

**The University of Alabama in Huntsville  
Graduate Council Meeting  
Minutes**

**Friday / February 17, 2023  
2:00 p.m. in SSB 201**

**Members Present:** Mike Anderson, COE\*  
Maria Pour, COE  
Yu Lei, COE  
Nicholas Loyd, COE  
Wafa Hakim-Orman, COB\*  
Sophia Marinova, COB  
Joe Conway, CAHS  
Jodi Price, CAHS\*  
Rob Griffin, COS\*  
Tim Newman, COS  
John Mecikalski, COS  
Tanya Sysoeva, COS  
Angela Hollingsworth, CON  
Tracy Lakin, CON  
Louise O’Keefe, CON\*  
Lenora Smith, CON  
Hamsa Mahafza, CoED  
Jon Hakkila, Chair\*  
David Moore, Library\*  
Janet Waller, Registrar\*

**Members Absent:** Xiaotong Li, COB (on sabbatical)  
Dylan Baun, CAHS  
Paul Whitehead, CoED

**Guests:** Judith Schneider, Materials Science  
Jakobus le Roux, COS  
Letha Etzkorn, COS  
Paul Wolf, COS  
Aurora Torres, CAHS  
Suzanne Simpson, Institutional Research  
Simone Frazier, Graduate School  
Michelle Massey, Graduate School  
Susan Knight, Graduate School

*\*Non-Voting Member*

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**1. Roll Call**

*A record of attendance was recorded as noted above.*

## 2. Approval of the Agenda

*Motion was made by Dr. Hamsa Mahafza to approve the graduate council meeting agenda. Motion was seconded by Dr. Yu Lei. Motion carried.*

## 3. Approval of the Minutes of the Meeting of January 20, 2023

*Motion was made by Dr. Sophia Marinova to approve the minutes of the meeting of January 20, 2023. Motion was seconded by Dr. Joe Conway. Motion carried.*

## 4. Announcements

- a. Probation Letters
- b. Thesis/Dissertation/DNP Project
  - i. Writing Workshop – Thursday, February 9
  - ii. Questions about New Process
- c. Graduate School Appreciation Night with Men’s Basketball – Thursday, February 23
- d. Dinner with the Graduate Dean – Monday, February 27
- e. Graduate Poster Session (Simone Frazier)
  - i. Abstracts Due – Friday, March 3
  - ii. Workshop – Thursday, March 9 (3-4pm in SSB 201)
  - iii. Competition – Wednesday, April 5 (2-5pm in SSB 112)
  - iv. Call for Judges

*Dr. Hakkila and the graduate school staff provided information about the graduate-focused events listed above.*

## 5. Curricular Items

- a. College of Arts, Humanities, and Social Sciences
  - i. Course Change: EH 501 (Theory & Practice Technical Comm) - **Approved**
  - ii. Course Change: EH 502 (Probs Technical Editing) - **Approved**
  - iii. Course Change: EH 602 (Practicum/Technical Comm) - **Approved**
  - iv. Course Change: EH 662 (Information Architecture) - **Approved**
  - v. Course Change: MU 501-401 (Form & Analysis) - **Approved**
  - vi. Course Change: MU 516-416 (Orchestration) - **Approved**
  - vii. Course Change: PY 699 (Thesis) - **Approved**
  - viii. Course Change: PY 799 (Dissertation) - **Approved**
  - ix. New Course: EH 575-475 (Rhetoric & Writing) - **Approved**
  - x. Program Change: MA in Psychology - **Approved, but need to complete form (per Dr. Suzanne Simpson), and provide full teach-out plan (per Ms. Janet Waller)**
- b. College of Business
  - i. Course Change: ACC 515-415 (Advanced Financial Accounting) - **Approved**
  - ii. Course Change: ACC 516 (Advanced Cost Accounting) - **Approved**
  - iii. Course Change: ACC 517-417 (Accounting of State & Local Governments and Non-profits) - **Approved**
  - iv. Course Change: ACC 532-432 (Advanced Auditing) - **Approved**
  - v. Course Change: ACC 603 (Financial Statement Analysis) - **Approved**
  - vi. Course Change: ACC 642 (Advanced Internal & Operating Auditing) - **Approved**
  - vii. Course Change: ACC 680 (Financial Accounting Theory) - **Approved**
  - viii. Course Change: ECN 511-411 (Economics Information Tech) - **Approved**

