

# ACADEMIC ADVISING/ SUPPORT; ACADEMIC STANDING

## Academic Advising and Support

Kettering University provides several academic support services for students. All services listed below are accessible to all students and available at no additional cost during work and academic terms.

### Advising and Coaching

Advising is a collaborative teaching and learning process that, by intention and design, facilitates students' understanding of higher education's meaning and purpose while fostering intellectual, personal, and professional development. Advising at Kettering is delivered by professional advisors within the Academic Success Center (ASC) and faculty advisors within the individual degree departments.

Students are encouraged to meet regularly with an academic advisor (at least once per academic term) to discuss short- and long-term goals, determine progress toward degree completion, and address any questions or concerns.

Each academic department has its own process for facilitating academic advising. Advising within the Academic Success Center is scheduled through the ASC website by contacting [academicsuccess@kettering.edu](mailto:academicsuccess@kettering.edu), or students may drop in on Walk-in Wednesdays.

Success coaching is provided by the ASC advisors to help students become more effective and successful. While meeting with advisors for success coaching, students may work on time management, study strategies, test-taking, note-taking, organization, and more. Success coaching appointments with an advisor can be requested through the ASC website by contacting [academicsuccess@kettering.edu](mailto:academicsuccess@kettering.edu), or students may drop in on Walk-in Wednesdays.

### Academic Support

The ASC provides a wide range of academic support to Kettering University students. Peer Tutors assist students with subject knowledge in various undergraduate courses—especially foundational mathematics courses. Select courses, typically math and physics, are supported through the ASC Lab. ASC Lab Weekly Happenings in the LC provide students with a structured, peer-led, and collaborative group-study environment in which students can actively engage in reviewing and studying material. Sessions are offered weekly and may vary from term to term. They are open to all students in the designated courses. The ASC Lab-supported courses and Peer Tutors' schedules are on the ASC Lab website. The ASC also provides writing support through various platforms and Peer Tutors. There are additional opportunities for students to seek support for their courses through online platforms, which they may access through the ASC website, MyKettering, and our learning management system, Blackboard. ASC Advisors and student support staff can assist students with navigating where to find each resource.

### Testing Assistance

The ASC provides an alternative testing space for students enrolled in Kettering University courses who require ADA accommodations. These accommodations may include extended test time, individual testing

space, reader/scribe support, or other necessary accommodations. Any student seeking accommodations for testing must first meet with the Wellness Center to determine and approve all necessary accommodations. This must be done at the beginning of every academic term.

Testing services are not available for students taking courses at institutions outside of Kettering University as guest courses, for students who have a testing conflict and do not have ADA accommodations in place, or as an alternative to virtual testing.

## Academic Standing

Kettering University has four levels of academic standing: Good Standing, Academic Warning, Academic Probation, and Academic Review. The four levels are discussed in detail below.

ASC Flowchart for academic standing

### Good Standing

To be in good academic standing, a student must meet all of the following criteria:

- Term GPA  $\geq 2.0$
- Cumulative GPA  $\geq 2.0$
- Co-op grade of Satisfactory

### Academic Warning

Students are placed on Academic Warning when the criteria for good standing are not met following a completed term. Students on Academic Warning are strongly encouraged to work with an advisor in the ASC to develop a plan for improvement to return to Good Standing. Students on Academic Warning should also utilize additional support services across campus, including tutoring, supplemental instruction, the Wellness Center, faculty office hours, etc.

### Academic Probation

Students are placed on Academic Probation if they do not meet the criteria for good standing following the Academic Warning term.

Students on Academic Probation must meet with an ASC advisor to develop an Academic Improvement Plan (AIP) indicating critical strategies to improve their academic standing. The AIP may be shared with other departments if requested for other uses, such as a Financial Aid Improvement Plan or if the student moves to Academic Review. An academic advisor in the ASC will be assigned to all students on Academic Probation and will contact that student at the start of the academic term.

\*Students on probation are encouraged **not** to enroll in consecutive academic terms; however, once final grades have been posted in the previous academic term, they may request consecutive academic enrollment through the ASC.

### Academic Review

Students who do not improve their academic standing while on Academic Probation will move to Academic Review (AR). Once on Academic Review, the student has two options:

1. Withdraw from the university (AR Withdrawal) to avoid a permanent negative mark on the transcript.
2. Appeal to the Academic Review Council. See below for guidelines for writing an effective appeal.

