

ADMISSIONS FOR KUO

Kettering University Online Graduate Programs

The following programs are available through Kettering University Online (KUO):

- **Master of Engineering Management** (<http://catalog.kettering.edu/grad-online/programs/engineering-management>)
- **Master of Lean Manufacturing** (<http://catalog.kettering.edu/grad-online/programs/lean-manufacturing>)
- **Master of Operations Management** (<http://catalog.kettering.edu/grad-online/programs/operations-management>)
- **Master of Business Administration**

Students admitted to the M.S. Engineering Management, M.S. Operations Management and MBA programs must have completed undergraduate courses (prerequisites) in specified areas. A course in these areas must have been passed with a C or better. Applicants who have not completed courses in these areas may either complete the required prerequisite course(s) through Kettering University in these areas or demonstrate their knowledge by successfully passing appropriate qualifying exams at Kettering University by completing a self-directed study at a minimal fee. The MS in Lean Manufacturing degree requires a prerequisite course in statistics passed with a C or better. An Online statistics course is available through KUO. Contact your Admissions Advisor or Kettering Global (kuonline@kettering.edu) for further information about the self-directed studies in the prerequisite areas.

Kettering University Online Admission (<https://online.kettering.edu/applying>) is the process by which a student submits a completed application, including official transcripts, letters of recommendation (if applicable), current resume, and meets all admission requirements for a specific degree program. Review for admission into a graduate degree program (<http://catalog.kettering.edu/grad/programs>) occurs once the application process is complete. Based upon whether the student meets all admission requirements, the student will either be granted or denied program admission. After being granted program admission, the student will be contacted by their professional advisor to be registered for courses. KUO students may not self-register. This is to ensure that students do not register for an incorrect or unnecessary course.

Kettering University Online's admission process can be completed in three steps:

- Determine which Master's program fits your needs
- Complete an Admissions Application online (<https://online.kettering.edu/applying>)
- Request all required materials to be mailed or emailed to Kettering University's Kettering Global Office or to the appropriate Admission's Advisor.

The Admission's Committee for the appropriate program will not review an admission file until it contains all required materials. Kettering does not discriminate by reason of race, color, sex, creed, age, physical challenge or national origin.

Application Deadlines

KUO has rolling admission, and applications may be submitted at any time.

Admission Requirements

Grade Point Average

Full admission requires an individual to possess one of the following minimum undergraduate overall grade point averages*:

- 3.0 on a 4.0 Grading System, or International equivalency.
- 85 Overall Grade Point Average on a 100 grade point scale (former Kettering University scale).

*KUO reserves the right to deny admission to applicants who do not have an undergraduate degree in a STEM-related field. These applicants are reviewed and decided on a case-by-case basis.

Undergraduate Degree from Accredited Institution

A Bachelor degree from a regionally accredited U.S. university/college or its international equivalent is required for admission into a graduate program.

Engineering Management applicants must possess a degree in an engineering discipline from an ABET-accredited Engineering program. Engineering Technology degrees will not be considered for engineering programs.

All students applying for admission must submit an official copy of their undergraduate transcripts for any institutions attended prior to application submission, including transcripts indicating receipt of an undergraduate degree from an accredited U.S. college or university.

An official transcript is an unopened, original transcript submitted directly from the previous college to Kettering University. International students are required to submit a credential evaluation. The evaluating body must be a member of the National Association of Credential Evaluation Services (NACES). This will be at the expense of the student. Applicants who received their undergraduate degree from Kettering University do not need to submit their Kettering transcripts, but are required to submit transcripts from any other university attended.

Applicant Checklist

Use the admissions checklist below to assist you in completing your admission packet. Refer to the specific degree program admission requirements in this catalog to ensure that you include all necessary materials for your desired program.

Application for Admissions

Apply online (<https://online.kettering.edu/applying>): There is no application fee for applicants.

Official Transcripts

Request all official transcripts (unopened, original transcripts from all institutions the applicant attempted an undergraduate studies course) to be sent directly from your previous college/university to your KUO Admission's Advisor.

Letters of Recommendation (MS Lean Manufacturing Applicants Only)

Two **professional** letters of recommendation are required for the MS Lean Manufacturing program applicants only. One letter must be from a current supervisor.

Resume

Submit a current, up-to-date resume.

GRE General Section Test

While the GRE General Section test is not required, it is strongly recommended for applicants.

International Applicants

Please follow these instructions if you are not a citizen or Permanent Resident of the United States. This convenient checklist can assist you in completing your admissions packet. To ensure that you include all necessary materials for your desired program, refer to the specific degree program admission requirements in this catalog. An admission decision will only be made for students who have completed their undergraduate program.

Engineering Management applicants must possess a degree in an engineering discipline from an ABET-accredited program. Engineering Technology degrees will not be considered for engineering or engineering management programs.

Application for Admission

Apply online (<https://online.kettering.edu/applying>): There is no application fee for applicants.

