messages to applicants who meet particular criteria. For assistance with conditional messages, contact Graduate Studies.
24. Required: After you are finished creating the email template, click the *Save* button. A confirmation message will appear briefly in green at the top of your page.

Edit Applicant Email Template in Hobsons

1. Navigate your web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Hobsons.
3. Enter User Name: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Mouse over *Select a System and Application System*; then click *Application for Admission*.
7. Mouse over *Webcenter Administration and Manage Templates*, and then click *Manage Email Templates*.
8. Click on the department folder icon.
9. Click on the name of the email template you wish to edit.
10. Edit the email template.

11. Click the *Save* button. A confirmation message will appear briefly in green at the top of your page.

Customize Email Notification Reports in Hobsons

1. Navigate your web browser to Hobsons at <https://byugrad.askadmissions.net/SSO/SSO>
2. Log into Hobsons.
3. Enter User Name: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Click the *Manage My Account* link.

Change Degree Level

STUDENT

1. In consultation with the graduate committee chair, agree to change degree level.
2. Obtain a copy of Request to Change Graduate Degree Level (GS Form 7) from the Graduate Studies Web site, or from the department graduate Program Manager.
3. Complete the Applicant Information and Degree Change Request portions of the form. Any required fees will be charged to the student financial account. Consult GS Form 7 for more information.
4. International students may need to complete updated financial certification forms (GS Forms I-1 and/or I-2) to obtain a new I-20 that reflects the change in degree level. International students should contact the Graduate Admissions Administrator for additional details on this requirement.
5. Submit GS Form 7 with attached materials to the department.

DEPARTMENT GRADUATE COORDINATOR OR DEPARTMENT CHAIR

6. As department graduate coordinator or department chair, review the form.
7. Check the appropriate departmental recommendation on the GS Form 7 and, if applicable, write detailed provisions or reasons for denial.

8. Sign and send GS Form 7 to Graduate Studies with attached documents.

GRADUATE STUDIES

9. Build the new degree onto the student's record in AIM (*ADV07*).
10. Update *ADV13* with original program code.
11. Log a note on *ADV06*.
12. Clear international finances, if applicable, on *ADV18*.
13. Update international degree profile on International Student and Scholar Management Application (FSA atlas).
14. Create new I-20, and adjust the completion date accordingly, if applicable.
15. Charge student account for fee, if applicable.

Process Application to Resume Graduate Study

STUDENT

1. Obtain Application to Resume Graduate Study (GS Form 6) from the Graduate Studies Web site.
2. Request an interview with your LDS bishop (if not LDS, appropriate ecclesiastical leader) by using endorse.byu.edu.
3. Complete GS Form 6 and return it. Have interviews with the Bishop and Stake President for endorsement.
4. **International students only:** Complete updated financial certification forms (GS Forms I-1 and GS I-2 and submit them to the Graduate Admissions Administrator).

DEPARTMENT

5. Hold Admissions Committee meeting to make a decision on readmission.
6. Complete and sign the bottom section of GS Form 6, listing provisions or reasons for denial if applicable.
7. Return GS Form 6 to Graduate Studies. No data entry is necessary for departments in the reapplication process

GRADUATE STUDIES

8. The Graduate Admissions Administrator will process the Application to Resume Graduate Study by reactivating the student's program in AIM and will notify the student when this is complete. The "Resume" fee will be charged to the student's financial account. The form is then sent to imaging. One copy is sent to the department and one copy is sent to the student.

View Status of Department Graduate Programs of Study in AIM

1. Log into AIM. Navigate to *ADV17*.
2. If necessary, click the *Program of Study* tab link. NOTE: By clicking on an arrow at the top of any column under this tab, it will sort that column.
3. Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access, and then select a program or specialization. The page will refresh with the appropriate program code displayed.
4. Select the criteria you want to use for your search. You may also retrieve data for a specific student by typing a name in the *Last Name/Identifier* and/or *First Name* text boxes. The *Clear Criteria* button resets all of the criteria.
5. Optional: The current year and term are entered by default. If desired, enter a different year and term in the *Start YYYYT* and the *End YYYYT* text fields.
6. Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
7. Optional: Select US, International, or Both from the *US/International* dropdown list.
8. Optional: Choose to sort the results by up to three criteria.

Sorting Options

Name	Admit YYT	GPA
Prog/Spec	Chair	Pgm Sta
BYU ID	Current Registration	POS Hrs Deficient
NET ID		

Note: The definitions for each sorting option code in the Program of Study Tab can be accessed through the *Explanation of Columns* link.

9. Click the *Find Students* button. To clear the criteria, click the *Clear Criteria* button.
10. Optional: Click the *Hide Selection Criteria* link to hide the search criteria.

View Department Graduate Student Information in AIM

1. Log into AIM. Navigate to *ADV17*.
2. If necessary, click the *Student Info* tab link. NOTE: By clicking on an arrow at the top of any column under this tab, it will sort that column.
3. Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access and select a program or specialization. The page will refresh with the appropriate program code displayed.
4. Select the criteria you want to use for your search. You may also retrieve data for a specific student by typing a name in the *Last Name/Identifier* and/or *First Name* text boxes. The *Clear Criteria* button resets all of the criteria.
5. Optional: The current year and term are entered by default. If desired, enter a different year and term in the *Start YYYYT* and the *End YYYYT* text fields.
6. Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
7. Optional: Select US, International, or Both from the *US/International* dropdown list.
8. Optional: Choose to sort the results by up to three criteria.

Sorting Options

Name	NET ID	Gender
Prog/Spec	Pgm Sta	Citizenship
BYU ID	Admit YYT	Ethnicity

Note: The definitions for each sorting option code in the Student Information Tab can be accessed through the *Explanation of Columns* link.

9. Click the *Find Students* button. To clear the criteria, click the *Clear Criteria*

button.

- Optional: Click the *Hide Selection Criteria* link to hide the search criteria.

View Department Graduation Items in AIM for Current Year Term

- Log into AIM. Navigate to *ADV17*.
- If necessary, click the *Graduation Items* tab link. NOTE: By clicking on an arrow at the top of any column under this tab, it will sort that column.
- Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access and select a program or specialization. The page will then refresh with the appropriate program code displayed.
- Select the criteria you want to use for your search. You may also retrieve data for a specific student by typing a name in the *Last Name/Identifier* and/or *First Name* text boxes. The *Clear Criteria* button resets all of the criteria.
- Optional: The current year and term is entered by default. If desired, enter a different year and term in the Start YYYYT and the End YYYYT text fields.
- Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
- Optional: Select US, International, or Both from the *US/International* dropdown list.
- Optional: Choose to sort the results by up to three criteria.

Sorting Options

Name	NET ID	Other Req
Prog/Spec	Chair	Pgm Hrs Deficient
BYU ID	GPA	

Note: The definitions for each sorting option code in the Graduation Information Tab can be accessed through the *Explanation of Columns* link.

- Click the *Find Students* button. To clear the criteria, click the *Clear Criteria* button.
- Optional: Click the *Hide Selection Criteria* link to hide the search criteria.