- ix. Course Change: FIN 531 (Advanced Corporate Finance) - **Approved with addition of “or equivalent” to pre-req section**
  - x. Course Change: FIN 601 (Financial Decision Under Uncertainty) - **Approved**
  - xi. Course Change: MGT 611 (Supply Chain Management) - **Approved**
  - xii. New Course: MKT 572 (Digital Marketing) - **Approved with addition of pre-req to syllabus, and expansion of syllabus to include learning outcomes for graduate rigor**
  - xiii. New Course: MSC 569 (Data Visualization) - **Approved with change to Banner title, and strengthen graduate rigor components of graduate syllabus**
  - xiv. Program Change: ACC Master of Accountancy - **Approved**
- c. College of Engineering
- i. Course Change: EM 699 (Thesis) - **Approved**
  - ii. Course Change: EM 799 (Dissertation) - **Approved**
  - iii. Course Change: ISE 699 (Thesis) - **Approved**
  - iv. Course Change: ISE 799 (Dissertation) - **Approved**
  - v. Course Change: MAE 696 (Graduate Intern) - **Approved**
  - vi. Course Change: MAE 698 (Plan II Master’s Paper) - **Tabled/Approved (Note: Dr. Jon Hakkila approved item after council meeting upon evidence provided in previous graduate council minutes that capstone requirement had been removed)**
  - vii. New Program: CS-ECE Cybersecurity Joint Certificate - **Approved**
  - viii. New Program: ECE - MS in Computer Engineering Cybersecurity Concentration - **Approved**
- d. College of Science
- i. Course Change: CS 603 – resubmission (Formal Languages & Auto Theory) - **Approved**
  - ii. Course Change: CS 613 – resubmission (Computer Architectures) - **Approved**
  - iii. Course Change: CS 617 – resubmission (Design & Analysis of Algorithms) - **Approved**
  - iv. Course Change: CS 642 – resubmission (Computer Processing of Digital Images) - **Approved**
  - v. Course Change: CS 670-CPE 646 (Mobile & Wireless Networks) - **Approved**
  - vi. Course Change: CS 687 – resubmission (Data Base Systems) - **Approved**
  - vii. Course Change: CS 690 – resubmission (Advanced Operating Systems) - **Approved**
  - viii. Course Change: CS 513 (Intensive Intro to Comp Arch & OS) - **Approved**
  - ix. Course Change: CS 517 (Intensive Computing Theory) - **Approved**
  - x. Course Change: CS 585-CPE 549 (Intro to Cybersecurity Engineering) - **Approved**
  - xi. Course Change: CS 685-CPE 645 (Computer Security) - **Approved**
  - xii. New Course: BYS 615 (Intro to Biology Graduate Studies) - **Approved with course number change to BYS 501**
  - xiii. New Course: CS 681 – resubmission (Malware Analysis) - **Approved**
  - xiv. New Program: BYS PhD - **Tabled, but will move NISP forward for further discussion between Dr. Jon Hakkila and Provost**
  - xv. New Program: Intensive CS Core Certificate – resubmission - **Approved with deletion of courses in pre-requisite section**

**6. Graduate Faculty Nominations – For Membership Consideration**

- a. College of Business
  - i. Marshall, Lynn - **Approved**
  
- b. College of Engineering
  - i. Driscoll, Robert - **Approved**
  - ii. Messimer, Sherri - **Approved**
  - iii. Swain, James - **Approved**
  - iv. Teasley, Thomas - **Denied**
  
- c. College of Nursing
  - i. Bradshaw, Mandy - **Approved**
  - ii. Mathew, Jessy - **Approved**
  
- d. College of Science
  - i. Niemiller, Katharina - **Approved**
  - ii. Stallsmith, Bruce - **Approved**

**7. Graduate School Handbook – Under Review**

*Dr. Jon Hakkila explained that the graduate school recently received permission from UA System Counsel to remove the Graduate School Handbook from the UAH website in order to make corrections; plan to move student-facing material into the catalog and incorporate policy material within the Graduate Council By-Laws or University Policies.*

**8. Review of Course Curricular Submission Process**

*Per Ms. Janet Waller, plans are to roll-out access to the new curriculum software in June. Dr. Hakkila explained that the new catalog process will necessitate the inclusion of syllabi with course changes.*

**9. Proposed Revisions to the Graduate School Policy on Academic Probation Status (APS)**

*Dr. Hakkila addressed the document titled “APS Revisions” (attached) and explained that the text in red font is what was proposed to graduate council at the last meeting, and the text in purple font was added per the feedback received from council at that same meeting. Consulted with the College of Nursing about how to handle “Unsatisfactory” grades in relation to dismissal.*

*Also, through the academic integrity committee, decided to add paragraph about potential for students to be dismissed for reasons other than academic (second to last paragraph of document). After discussion, council recommended rewording this particular paragraph to read as follows: A student may also be dismissed for reasons related to student misconduct, as per the UAH Code of Student Conduct and UAH Academic Misconduct Policy.*

