

GRADUATE ADMISSIONS

To be admitted into Kettering University as a Graduate Student, a prospective student must select a graduate degree program, fulfill all specific admission requirements as laid out for each graduate degree program, complete an online application, and arrange for official transcripts to be sent to Kettering University from all universities/colleges previously attended, either electronically or by mail. A Bachelor degree from a regionally accredited U.S. university/college, or its equivalent, is required for acceptance into a graduate program.

Admission into a graduate program is offered after the application process is complete, and has been appropriately evaluated. Applications will not be reviewed before completion and all necessary documents are received. Applicants will be notified of the admission decision. If granted program admission, the student may then proceed to register for classes and matriculate. Kettering does not discriminate by reason of race, color, sex, creed, age, physical challenge or national origin.

Kettering University has rolling admissions. Applications may be submitted at any time. Program start dates will be determined based on date of acceptance and program availability. Not all programs allow admission every term - see specific program description.

Admission Requirements

Grade Point Average

Regular admission requires an individual to possess a minimum undergraduate overall grade point averages of 3.0 on a 4.0 Grading System, or international equivalent.

Transcripts

All students applying for admission must submit an official copy of their undergraduate transcripts from an accredited U.S. college or university. An 'official transcript' is an unopened, original transcript received directly from the previous college by Kettering University. International students may be asked to submit a credential evaluation, in such cases, the evaluating body must be a member of the National Association of Credential Evaluation Services (NACES). This evaluation will be at the expense of the student. Kettering University undergraduate students do not need to submit their Kettering transcripts, but are required to submit transcripts from any other university.

Graduate Programs

The following Master Degree programs are available on-campus at Kettering University:

Master of Business Administration (MBA) – with concentrations
Master of Science in Engineering (MS) – with concentrations
Master of Science in Engineering Management (MS)
Master of Science in Operations Management (MS)

Additional program requirements:

MS in Engineering Applicants

MS in Engineering applicants must submit a completed application, two letters of recommendation, official transcripts of their Bachelor's degree in an engineering discipline from an ABET-accredited program, or international equivalent. Engineering Technology degrees will not be considered for the Engineering programs.

GRE General Section is also required for applicants to the MS Engineering programs. GRE scores more than five years old are not valid. Kettering University's institution code is 1246. If asked to choose a department code, please choose the one that best fits your intended program. All scores are sent directly to the Admissions Office regardless of the department code selected. For graduates of Kettering University the GRE requirement will be waived.

MS in Engineering Management Applicants

Engineering Management applicants must have a Bachelor of Science degree in Engineering from an approved ABET-accredited engineering (not technology) or computing program, or be a Kettering University graduate with a degree other than management or business.

MS in Operations Management Applicants

Operations Management applicants must submit official transcripts of their Bachelor's degree from a regionally-accredited U.S. university, or international equivalent.

MBA, Engineering Management and Operations Management Applicants

Students entering these programs must have completed specific prerequisite undergraduate courses. These courses must have been passed with a C or better. Applicants who do not have this background may either complete the required prerequisite courses through Kettering University, or demonstrate their knowledge by successfully passing appropriate qualifying exams.

Contact the School of Management, about the qualifying exam, at som@kettering.edu

Domestic Applicants

If you are a citizen or Permanent Resident of the United States, 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://ketteringuniversity.force.com/tx_communitieshome): There is no application fee for applicants.
- **Official Transcripts**
Request all official transcripts (unopened, original transcripts from all undergraduate studies) to be sent directly from your previous college/university to Kettering University Admissions Office. Engineering applicants must possess a degree in an engineering discipline from an ABET-accredited program. Engineering Technology degrees will not be considered for engineering programs.
- **Letters of Recommendation**
Two letters of recommendation are required for the MS Engineering programs.
- **GRE General Section Test** is required for the MS Engineering programs.
- **Resume' (optional)**

Submit electronically or mail information to:

admissions@kettering.edu

Admissions Office
 Kettering University
 1700 University Avenue
 Flint, MI 48504-6214

Notification of Admission

Applicants will be notified by email of the Admissions Committee's decision. Once Kettering University has received your application and all supporting documents, please allow approximately four weeks for processing and to receive notification.

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. A final admission decision can only be made for students who have completed their undergraduate program.

- **Application for Admissions**

Apply online (https://ketteringuniversity.force.com/tx_communitieshome): There is no application fee for applicants.