View Department Graduates (Alumni) in AIM

1. Log into AIM. Navigate to *ADV17*.
2. If necessary, click the *Graduates (Alumni)* tab link. NOTE: By clicking on an arrow at the top of any column under this tab, it will sort that column.
3. Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access and select a program or specialization. The page will then refresh with the appropriate program code displayed.
4. Select the criteria you want to use for your search. You may also retrieve data for a specific student by typing a name in the *Last Name/Identifier* and/or *First Name* text boxes. The *Clear Criteria* button resets all of the criteria.
5. Optional: The current year and term are entered by default. You must enter a different year and term in the *Start YYYYT* and the *End YYYYT* text fields for alumni.
6. Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
7. Optional: Select US, International, or Both from the *US/International* dropdown list.
8. Optional: Choose to sort the results by up to three criteria.

Sorting Options

Name	Grad YRT	Ethnicity
Prog/Spec	Admit YYT	GPA
BYU ID	Gender	Chair
NET ID	Citizenship	Degree

Note: The definitions for each sorting option code in the Graduates (Alumni) Tab can be accessed through the *Explanation of Columns* link.

9. Click the *Find Students* button. To clear the criteria, click the *Clear Criteria* button.
10. Optional: Click the *Hide Selection Criteria* link to hide the search criteria.

View Faculty Stats in AIM

1. Log into AIM. Navigate to *ADV17*.
2. If necessary, click the *Faculty Stats* tab link. NOTE: By clicking on an arrow at the top of any column under this tab, it will sort that column.
3. Enter a program code or click the *Program Codes/Desc* link to view a list of programs to which you have access and select a program or specialization. The page will then refresh with the appropriate program code displayed.
4. Select the criteria you want to use for your search. The *Clear Criteria* button resets all of the criteria.
5. Optional: The current year and term are entered by default. You must enter a different year and term in the *Start YYYYT* and the *End YYYYT* text fields for faculty.
6. Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
7. Click the *Find Faculty* button. To clear the criteria, click the *Clear Criteria* button.

View Faculty Committees in AIM

1. Log into AIM. Navigate to *ADV17*.
2. If necessary, click the Faculty Committees tab link.
3. Enter the last name of the faculty member you want to search.
4. Enter the first name of the faculty member you want to search.
5. Select the criteria you want to use for your search. The *Clear Criteria* button resets all of the criteria.
6. Optional: The current year and term are entered by default. You must enter a different year and term in the *Start YYYYT* and the *End YYYYT* text fields for students.
7. Optional: Select the degree level (Master's, Doctoral, or Master's and Doctoral) in the *Degree Level* dropdown list.
8. Optional: Select US, International, or Both from the *US/International* dropdown list.

9. Click the *Find Students* button. To clear the criteria, click the *Clear Criteria* button.

Programs of Study, Committees, and Minors

Create Program of Study

STUDENT

1. In consultation with the graduate committee chair (advisor), create a Program of Study. If a minor will be pursued, it must be approved by the major and minor departments. Minor courses will be included on the Program of Study.
2. Obtain and complete the Program of Study for graduate students (ADV Form 3) from the department, or online at the Graduate Studies Web site http://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_3b.pdf
3. Obtain signatures of the graduate faculty who will serve on the graduate committee. Master's committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If a minor is declared and approved, one committee member must be from the minor department.

DEPARTMENT

4. Add courses to the Program of Study in AIM (*ADV08*). **If department has requested a program of study template, the courses on the template will already automatically appear on ADV08.**
5. Click the *Submit for Approval* link. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Add Program, Prerequisite, or Skill Courses to Program of Study in AIM

1. Log in to AIM. Navigate to *ADV08*.
2. Access a student record.
3. Ensure that you are viewing the appropriate program for your department and for the student. Programs are listed under the *Student Programs* heading. The active program appears at the top of the list; other programs appear as links. If necessary, click the link for the program in your department.

4. *Program of Study* is the default view. If needed, however, click the *Program of Study* tab link.
5. Click the *Add Classes* link for template. Click on *Add Programs Options* link. Click each class you want to add or click the *Select All* link. Add *Selected Classes*.
6. Click the *Add Classes* link. A window will appear with places to enter course information.
7. Enter the proper department abbreviation and course number for each class. Proper department abbreviations can be found in the *Departments* dropdown box near the top of the page. After you select a department abbreviation from the *Departments* dropdown list you can choose to add the abbreviation to the courses by clicking the *Populate Classes with Dept Name* link. To cancel adding classes, click the *Cancel* link.
8. Select a requirement type from the *Req Type* dropdown box. The default requirement type is *Major*. The other types of requirements are *Dissertation*, *Elective*, *Minor*, *PhD Skill*, *Prereq*, *Project*, and *Thesis*.
9. For repeatable *R* classes and classes with variable credit hours, enter the total number of credit hours in the *Credit Hours* field.
10. Click the *Verify Existence of Course(s)* link. An error message will be displayed for classes that cannot be found in the database. If this occurs, check and correct the course information. If there are further problems, contact Graduate Studies.
11. After all courses have been entered and verified, click the *Save* link. The Program of Study page will refresh and display the courses you have added. Please note, the *Save* link is not available until the *Verify Existence of Courses* link has been clicked.
12. Click the *Submit for Approval* link. This will submit the Program of Study for approval. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.
13. If the Program of Study is approved, a *Yes* will appear in the dropdown menu of the *Approved* column for each course. Once a Program of Study is approved, changes must be made through a signed Request for Program of Study Change (ADV Form 3b). The form should be submitted to the department.

14. If the Program of Study is not approved, it usually means that courses were not entered correctly or that the requirements for a Program of Study have not been met (total hours etc.).
15. If needed, add other information in the appropriate fields directly on the Program of Study on *ADV08*.
16. Enter the way a requirement is met in the *Requirement Satisfied By* dropdown list; options include *Class*, *Post-Bacc*, and *Senior*. The default is *Class*. Graduate Studies approval is required if an *Exam* or *Petition* is entered.
17. You may need to enter the intended year and term of the course in the *Year/Term* text field. This could be necessary for *R* (repeatable) classes taught in a specific year and term; otherwise this field is optional.
18. If the year/term has been typed in, check the *Yrt Req* check box (year and term required) to indicate the year and term in which an *R* course was taken.
19. If a specific title code is typed in, check the *TC Req* check box (title code required) for an *R* (repeatable) class.
20. If a section number is typed in, also check the *Section Number Required* box.

Add Transfer Courses to the Program of Study in AIM

Note: Transfer courses may be approved only after official transcripts have been received by Graduate Studies. Through Imaging, departments may view transcripts received by Graduate Studies.

1. Log in to AIM. Navigate to *ADV08*.
2. Access a student record.
3. Ensure that you are viewing the correct program. The default active program is the first program in the list of *Student Programs*.
4. Select the *Program of Study* tab link.
5. Scroll down the page and then click the *Add Tran Class* link under *Transfer Classes* towards the bottom of the page where there will be places to enter transfer course information.
6. Enter the department name, catalog number, and credit hours in the appropriate fields as recorded on the official transcript.
7. Enter the transfer university name by typing the university name or click

the *Find* link; type a university name and then click the *Find College* link, selecting the appropriate university.

Note: International transfer courses can be added only if approved through a Petition for Exception to Graduate Studies.