*Dr. Hakkila asked council to vote on friendly amendment. Members unanimously approved.*

**10. JUMP Committee**

*Dr. Jon Hakkila explained that new JUMP Committee is almost completely formed; just need someone from graduate council in College of Science. Dr. John Mecikalski stated that he might volunteer for this committee and will know very soon whether he is able to do so.*

**11. Course Repeat Procedure**

*Ms. Michelle Massey stated that a number of students had recently contacted the graduate school indicating that they intended to repeat a course to replace a grade. However, the students explained that when they took the course the grade change was not applied. The reason for this is because the students did not complete the Course Repeat form located on the Registrar's webpage, which is specific to graduate students. So, we are trying to make sure that all departments are aware that when this scenario occurs, this form should be completed and submitted to the Registrar's office the semester before the student intends to repeat a course.*

*Ms. Janet Waller added that the Registrar's office has also corrected some language in the undergraduate catalog by adding a couple of sentences to make it clear that the student is referencing the undergraduate catalog; the graduate catalog is fine in this regard. The new catalog will only include one page regarding course repeats, outlining both undergraduate and graduate requirements.*

**12. Graduate Admissions Update**

*Dr. Jon Hakkila stated that the graduate school has, hopefully, hired Ms. Linda Clugstone on a temporary basis to clear the backlog of international admissions applications. He also said the graduate school is trying to push the current applications to departments as they are received, but there have been access issues with the software.*

**13. Part-Time Credentialing Process**

*Dr. Jon Hakkila explained that the current Part-Time Faculty Credentialing form will no longer be used for credentialing graduate faculty. The "Nomination to Graduate Faculty" form should be used for all (full-time and part-time) faculty assigned to teach graduate-level courses.*

**14. Graduate Financial Aid Issue**

*Tabled*

**15. For the Good of the Order**

*N/A*

**16. Adjourn**

*The meeting adjourned at 4:07 p.m.*

Graduate Council Meeting  
February 17, 2023

Proposed Revisions to the Graduate School Policy on Academic Probation Status (APS)

### Academic Probationary Status

Any time a student's overall graduate GPA drops below a 3.000, the student will be placed on Academic Probationary Status (APS). A student on APS is not a candidate for a degree and may not schedule a masters or doctoral defense.

~~A student can remove APS by raising their overall graduate GPA to a 3.000 or greater within the 12 hours attempted immediately following the semester in which they are placed on APS.~~

A student can remove APS by raising their overall graduate GPA to a 3.000 or greater within the 12 hours attempted immediately following the semester in which they are placed on APS. These 12 hours must be attempted within the next three consecutive Fall and Spring semesters, or within one year if courses are also attempted during Summer. This timeline can be extended only by having an appeal approved by the Graduate Dean.

Conditional admission is a form of APS. Conditionally admitted students must maintain a 3.000 average through the semester in which the first 12 semester hours are completed.

### Academic Dismissal and Appeal

Failure to remove APS ~~as described above~~ **as described above** ~~within three consecutive semesters 12 semester hours following the semester in which the student entered APS~~ shall result in dismissal from the Graduate School.

A student may also be dismissed for failing attempted thesis, dissertation, or DNP credit courses. If a student receives more than one grade of "Unsatisfactory" in a 699- or a 799-level course, they will be dismissed from the graduate program."

Students who have been academically dismissed may, with the support of their advisor and department chair or program director, file an appeal with the graduate dean to be allowed to continue in the graduate program. The student must submit a written, signed appeal indicating the reason for their poor academic performance along with a plan for raising the overall graduate GPA to at least a 3.000 within a specified timeframe. The graduate dean may stipulate additional or different conditions to the plan. If the appeal is filed within 30 days of dismissal, the student may be considered for readmission in

the semester immediately following dismissal. Otherwise, the appeal must be submitted at least 14 days prior to the following deadlines for readmission: July 1 for Fall, November 15 for Spring, and April 1 for Summer.

If the appeal is approved, the student shall be readmitted on APS, with the probation duration documented as one of the readmission conditions. These conditions shall be documented in a readmission letter signed by the student's advisor, the student's major department chair or program director, and the graduate dean. The student shall indicate acceptance of these conditions by signing the readmission letter. A student failing to comply with readmission conditions will be academically dismissed.

A student may also be dismissed for reasons related to student misconduct. Information about student misconduct is located on the [Code of Student Conduct](#) webpage and the [Academic Misconduct Policy](#) webpage.

Academically dismissed Graduate students **who have been dismissed** must sit out for a minimum of two years before they ~~can~~ **may** be accepted to any UAH graduate program.