

Introduction Updated September 2009

This section contains an introduction to the Brigham Young University *Graduate Studies Policies and Procedures Manual*.

Manual Purpose

This manual is designed to provide departments with a comprehensive explanation of graduate study policies, as well as a “step-by-step” guide for implementing procedures. Graduate Studies will review the manual for accuracy and update it regularly.

Manual Organization

The manual includes the following sections:

- Section A: Introduction to the BYU *Graduate Studies Policies and Procedures Manual* and overview of BYU Graduate Studies administration
- Section B: BYU graduate study policies
- Section C: AIM student information system
- Section D: ApplyYourself
- Section E: BYU graduate study procedures, the user-friendly “how to” section of the manual
- Appendix a: Directories
- Appendix b: Information
- Appendix c: Letters and Emails
- Appendix d: Reports to Departments
- Appendix e: AIM Pages
- Glossary/Index

Manual Feedback

Graduate Studies welcomes feedback related to this manual. Please send feedback by email to gradstudies@byu.edu or by campus mail to 105 FPH. For questions related to policies or procedures, contact Graduate Studies during the office hours of 8:00am to 5:00pm at 2-5091.