8. Enter the requirement met by the transfer course by selecting the appropriate option in the *Req Type* dropdown box. The options are *Dissertation, Elective, Major, Minor, PhD Skill, Prereq, Project, and Thesis*.
9. Enter the term and year the transfer class was taken.
10. Click the *Save* link. The course will then appear on *ADV08* under the *Transfer Classes* section of the *Program of Study* tab.
11. In the dropdown list in the *Status* column of the added transfer course, change the status from *Open* to *Submitted* if Graduate Studies has an official transcript.
12. Click the *Save Transfer Changes* link.
13. The student must request an official transcript showing the transfer courses to be sent to Graduate Studies, or if the department has an official transcript showing the transfer courses, the department should send the original transcript to Graduate Studies (105 FPH). Graduate Studies checks transcripts and approves transfer courses regularly.
14. Change Program of Study.

STUDENT

15. In consultation with graduate committee chair (advisor), complete the Request for Program of Study Change (ADV Form 3b).
16. Obtain signatures of the graduate faculty who are serving on the graduate committee.

DEPARTMENT

17. Add, delete, or change courses from ADV Form 3b on the Program of Study in AIM (ADV08).
18. Resubmit the Program of Study for approval by clicking the *Submit for Approval* link.

Delete a Course from the Program of Study in AIM

1. Log in to AIM. Navigate to *ADV08*.
2. Access a student record.
3. Ensure that the correct program is active. The default is the active program and is the first program in the list of *Student Programs*.
4. Click the *Delete* link to the left of the course you wish to delete from the Program of Study. The page will refresh with the course deleted from the Program of Study.
5. Resubmit the Program of Study for approval by clicking the *Submit for Approval* link. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Delete Transfer Courses from the Program of Study in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Select the *Program of Study* tab link.
4. Ensure that the correct program is active. The default is the active program and is the first program in the list of *Student Programs*.
5. Click the *Delete* link to the left of the transfer class you wish to delete from the program of study.
6. Click the *Save Changes* link.
7. Resubmit the Program of Study for approval by clicking the *Submit for Approval* link. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Edit Course or Transfer Course on the Program of Study in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Ensure that the correct program is active. The default is the active program

and is the first program in the list of *Student Programs*.

4. Edit the information listed next to the course name.
5. Click the *Save Changes* link.
6. Resubmit the Program of Study for approval by clicking the *Submit for Approval* link. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Select Graduate Committee

STUDENT

1. In consultation with the graduate committee chair (advisor), select members of the graduate committee. This is done at the same time the Program of Study is created.

DEPARTMENT

2. Enter graduate committee chair in AIM (*ADV08*) under Committee Tab; go to dropdown list of all department graduate faculty and select name of chosen chair.
3. Enter graduate committee members in AIM (*ADV08*) under Committee Tab; go to dropdown list of all university graduate faculty and select names by clicking one at a time.
4. Resubmit the Program of Study for approval by clicking the *Submit for Approval* link on *ADV08*. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

View Faculty Graduate Committee Assignments

1. Log into AIM. Navigate to *APD07*.
2. Enter a faculty Net ID, BYU ID number, or Last Name in the *Last Name/Identifier* text box and/or enter a first name in the *First Name* text box to access a faculty record.
3. Click the *Go* link.
4. Select a faculty member record to view graduate committee assignments. Select the *Current Committees* tab to see the faculty member's positions on

graduate committees (e.g. chair or member).

Add Committee Chair to Graduate Committee in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Make sure that the correct program is active. The default is the active program and is the first program in the *Student Programs* dropdown list. To make a different program active, select the program name from the *Student Programs* dropdown list.
4. Select the *Committee* tab.
5. Click the *Add Committee Chair* dropdown. A dropdown list with department faculty names will appear with fields to be completed.
6. Select the name of the chair from the *Committee Chair* dropdown box.

Note: If a requested faculty member is not found in the *Committee Member* dropdown box, check the *Graduate Catalog* to verify graduate faculty status. If the faculty member is listed in the *Graduate Catalog*, send an explanatory email with the program name and faculty member's name and BYU ID number to Graduate Studies (gradstudies@byu.edu). Departments may submit a petition to Graduate Studies requesting that a faculty member who does not have graduate faculty status be allowed to sit on a student's graduate committee. Assignment to a graduate committee is subject to approval from the Dean of Graduate Studies.

7. Ensure that the correct degree level appears in the *Committee Type* dropdown box (*Master's*, *Doctoral*, or *Minor*).
8. Ensure that *Chair* appears in the *Member Type* dropdown box.
9. Click the *Save* button. The box will close and the chair will be added to the committee.

Add Committee Member(s) to Graduate Committee in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Make sure that the correct program is active. The default is the active program and is the first program in the *Student Programs* dropdown list. To make a

different program active, select the program name from the *Student Programs* dropdown list.

4. Select the *Committee* tab.
5. Click the *Add Committee Member* dropdown. A dropdown list with all university graduate faculty names will appear with fields to be completed.
6. Select the name(s) of the member(s) you wish to add from the *Committee Member* dropdown box. You may type the first letter of the last name to quickly scroll the dropdown box to the alpha area where the faculty member is listed.

Note: If a requested faculty member is not found in the *Committee Member* dropdown box, check the *Graduate Catalog* to verify graduate faculty status. If the faculty member is listed in the *Graduate Catalog*, send an explanatory email with the program name and faculty member's name and BYU ID number to Graduate Studies (gradstudies@byu.edu). Departments may submit a petition to Graduate Studies requesting that a faculty member who does not have graduate faculty status be allowed to sit on a student's graduate committee. Assignment to a graduate committee is subject to approval from the Dean of Graduate Studies.

7. Ensure that the correct program type appears in the *Committee Type* dropdown box (*Master's*, *Doctoral*, or *Minor*).
8. Ensure that *Member* appears in the *Member Type* dropdown box.
9. Click the *Save* button. The box will close, and the member(s) will be added to the committee. After you make changes to the graduate committee, you will need to resubmit the Program of Study for approval by clicking the *Submit for Approval* link.
10. To change the order of the committee use the *Move Up* or *Move Down* links.

Change Graduate Committee

STUDENT

1. In consultation with the graduate committee chair (advisor), identify changes in the graduate committee.
2. Complete the Request for Program of Study Change (ADV Form 3b), checking the box that states that the signatures on the ADV Form 3b constitute a change in the graduate committee.

3. Obtain signatures of the graduate faculty who will serve on the graduate committee.

DEPARTMENT

4. Add, delete, or modify graduate committee members in AIM (*ADV08*).
5. Submit graduate committee for approval by clicking the *Submit for Approval* link. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Delete Graduate Committee Member in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Ensure that the correct program is active. The default is the active program and is the first program in the list of *Student Programs*.
4. Select the *Committee* tab link.
5. Click the *Del* link to the left of the name of the committee member you wish to remove. The page will refresh with the committee member deleted from the committee. After you make changes to the graduate committee, you will need to resubmit the Program of Study for approval by clicking the *Submit for Approval* link.