- **Official Transcripts**

Students must request all official transcripts be sent directly to Kettering University from all previously attended colleges/universities. The minimum Grade Point Average (GPA) for admission is 3.0 on a 4.0 scale, or the international equivalent. Engineering and Engineering Management program applicants must possess a degree in an engineering discipline from an ABET-accredited program, or international equivalent.

- **Credential Evaluation** A Course-by-Course credential evaluation of undergraduate transcripts may be requested from students who obtained their Bachelor's degree outside the U.S. All fees for this service are the responsibility of the student. Kettering accepts evaluations from companies recognized by the National Association of Credential Evaluating Services (NACES).

- **Copy first page of passport**

All application packets should contain a copy of the prospective student's passport, if available.

- **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 Kettering University's Office of Admissions, 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

- **Statement of Financial Support On Campus Programs**

International student applicants must document their ability to meet all educational expenses for the entire period of intended study. Students will need to provide an Affidavit of Financial Support.

- **Letter of Recommendation**

Two letters of recommendation are required for the MS in Engineering programs.

- **GRE General Section Test** is required for the MS Engineering programs.

- **Resume' (optional)**

Mail information to:

Admissions Office
Kettering University

1700 University Avenue
Flint, MI 48504-6214

admissions@kettering.edu

International Students Notification of Admission

International Applicants will be notified by email of the Admission Committee's decision. Once all materials are received at Kettering University, please allow approximately four weeks for processing your application and to receive notification.

Note: This decision simply grants or denies admission into the graduate program. Issuing an I-20 is a separate process and may require additional information. For information regarding the I-20 process, contact the Office of International Programs at international@kettering.edu or (810) 762-9801.

Financial Aid

Some financial aid programs may exist for graduate students. Students who contemplate applying for financial aid should contact the Financial Aid Office for more information at: 800-955-4464 ext. 7859 or finaid@kettering.edu.

Financial Aid Eligibility

- Must be at least half-time or more to be considered for aid
- Certificate courses are not eligible for aid - cost of certificate course is not included in the Cost of Attendance when determining financial aid package
- Students who receive tuition assistance or reimbursement from their employer should contact their financial aid advisor

Cost of Attendance (COA)

- COA values are based on assumed enrollment for the 17-18 academic year

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. Additional information on alternative loans can be found on this website (<https://choice.fastproducts.org/FastChoice/home/226200/1>).

International Applicants for On-Campus Programs

Neither scholarship funds nor financial aid through Kettering University are available for international students.

International applicants must demonstrate and provide evidence of their ability to meet all educational and living expenses (tuition, room and board, etc.) for the entire period of their intended stay before Kettering University can issue a Certificate of Visa Eligibility (Form I-20). Evidence may include a statement from a legitimate financial institution reflecting a minimum of \$47,424 (U.S. dollars) in a savings account to pay expenses while attending Kettering University. Medical insurance, including repatriation and evacuation coverage, is required for all international students and must be purchased through Kettering University.

Funds remitted or provided for payment must be drawn from a U.S. Bank.

Graduate Assistantship for On Campus Programs

The Kettering University Graduate Assistantship (GA) program was established to meet the following goals:

- Develop strong bonds between graduate students and faculty;
- Support the research enterprise and instructional mission;
- Prepare graduate students for productive careers;
- Provide financial support for graduate students.

GA's are assigned to work with an individual faculty member performing duties such as grading, assisting in a faculty member's teaching/research lab, or supporting a student technical team. In addition, all GA's are required to participate in and complete training modules offered by the Graduate School as part of the appointment.

To be eligible for the GA program, students must be currently admitted and in good academic standing or have accepted admission to an on-campus graduate program. GA appointments are competitively awarded subject to the availability of program funding.

If you are interested in applying for the Kettering GA program, please contact the Graduate School at gsr@kettering.edu for more information.

Graduate Satisfactory Academic Progress (SAP)

In order to receive Student Financial Aid under the programs authorized by Title IV of the Higher Education Act, as amended, a student must be maintaining satisfactory academic progress in the course of study that he/she is pursuing.

Minimum cumulative grade-point average (GPA): Graduate students must maintain a minimum cumulative GPA of 3.0

Maximum time frame for degree completion: For degree completion, students who exceed 150% of the normal period to complete their academic programs are not eligible for additional Title IV assistance for the period that is in excess of 150% of the academic period normally required to complete the program of study.

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.