Credential Evaluation

A course-by-course credential evaluation of undergraduate transcripts is required for admission for students who have completed their Bachelor's degree outside the U.S. A course-by-course evaluation identifies and describes each credential in terms of its principal elements: name of credential, requirements for entry and program length, and expresses an equivalency in terms of U.S. education. The fee for this service will be at the expense of the student. We accept evaluations from companies that are recognized by the National Association of Credential Evaluating Services (<http://www.naces.org/members.htm>) (NACE). The minimum Grade Point Average (GPA) for full admission is 3.0 on a 4.0 scale, or the International equivalent is also required. Applicants without a GPA equivalency may only be admitted provisionally. Provisional admittance requires a student to complete their first two graduate courses with G.P.A. of 3.0. Failure to complete your first two courses with a 3.0 may result in dismissal from the program.

English Language Proficiency

Applicants whose native language is not English and who have not earned a Bachelor's degree from a U.S. institution are required to take TOEFL, International English Language Testing System (IELTS), MELAB (offered by University of Michigan), or complete level 112 at an approved ELS center. Please have official scores sent to your Admissions Advisor or Kettering University's Office of Graduate Studies, Code 1246. Photocopies will not be accepted. Our minimum score requirements are:

TOEFL: Paper-based: 550, Computer-based: 213, Internet-based: 79;

IELTS: Minimum Band score of 6.0; MELAB: 76

Official Transcripts

Students who have completed their Bachelor's degree in the U.S. must request all official transcripts (unopened, original transcripts from all undergraduate studies) be mailed directly from your previous college/university to Kettering University. The minimum Grade Point Average (GPA) for full admission is 3.0 on a 4.0 scale, or the International equivalent.

Letters of Recommendation (MS Lean Manufacturing Applicants Only)

Two professional letters of recommendation are required for the MS Lean Manufacturing programs only. Students applying for the MS in Lean Manufacturing must provide one letter from a current supervisor.

Current Resume

All applicants must submit a current, up-to-date resume.

GRE General Section Test

While the GRE General Section test is not required, it is strongly recommended for applicants.

Submission of Application Documentation

Send application documents to your Admissions Advisor or to:

Mail: Kettering Global Kettering University 1700 University Avenue 3-300 Campus Center Flint, MI 48504-6214 **Email:** kuonline@kettering.edu
admissions@online.kettering.edu

Notification of Admission

Applicants will be notified of the Admissions Committee's decision via email. Once Kettering University Online has received your application and all supporting documents, please allow approximately two weeks for processing.

Financial Aid for On-Campus and KUO Students

Several financial aid (<https://online.kettering.edu/affordability>) programs exist for on-campus and Kettering University Online students. Loans may be available; students who contemplate applying for financial aid should contact that Financial Aid Office for further information at: 800-955-4464 ext. 7859 or finaid@kettering.edu.

Students who receive tuition assistance or reimbursement from their employer should contact their financial aid advisor to see how their aid is impacted.

Federal Direct Loan

There are two types of Federal Direct Loans that graduate students may receive:

1. **Direct Unsubsidized Loans** – Eligible students may borrow up to \$20,500 per school year
2. **Direct PLUS Loans** – Eligible graduate students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be performed during the application process.

In order to qualify for the Direct Loan, students must first complete the FAFSA (Free Application for Federal Student Aid) and submit all requested documents to the Financial Aid Office.

International students do not qualify for U.S. Federal loans.

Alternative Loans

Alternative loans (private student loans offered by various lenders) are another source of financing your educational costs. These loans are based on credit approval, and interest begins accruing upon

disbursement of the loan. Each loan has different terms, borrowing limits, interest rates, and other special criteria.

- Smart Option Loan (<http://www.salliemae.com>)
- CitiAssistLoan (<http://www.studentloan.com>)

International Applicants for Kettering University Online

There is no application fee for international students taking exclusively online programs. No evidence of financial ability is required. Students who do not pay for classes are barred from further registration.

Satisfactory Academic Progress (SAP)

Minimum cumulative grade-point average (GPA): For financial aid consideration, students remain in good standing when they maintain a cumulative grade point average (GPA) of 3.0 or higher. Students falling below the minimum cumulative grade point average of 3.0 and the minimum last term GPA of 3.0 are placed on Financial Aid Probation or Suspension as appropriate.

Maximum time frame for degree completion: Graduate students are required to complete their program of study within 6 consecutive years.

Financial Aid Warning

Graduate students will be evaluated at the end of each academic term to determine if the student is meeting the standards described above. Graduate students who fail to meet the minimum 3.0 cumulative grade point average standard will be placed on Financial Aid Warning for the subsequent semester/period of enrollment. Financial aid can be received during the semester/term of warning. Financial aid disbursement for the next period of enrollment will be held until grades have been reviewed for the warning semester/period of enrollment of Financial Aid Warning; he/she must successfully complete the term without any failures, incompletes, or withdrawals.

Financial Aid Suspension

The Financial Aid Office will review the records of students who are on financial aid warning at the end of the term that are placed on warning. If the student is still not meeting the minimum cumulative grade point average (3.0), the student will forfeit eligibility for all federal and institutional financial aid programs.

Financial aid will be suspended until the student successfully meets the cumulative grade point average standards. The student is responsible for paying his/her own expenses, such as tuition, fees, books, supplies, etc. and will not be reimbursed for the period(s) of financial aid suspension.

Right to Appeal

Students have the right to appeal any decision of ineligibility to continue to receive financial assistance unless they have previously been granted an appeal. Appeals must be filed within 30 days of notification that aid eligibility has been lost.

An appeal should be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes. Examples of possible situations include documented serious illness, severe injury, or death of a family member.