Add a Graduate Minor

STUDENT

1. Obtain approval for the minor from the department chair or graduate coordinator of both the major and minor departments.
2. Select a graduate faculty member from the minor department (approved by the department chair or graduate coordinator of the minor department) to serve as a graduate committee member.
3. In consultation with the graduate committee, select minor courses to add to the Program of Study (a minimum of 12 semester hours are required for a minor in a doctoral program, a minimum of 9 for a master's).

DEPARTMENT

4. Enter the graduate minor in AIM (*ADV07*).

5. Add minor courses to the Program of Study (*ADV08*).
6. Add minor member under the Committee Tab.
7. Submit the Program of Study for approval by clicking the *Submit for Approval*. When the department submits for approval, the system automatically checks to assure that minimum university requirements have been met.

Enter a Graduate Minor in AIM

1. Log into AIM. Navigate to *ADV07*.
2. Access a student record.
3. Type the name of the desired minor program in the *Program Lookup* field and then click the *Major* link. Any graduate degree granting program may be used as a minor as long as the “major” and “minor” departments have agreed to the minor.
4. Click the *Select* link next to the desired minor program (must be a graduate program).
5. In the new pop-up window, check the *Use Program as Minor* check box.
6. Enter the minor program hours.
7. Click the *Add Program* link.

Add Specialization in AIM

1. Log into AIM. Navigate to *ADV07*.
2. Access a student record.
3. Click the *Change* link next to the graduate major or specialization.
4. Select the desired specialization from the specialization dropdown box and then click *Add*.

Note: This will automatically delete the current degree program and create a new program and specialization. Therefore, a Program of Study will need to be rebuilt and resubmitted for approval.

Enter Hours Transferred from Master's to Doctoral in AIM

Note: In order for master's hours to be transferred, the student must be admitted to a doctoral program and the master's degree must be recorded in AIM (*TRN01* or *ADV07*).

1. Log into AIM. Navigate to *ADV07*.
2. Access a student record.
3. Click the *Attributes* tab link.
4. In the table with the column headings *Program*, *Attribute*, and *Value*, enter the number of hours to be transferred from the master's to the doctorate in the text box under the *Value* column. The doctoral major will be shown under the program column. The *Attribute* column will show *Trn Master Hours*.
5. Click the *Add Attribute* button. The page will refresh, and the transferred hours will appear on the right side of the page. Clicking the *Del* link will delete the added master's hours.

Clear a Skill Requirement for a Doctoral Student in AIM

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Click the *Other Reqs* tab. If the student is matriculated in a doctoral degree program with a skill requirement, the requirement will be listed. Type in date the requirement is cleared (i.e. 23 February 2015).
4. Select *Cleared* from the dropdown list next to the *PhD Skill* requirement.

Add Another Requirement Under "Other Requirement" on ADV08

DEPARTMENT

1. Log into AIM. Navigate to *ADV08*. **If a department has requested other requirements on the template, they will already automatically appear on *ADV08*.**
2. Access a student record.
3. The page will refresh and the student summary will appear.

4. Click the *Other Reqs* tab link.
5. Click the *Add Requirement* link. A new window will appear.
6. Select any requirement from the *Select Req Type* dropdown list.
7. Select *Dept* in the *Select Req Level* dropdown list.
8. A description may be added in the description field if needed for clarification.
9. Click the *Save* link. The window will disappear, and *ADV08* will refresh and display the new requirement under the *Other Reqs* tab.
10. Clear additional requirement on *ADV08* by typing in completion date. For further clarification type appropriate note such as “passed” or “completed” under Description.

Clearing Another Requirement in AIM

Note: If a student has applied for graduation, department requirements should be cleared on AIM page *ADV01*. Otherwise, department requirements may be cleared from AIM page *ADV08*.

1. Log into AIM. Navigate to *ADV01* or *ADV08*.
2. Access a student record. The page will refresh and the student summary will appear.
3. *ADV01*: Click the *Other Reqs – Yes* link. *ADV08*: Click the *Other Reqs* link.
4. *ADV01* and *ADV08*: Enter a description or comment (optional). Enter the appropriate date in the *Date Cleared* text box.
5. Click the *Upd* link. The page will refresh with the requirement cleared.
6. (Optional) *ADV01*: click the *Close* link to close the window.

Progress Reports

Generate Student Progress Report for a Specific Program in AIM

1. Log into AIM. Navigate to *PROGRPT* or *ADV09*.
2. Access a student record.

3. Click the view Graduate Progress Report link to the left of available program or programs after which a new page will display the requested program progress report.
4. Optional: Click the *Print* link to print the report.

Generate Full Student Progress Report

1. Log into AIM. Navigate to *PROGRPT* or *ADV09*.
2. Access a student record.
3. Click the *Full Progress Report* link. A new page will display a progress report for all course work taken at BYU, including undergraduate course work.
4. Optional: Click the *Print* link to print the report.

Generate Progress Report of Student Grades and Received Academic Credits

1. Log into AIM. Navigate to *PROGRPT* or *ADV09*.
2. Access a student record.
3. Click the *Academic Summary* link. A new page will display the requested report.
4. Optional: Click the *Print* link to print the report.

Add a Note to a Progress Report

1. Log into AIM. Navigate to *GS10*.
2. Access a student record.
3. Click the *Create Note Entry for* link.
4. Select *Prog_Rept_Note* from the *Note Type* dropdown list.
5. Type the note in the *Comment* text box.
6. Click the *Save* button. Clicking the *Clear* button clears the contents of the *Comments* text box. Clicking the *Close* button closes the comment window.

Graduate Student Evaluation Procedure

If a department wishes to place a hold on a graduate student for failure to create a program of study in a timely manner or for other reasons, a request must be made to Graduate Studies. A hold may block registration for the next semester and the release of a diploma and transcript. The most recent evaluation appears on the progress report. Graduate students must be evaluated at least twice annually and those evaluations are recorded by departments on ADV12.

GRADUATE STUDIES

1. Remind departments to conduct graduate student evaluations and to enter evaluation results in AIM.

DEPARTMENT

2. Provide written documentation regarding department evaluation expectations.
3. View list of graduate students needing evaluations.
4. Conduct graduate student evaluations twice a year.
5. Enter graduate student evaluation results in AIM.

View List of Students Needing Evaluation in AIM

1. Log into AIM. Navigate to *ADV12*.
2. Select the appropriate department from the *Departments* dropdown box and click the *Go* link.
3. View the resulting list of students. A designation of *Not* means that the student has not yet been evaluated. This page also shows the result of previous evaluations.
4. Students whose evaluation for any semester shows L or MSN do not need to be evaluated that semester.

Enter Evaluation Results in AIM

1. Log into AIM. Navigate to *ADV12*.
2. Select the appropriate department from the *Departments* dropdown box, and click the *Go* link.
3. Enter evaluation for the student or students by selecting the appropriate option: *S* for satisfactory, *M* for marginal, or *U* for unsatisfactory. A designation of *Not* means the student has not yet been evaluated. If there is an

L (Leave) recorded, the student has received an approved “medical, military, or mission leave” from the university. If there is an MSN recorded, the student has received a “mission defer” meaning he/she has been admitted but will not begin their graduate work until they return from their mission.

4. Click the *Submit* link.

Graduation

General Graduation Procedures

STUDENT

1. Complete all required course work on the Program of Study or be registered for remaining classes. Students not enrolled in at least two credit hours during their final semester and the semester of the final exam must pay an equivalent minimum registration fee. Audit and home-study do not fulfill this requirement.
2. Go to the **myBYU** menu: click on **School**; click on **Apply for Graduation**. The GRADAPP page will appear and the student should read it carefully.
 - a. You must have an active Ecclesiastical Endorsement on file to be eligible to apply for graduation.
 - b. Click on the link to review graduate progress report and make sure it is correct.
 - c. Type in your diploma name exactly the way you would like it to appear on your diploma.
 - d. Check your major/degree information for accuracy.
 - e. Indicate whether or not you will be attending commencement.
 - f. Click “Submit Application” link.

The deadline is in October for a December diploma, January for an April diploma, April for a June diploma, and May for an August diploma.

3. To schedule an oral defense, the student must have applied for graduation (GradApp in AIM).
4. Arrange with department to schedule a final oral examination (defense of thesis or dissertation) by the published deadline. If deadlines are not met the graduation date will be changed. Scheduling must occur at least two weeks prior to the exam date; the exam may not be held during the interim period between semesters.
5. When the final oral examination is scheduled, submit a copy of the dissertation or thesis to each member of the graduate committee.

DEPARTMENT

6. Emails will be sent to the generic department email address periodically to notify you of students who have applied for graduation (see GradQ).
7. Enter correct graduation date in left hand corner, ie: 20141; default is the current year term.
8. Select your department from the Select Department dropdown.
9. Click on student's name and you will be directed to GradAPP.
10. Click on *View Progress Report* link in GradApp to find any discrepancies.
11. Click on either *Accept Application* or *Withdraw Application*.
12. Click on *Graduation Clearance (ADV01)* link if you accept an application and edit ADV01 information as needed.
13. Schedule the final oral examination (defense of thesis or dissertation) at least two weeks in advance.
14. Review the list of students who have applied for graduation in AIM (*ADV14*) and defer or withdraw students from graduation as needed on *ADV01*.

STUDENT

15. Pass the final oral examination (defense of the thesis or dissertation). If the result of the examination is "pass with qualifications," complete the required changes.
16. Complete all course work requirements. After a student's application for graduation is completed, the Progress Report becomes the official graduation clearance check

DEPARTMENT

17. Enter the result of the final oral examination and clear other requirements as completed in AIM (*ADV08*).

Note: Edit these committee names on ADV08 if they have changed.

STUDENT

18. Make any required changes to the dissertation or thesis.
19. Have your final document read and approved for content by your committee, graduate coordinator/department chair, and college representative.

20. Obtain all needed signatures on the Approval for Final Dissertation or Thesis (ADV Form 8d).
21. After content is approved and signatures have been obtained, upload a PDF of your thesis to the Electronic Thesis and Dissertation Web site (<http://etd.byu.edu>). You should visit the Web site regularly to check the status of your submission.
22. Once your ETD status shows ‘Grad Office Review,’ take the ADV Form 8d to Graduate Studies (105 FPH) with one copy of your title page.
23. Optional: If required by the department, bound copies may be ordered through the BYU Print and Mail website (gradworksonline.com).
24. Optional: Personal copies may be made through the BYU Print and Mail website (gradworksonline.com).
25. Optional: Order and pick up cap and gown from the Alumni House.
26. Optional: Attend commencement and convocation.

Accepting a Student for Graduation in AIM (Department)

Note: This must be done before scheduling the Final Oral Examination (defense of dissertation or thesis).

DEPARTMENT

1. Log into AIM. Navigate to GRADQ.

Click on student name which will take you to GRADAPP.

- a. Determine whether it is appropriate for a student to be applying for graduation.
- b. Click on **View Progress Report** to review student’s overall progress.
- c. **Accept Application** or **Withdraw Application**
- d. Click **ADV01** link and update as needed.

Note: The student sees the following information regarding mailing the diploma.

Diploma: Official, signed diplomas will be mailed approximately three to six weeks following commencement. Degrees are posted after all grades are received and graduation requirements have been met. After your degree is posted, your diploma will be sent to your mailing address as listed on the University Student

Information System. Please update this address on the Personal Information Option on myBYU or by contacting the Registration Office, B-130 ASB; (801) 422-2824. Addresses must be updated within one week after graduation.

Cap and Gown: Information available online.

2. A list of requirements will appear with the value of *C* (cleared) or *D* (deficient). Click the *Other Reqs* link to view the status of other requirements.
3. Optional: List any additional departmental requirements if needed.
4. If all department requirements for graduation are met with the exception of current classes and thesis, type a *C* in the department's *Clearance* column text box. If there are still department requirement deficiencies listed under *Other Reqs*, type a *D* in the department's *Clearance* column text box.

Letter of Completion Procedure (Optional)

STUDENT

1. Contact Graduate Studies to request a Letter of Completion only after all requirements have been completed. The student must indicate whether the letter will be picked up, and/or mailed to an address provided, and/or faxed to a fax number provided or scanned to an email address. Any combination of delivery options may be accommodated as requested. Letters are usually ready 24 to 48 hours after being requested.

GRADUATE STUDIES

2. Check all requirements for graduation.
3. Prepare letter of completion and send as an attachment to the Records Office with instructions for disbursement.
4. Records Office has the letter signed by a registrar, and adds the university seal on the letter.
5. Records Office holds the letter for the student to pick-up, mails the letter to the address provided, faxes the letter to the fax number provided, or emails the letter to the email provided.

View Summary of Graduation Applicants

DEPARTMENT

1. Log into AIM.

2. Navigate to *ADV14*.
3. Select the check boxes next to the major or specialization to generate a report of students who have applied for graduation in the selected major or specialization. By default all available check boxes are checked. Check or uncheck the desired boxes. Clicking the *Uncheck All* link will uncheck all the available check boxes. Clicking the *Check All* link will check all the available check boxes.
4. Enter the desired graduation year and term. For example, for Winter Semester 2012, enter 20121.

Graduation Term

1	Winter (April)
3	Spring (June)
4	Summer (August)
5	Fall (December)

5. Click the *Get Grad Summary* button. A page with an alphabetical list of graduate applicants ordered by major/specialization will appear. The list includes the BYU ID number, student name, program, degree, Program of Study approved status, oral status, and department and university clearance status for each applicant.
6. Optional: Print the graduate summary by clicking the *Print* link.

View Individual Graduation Applicant Summary

1. Log into AIM. Navigate to *ADV01*.
2. Access a student record.
3. The page will refresh, and the applicant summary will appear.

Clear Department Graduation Requirement in AIM

Note: If a student has applied for graduation, department requirements should be cleared on AIM page *ADV01*. Otherwise department graduation requirements may be cleared from AIM page *ADV08*. If department requirements have not been completed, departments should type *D* in the department's clearance column text box.

1. Log into AIM. Navigate to *ADV01* or *ADV08*.
2. Access a student record. The page will refresh, and the applicant summary

will appear.

3. *ADV01*: Click the *Other Reqs – Yes* link. *ADV08*: Click the *Other Reqs* tab link.
4. *ADV01* and *ADV08*: Enter a comment (optional). Enter the date in the *Date Cleared* text box.
5. Click the *Upd* link. The page will refresh with the requirement cleared.
6. Optional: *ADV01*, click the *Close* link to close the window.

Add Department Graduation Requirement for a Student

DEPARTMENT

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. The page will refresh, and the applicant summary will appear.
4. Click the *Other Reqs* tab link.
5. Click the *Add Requirement* link.
6. Select *Department* from the *Select Req Type* dropdown list.
7. Select *Dept* from the *Select Req Level* dropdown list.
8. Type a description of the requirement in the *Description* text field.
9. Click the *Save* link. The window will disappear, and *ADV08* will refresh and display the new requirement under the *Other Reqs* tab.

Dissertations or Theses

General Dissertation or Thesis Procedures

DEPARTMENT

1. Inform the student of department format requirements for dissertations or theses. The prospectus requirement may be tracked in AIM (*ADV08, Other Reqs*).

STUDENT

2. Complete the prospectus.

DEPARTMENT

3. Graduate Advisory Committee approves the prospectus.

STUDENT

4. Complete the prospectus according to the guidelines provided by the Graduate Advisory Committee.
5. Apply for graduation.
6. Obtain preliminary approval of the dissertation or thesis content and format from committee members.
7. Submit a paper copy or PDF and/or ETD (in PDF format) of the thesis or dissertation to the department for content and format review and approval. Since it is critical to meet the Graduate Studies submission deadline, submit to the department early enough to allow time for format changes before final submission.

DEPARTMENT

8. Schedule the final oral examination (defense of dissertation or thesis) in AIM (*ADV08*) at least two weeks before the defense date.

If oral exam is scheduled under two weeks but more than one week, provide Graduate Studies with a scanned copy of ADV Form 8c to schedule oral defense.

If oral exam is scheduled under one week, an exception may be granted by preparing a Petition for Exception (OGS Form 2) to Graduate Studies.

9. Review the paper copy or PDF of the dissertation or thesis to verify that it meets university and departmental standards and ETD guidelines. To ensure that deadlines are met, departments may wish to instruct students to submit a copy for department format review at the same time they submit copies to the graduate committee.

GRADUATE STUDIES

10. Send an announcement to the university community listing the title of the dissertation or thesis and the date, time, and place of the final oral examination (defense).
11. Provide defense packet to department for each oral examination

DEPARTMENT

12. Conduct the final oral examination.
13. Enter the result of the final oral examination in AIM (*ADV08*).
14. Submit the grade change authorization to the Records Office after the student passes the final oral examination. **Faculty member or department enters grade changes in their previous online grade rolls for 699R or 799R from T to P after the student passes the final oral examination and clear any qualifications.**

STUDENT

15. Take the final oral examination.
16. Make the necessary format or content changes requested by the committee (and subsequently by the department and the college dean's office).
17. Obtain approval signatures for Submission of Final Dissertation or Thesis (ADV Form 8d).
18. Submit copy of the dissertation or thesis to the department for review (graduate coordinator or department chair).

DEPARTMENT

19. Review and approve the dissertation or thesis.
20. The graduate committee chair and members approve the student's work and sign the ADV Form 8d.
21. The graduate coordinator or department chair review, accept, and sign the ADV Form 8d on behalf of the department.

COLLEGE DEAN'S OFFICE

22. Review, accept, and sign the ADV Form 8d for the dissertation or thesis on behalf of the college.

STUDENT

23. After the ADV Form 8d has been signed, convert document to PDF for ETD submission, then submit to department for approval. Once the department gives ETD approval the document is submitted to the college. When the college gives ETD approval it is submitted to Graduate Studies (105 FPH).
24. Once the ETD status shows 'Grad Office Review,' submit ADV Form 8d and a copy of the title page to Graduate Studies (105 FPH). As an electronic

submission, the ETD will be automatically submitted to the library upon approval.

Schedule Final Oral Examination (Defense of Dissertation or Thesis)

STUDENT

1. Apply for graduation. (See previous instructions).
2. Obtain preliminary approval of dissertation or thesis content and format from committee members.
3. Work with department to identify a date for the final oral examination (defense of dissertation or thesis) feasible for all committee members.

Note: The student and committee members must be physically present at the oral defense.

4. Submit copies of dissertation or thesis to committee members at least two weeks in advance.

DEPARTMENT

5. Schedule the Final Oral Examination (defense of dissertation or thesis) in AIM at least two weeks before the planned date and no later than the graduation deadline.
6. Notify Graduate Studies if a defense packet is not received a week before the defense.

GRADUATE STUDIES

7. Generate weekly report of scheduled defenses.
8. Send an announcement to the university community listing the name of the student, the title of the dissertation or thesis; the department; the degree; the name of the graduate committee chair; and the date, time, and place of the defense.
9. Provide defense packet to department.

Defense Packet Contents

Document	Master's	PhD
Report of Committee Action for Final Examination (ADV Form 10)	x	x
Committee Member Evaluation of Final Oral Examination (ADV Form 9) One form for each examiner.	x	

Committee Member Evaluation of Final Oral Examination – Doctoral (ADV Form 9doc) One form for each examiner.		x
Departmental Approval for Submission of Dissertation or Thesis (ADV Form 8d)	x	x
Student Thesis or Dissertation Submission Checklist (ADV Form 12)	x	x
ETD Submission to UMI Website (ADV Form 13)		x
Instructions for submitting Survey of Earned Doctorates		x

Enter Final Oral Examination (Defense of Thesis or Dissertation) Information in AIM

Note: Before a defense may be scheduled, the student must apply for graduation. The student must apply for graduation no less than 2 weeks before the final oral examination (defense).

1. Log into AIM. Navigate to *ADV08*.
2. Access a student record.
3. Click the *Other Reqs* tab link.
4. Click the *Schedule Thesis* link. A window for entering information related to the final oral examination (defense) will appear.
5. Enter the following information in the appropriate fields: date, time, and location of the final oral examination (defense); dissertation or thesis title; and equipment needs (for example, an overhead projector or laptop).
6. Click the *Submit* link. The status of the final oral examination is noted as pending until the results of the examination are entered.

Enter Result of Final Oral Examination (Defense of Thesis or Dissertation in AIM)

DEPARTMENT

1. Log into AIM.
2. Navigate to *ADV08*.
3. Access a student record.
4. Click the *Other Reqs* Tab.
5. Click the *Schedule Thesis* link.

6. From the *Status* dropdown box, select *Pass* or *Qualifications* (pass with qualifications). If the result of the defense was fail or recess, follow the instructions found on the Report of Committee Action for Final Examination (ADV Form 10).
 - a. If the result is **pass**, immediately after the examination the graduate committee chair completes the form, obtains signatures from all members of the committee, and returns the form to the department, where the decision is entered in AIM (*ADV08, Other Reqs* tab). The department retains the completed form.
 - b. If the result is **pass with qualifications**, the committee members sign the form, and the decision is entered in AIM (*ADV08, Other Reqs* tab). The graduate committee chair retains Form 10 until all qualifications have been satisfactorily completed. When the student has completed all qualifications, the graduate committee chair then signs and dates the form where indicated, and the decision in AIM is changed to **Pass**. The department retains the completed form.
 - c. If the result is **recess**, the candidate is permitted to reschedule a second and final examination. The new examination cannot be held sooner than one month after the recessed examination and must be formally scheduled with the department and Graduate Studies. Immediately after recessing the examination, the graduate committee chair completes the ADV Form 10, obtains signatures from all members, and returns the original form to Graduate Studies, retaining a copy for the student's file. Included with the form send a written outline of the needed revisions to Graduate Studies and give a copy to the student.
 - d. If the result is **fail**, immediately after the candidate has failed the examination, the graduate committee chair completes the ADV Form 10, obtains signatures from all members of the committee, and returns the original form to Graduate Studies, with the reasons for the failed examination, retaining a copy for the student's file.
7. Click the *Submit* link to update the status.

Submit Final Dissertation or Thesis (ETD)

STUDENT

1. After the final oral examination (defense of dissertation or thesis), make the revisions required by the committee.
2. Enter your information on the Approval for Submission of Final Dissertation or Thesis (ADV Form 8d). This form is provided in the final oral examination packet.

3. Obtain original signatures of the graduate committee chair, graduate committee members, the graduate coordinator (or department chair) and the college dean's office on ADV Form 8d. Signatures should be in black ink to ensure clear copies. NOTE: If Echosign is used for some signature(s), they must be obtained prior to other signatures.
4. After content is approved, convert the approved document to PDF, following the guidelines and procedures given on the ETD web site etd.lib.byu.edu. Make sure to embed all fonts. Add navigation bookmarks to the PDF document manually if they are not automatically created in the conversion process. See the Using Adobe Acrobat topic under Creating an ETD at the ETD website.
5. Go to etd.lib.byu.edu and use your NetID and password to log in.
6. Complete each section of the submission page. Some of the fields will be populated automatically from information in AIM. You must indicate the availability for your ETD (immediate release, one year delay, or secured for patent or export controls; or Creative Works embargo). Click the Submit Information link.
7. Upload the ETD in PDF format where requested. Then View the main record to ensure that all information is complete and correct. Then Update the main record.

DEPARTMENT AND COLLEGE REVIEWERS

1. Department and College reviewers view the ETD, and approve or disapprove.
2. Email notifications are sent upon each approval and disapproval.

STUDENT

1. Make any edits needed for final ETD approval, uploading a new PDF when necessary.
2. Once the ETD is approved by the college, the ETD status shows 'Grad Office Review.'
3. Masters and Doctoral students print a copy of the title page to be attached to the ADV Form 8d.
4. Doctoral students only: Go to the Proquest / UMI Dissertation website. Instructions are provided in ADV Form 13, "ETD SUBMISSION TO THE UMI WEBSITE." Follow log in instructions, upload the PDF on the UMI website, and print the confirmation email verifying the completed submission.

5. All students: Deliver the ADV Form 8d (plus UMI confirmation email for doctoral students) to Graduate Studies (105 FPH).
6. The Survey of Earned Doctorates (SED) must be completed before coming to Graduate Studies.

Secured Theses and Dissertations

In some circumstances, the university permits a student to have his or her thesis/dissertation secured for a designated period of time. These cases are exceptions to policy and are permitted only in extenuating circumstances (e.g., pending patent, sensitive subject, export controls, etc.). The thesis is secured in Graduate Studies. The library copy is secured. The student and department receive their copies.

The student should follow the procedure outlined below:

1. Student completes the Request to Secure Thesis or Dissertation, ADV Form 8e, available on the Graduate Studies website. The student also indicates on the ADV Form 8d whether or not the thesis/dissertation is being secured (never use ADV Form 8e).
2. The form is reviewed and approved by the Dean of Graduate Studies.
3. Theses and dissertations are secured in the digital workflow of ETDs until the date of their release, at which time they are catalogued by the library for digital access.

Submit Grade Change Authorization

GRADUATE STUDIES

1. A Grade Change is no longer included in the defense packet.

DEPARTMENT

2. Once the student passes the oral defense and clears any qualifications, the department designee (usually faculty member or advisor) changes the T grades online for 799R or 699R to P's on each grade roll. **Reminder: Enter grades on the current grade roll at the appropriate time of the semester.**
3. Note: Dissertation and thesis grades are recorded as *P*; do not change *T* grades to other letter grades such as *A*, *B*, or *C*.

Grievances

Change Address in AIM

1. Log into AIM.
2. Navigate to ADDRESS.
3. Access a student or applicant record.
4. Click *Mailing* to change the mailing address, *Residential* to change the residence address, or *Permanent* to change the permanent address. A new window will appear with text boxes for address parts.
5. Make the changes in the appropriate fields.
6. Click the *Save* button.
7. Click the *Close Window* button.

Petition for Exception

Note: The Petition for Exception form is to be filled out by the graduate committee chair or the department graduate coordinator, not by the student.

DEPARTMENT

1. Obtain Petition for Exception (OGS Form 2) from the Graduate Studies Web site.
2. Enter student information on the form.
3. Write an explanation of the requested exception and reasons for the request.
4. Attach any supporting documentation such as a contract for a time limit extension containing a detailed timeline to completion.
5. Have the department graduate coordinator and department chair review the petition and sign it.
6. Send the signed petition to the college dean for review and signature.

GRADUATE STUDIES

7. Receive petition from the college dean's office.
8. Hold a Petition Committee meeting to review the petition and render a decision.
9. Indicate Committee decision ("Approved," "Denied," or "Pending") on Form 2, and add explanatory comments if needed.

10. Make necessary changes in AIM; enter an official note in AIM (*GS10* or *ADV06*) explaining the decision.
11. Send a copy of the reviewed petition to the department who notifies the student.

Petition for Full-Time Status

STUDENT

1. Obtain ADV Form 2a, a Petition for Graduate Full-Time Status from the Graduate Studies Web site.
2. Complete the student portion of the petition.
3. Obtain the signatures of the graduate committee chair and the department graduate coordinator.
4. If verification of status is needed for student loans, contact the Records Office (B-150 ASB, 2-2631).

Note: F/T status does not typically apply to international students.

DEPARTMENT

5. Verify that the student has met the eligibility requirements, as follows:
 - The student is enrolled for at least 2.0 credit hours for the semester, 1.0 for a term of dissertation, thesis, project, research, or internship
 - The student has an approved Program of Study and graduate committee.
 - The student is contributing 40 or more hours per week in pursuit of the degree
 - The student is showing satisfactory progress towards completion of the degree
 - The student has completed all the required course work for the degree or the department has limited enrollment to less than full time because of a TA/RA assignment
 - The student is not employed full time
 - The student is not newly admitted
 - An international student has the approval of International Services
6. If the requirements are satisfied, sign in the department certification section.
7. Forward petition to Graduate Studies.

GRADUATE STUDIES

8. Verify that the student submitting the petition meets the eligibility requirements listed on the petition form.
9. Enter the full-time status flag for the semester or term in AIM (*REG05*). Full time status is displayed on *REG01* and *REC01*. This status information is available to external institutions (e.g. lenders).

Expire (Terminate) Graduate Student Status

DEPARTMENT

1. Obtain a Departmental Request to Terminate Graduate Status (ADV Form 7) from the Graduate Studies Web site.
2. Complete the form; check the box indicating the reason the student's status is to be terminated; check the box indicating how the withdrawal should be noted on the student's record.
3. Obtain the signatures of the graduate committee chair and the department chair or graduate coordinator.
4. Submit the form to Graduate Studies.

GRADUATE STUDIES

5. Inactivate the student's graduate status in AIM (*ADV07*). The student's registration eligibility is eliminated (*REG07*).
6. Add a registration hold in AIM (*REG05*).
7. Return a copy of ADV Form 7 to the department.

Graduate Student Academic Grievance Procedure

STUDENT

1. Discuss and seek resolution of the grievance with the faculty member involved no later than one year from the last day of final examinations of the semester in which the alleged unfair or inadequate evaluation occurred. If for any reason the faculty member is unavailable or the student believes the matter will not be fairly dealt with or will create the possibility of retribution, the student may direct the grievance to the department chair. If the department chair is unavailable, the grievance shall be directed to the graduate

coordinator or the person designated by the dean of the college to consider such matters.

AFFECTED FACULTY

2. Strive to resolve the grievance amicably.

STUDENT

3. If satisfactory resolution is not reached, submit a written request for review to the department chair (even if the matter concerns the department chair).

DEPARTMENT CHAIR

4. Conduct a review and communicate a decision in writing to the student and faculty member within 45 days of receipt of the graduate student's request for review.

STUDENT

5. If satisfactory resolution is still not reached, submit a written request for review to the dean of the college or school within 45 days of the date of the written decision by the department chair. The request for review should contain an outline of the grievance and its disposition, and it should set forth facts supporting the student's request for review.

DEAN OF COLLEGE OR SCHOOL

6. Conduct a review and communicate a decision in writing to the student and department chair within 45 days of receipt of the graduate student's request for review.

STUDENT

7. If satisfactory resolution is still not reached, and the matter involves terminating the graduate student from the graduate program, submit a written request for review to the Dean of Graduate Studies within 45 days of the date of the written decision by the college dean. The request for review should contain an outline of the grievance and its disposition, and it should set forth facts supporting the student's request for review. Prepare to give a presentation of the grievance at an administrative review.

DEAN OF GRADUATE STUDIES

8. Convene a formal administrative review following the specific format found under Graduate Student Academic Grievance in the Policy Section of this manual.

9. Issue a final decision following the formal review. The decision of the Dean of Graduate Studies cannot be appealed.

Program and Curricular Review

Add or Change Graduate Curriculum

DEPARTMENT

1. Complete a Course Form when proposing to add a new course or change an existing course. Complete a Course Delete Form when proposing to delete a course. These forms are available online at: <http://saas.byu.edu/catalog/curriculum/>.
2. Submit the form with any relevant documentation, including required signatures, to the college curriculum representative, who will submit it to the University Curriculum Secretary.

Note: If course additions, changes, or deletions affect the requirements of a graduate program, a Program Request form must also be submitted to the Dean of Graduate Studies.

UNIVERSITY CURRICULUM COMMITTEE

3. Review the proposal and documentation.
4. Approve or deny the proposal.

Add New Graduate Program or Revise Existing Graduate Program

DEPARTMENT

1. Complete a Program/Department Request form, available online at <http://saas.byu.edu/catalog/curriculum/>. To obtain information regarding proposals for new graduate programs, refer to <http://saas.byu.edu/catalog/Curriculum/Handbook/3-Programs.pdf>.
2. Obtain signatures from the department chair and college dean documenting support for the new program or program revision. If the proposal will involve or impact other academic units, supporting documents from the chair and dean of these units should be included.
3. Attach a written justification for the requested new program or program revision as outlined online at <http://saas.byu.edu/catalog/Curriculum/>

Handbook/3-Programs.pdf. The justification for a new program will include such items as program purpose and design, proposal rationale, faculty involvement, number of students in program, resources, etc.

Note: If the proposal is for a minor change to an existing program, the dean may approve the change without Graduate Council review.

4. Submit the proposal to the office of the Dean of Graduate Studies.

GRADUATE COUNCIL

5. Review the proposal and supporting documentation. If appropriate, invite sponsors of the proposals for new programs/departments to provide additional information and discuss the proposal.
6. Recommend approval or denial of the request to the Associate Academic VP-Research & Graduate Studies.

ASSOCIATE ACADEMIC VP-RESEARCH & GRADUATE STUDIES

7. Recommend approval or denial of the request. The request may be forwarded to the President's Council and Board of Trustees.

8. Update Graduate Catalog

GRADUATE STUDIES

1. Send a copy of the online catalog section to the department graduate coordinators and program managers.

GRADUATE COORDINATOR (DEPARTMENT)

2. Review the department's catalog section.
3. Make changes approved by department and college leadership. To ensure inclusion in the catalog, proposals for curriculum/program changes should be submitted as early as possible.

Note: New curriculum/program changes cannot be incorporated into the catalog until the Curriculum Committee and/or the Graduate Council have approved them.

4. Update graduate faculty list, adding new faculty and deleting faculty who anticipate retiring the following year. Department graduate faculty list must be approved by the college for graduate faculty status before they can be included in the catalog. The Dean of Graduate Studies has final approval.
5. Review editorial proof. Only minor changes can be made at this time.

Hobsons

This section contains information about the Hobsons inquiry, application, and recommendation management system.

Application Management

The Application Management system provides in Hobsons online BYU application forms. Applicant communication and tracking are facilitated through dynamic email templates and querying tools. The system also contains statistical reporting and analysis tools. Business rules are created by Graduate Studies in order to streamline the unique workflow process and to automate manual tasks. For example, a business rule can be set up to send an automatic email to an applicant when an application is submitted. Application data is uploaded to the AIM system daily.

Online Recommendation Management

The Online Recommendation Management system provides recommenders a step-by-step, secure method for submitting recommendations online. It also allows applicants to monitor recommendation status online. The system allows personalized messages to be sent to recommendation providers and provides authenticity verification. Recommendations are linked to the applicant's submitted application.

Hobsons Support

For technical problems with the Hobsons system, please consult the Hobsons online help and/or contact Hobsons Technical Support. For other issues and problems, contact Graduate Studies.

Hobsons Procedures

Log into Hobsons

1. Log into the Hobsons Webcenter. The User ID is provided by Graduate Studies. Users set their own password.
2. Enter Username: (unique for department).
3. Enter Password: *****.
4. Click the *Login* button.

After Logging in:

1. Navigate Web browser to the Hobsons.
2. Click the *Manage My Account* link.
3. Change the *First Name*, *Last Name*, or *Email Address* as desired. This is the name and contact information of the person who receives notification emails from Hobsons.
4. Click the *Submit* link.

Change Password in Hobsons

Note: The Hobsons system will prompt users to change the password every 60 days. Password changes are recommended, but not required.

1. Navigate Web browser to Hobsons
2. Log into Hobsons.
3. Enter User ID: (unique for department).
4. Enter Password: *****.
5. Click the *Login* button.
6. Click the *Manage My Account* link.
7. Type the old password in the *Old Password* text field.
8. Type the new password in the *New Password* text field.
9. Retype the new password in the *Confirm Password* text field.
10. Click the *Submit* link.