## Appeal to Academic Review Council

Academic Review Council (ARC) meetings are typically held in the 7th week of each term. The ARC comprises select faculty and staff members appointed by the Office of the Provost and will serve a 2-year assignment on the council. The ARC reviews all materials the student submits, including their appeal letter, which should summarize the circumstances that led to their academic standing. They should cite any extraordinary incidents that may have negatively impacted their academic performance and how these have been resolved, allowing their performance to be improved. Students may also include letters of support from faculty, employers, or KU staff and documentation that may validate their circumstances. Additional documents, such as doctor's notes, etc., are not required but may assist the ARC in making a more informed decision.

All documents must be submitted to [academicsuccess@kettering.edu](mailto:academicsuccess@kettering.edu) no later than 6th week Monday of the current academic term. No exceptions will be made. If the deadline is missed for the current term, they must wait until the following academic term to submit their appeal.

All materials submitted to the ARC are reviewed, with the student's identity remaining anonymous. Information from the Academic Success Center regarding their engagement with support services across campus may also be shared with the ARC.

The ARC will assess each student individually and determine whether the student will be:

- Kept with conditions
  - A student can complete a conditional academic term to improve their GPA and return to good standing.
- Dismissed with the opportunity to return
  - The student must follow the process below to return to Kettering University and complete their degree.
  - NOTE: Permanent dismissal from the university is unlikely to result from the first ARC appeal.

### Kept with Conditions

Students kept with conditions per the ARC will receive notification through their Kettering email. The following conditions will be required of the student during their AR-conditional academic term:

- Must pass all courses in their AR-conditional term. (Specific final grade requirements may be put in place by the ARC)
- Must not drop any courses without first discussing the reasoning with an ASC advisor.
- Must meet with their assigned ASC advisor following the meeting time and frequency they determine with the student.
- Must achieve Good Standing at the end of their conditional term.
  - If the student's cumulative GPA is below 2.0, and more than one term is required to achieve the cumulative 2.0 minimum, the term GPA will only be factored into this requirement and must be above the 2.0 term minimum to be considered for continued enrollment.

- Registration for the conditional term will be reviewed and approved by the ASC. The ARC and/or ASC advisor may recommend changes to this registration.
- Other criteria as determined by the ARC.

Once the conditional term is completed, the ARC will review the student again anonymously during the following academic term's 7th week ARC meeting. The ASC advisor will provide information regarding the student's progress and engagement with the expected conditions. The student may provide a statement summarizing their progress in the AR-conditional term to the ARC and must be sent to [academicsuccess@kettering.edu](mailto:academicsuccess@kettering.edu) no later than the 6th week Monday of the term following their AR-conditional term. A summary is not required but may be helpful for the ARC to assess the student's situation better. It is up to the student to submit a statement following their AR-Conditional term to the ASC. They will not receive a reminder.

If the ARC determines that the student did not adequately meet the AR-Conditions, the student will be permanently dismissed from the University. If the ARC feels they have met the AR-Conditions effectively, the student will be permitted to register for their next term, expecting them to return to Good Standing.

NOTE: Back-to-back academic terms will not be permitted until they have returned to Good Standing.

### Dismissal Following Academic Review Appeal

If the student appeals and the ARC determines that the student should not be kept at the University with conditions, the student will be notified through their Kettering email. They will be eligible to be readmitted following the conditions listed below under "Readmission Following Academic Review."

### Dismissal Following Failure to Appeal

If a student who is up for Academic Review chooses not to withdraw from Kettering University or to appeal, the student will be automatically dismissed from the university. The student will be notified through their Kettering University email. They may petition to return following the "Readmission Following AR Dismissal/Withdrawal" process.

## Readmission to Kettering

A student may request to be readmitted by contacting the Academic Success Center. An advisor in the ASC will discuss and assist with the Application for Readmission and any stipulations that may apply to them.

### Readmission in Good Standing

Students who have been separated or withdrawn from the university while in Good Standing may request to be readmitted by contacting the ASC. An advisor in the ASC will discuss and assist with the Application for Readmission. If a student is re-entering in a different catalog year, they may be subject to new catalog requirements and/or catalog and program changes. Readmitted students are subject to the tuition rate paid by the entering class at the time of re-admittance.

### Readmission in Warning or Probation Standing

Students who have withdrawn from the university while on Academic Warning or Academic Probation may request to be readmitted by contacting the ASC. An advisor in the ASC will discuss and assist with the Application for Readmission. Students will be admitted back

to the institution and remain in the academic standing they were in upon withdrawing. These students may be required to meet additional requirements upon readmission to ensure overall success. If a student is re-entering in a different catalog year, they may be subject to new catalog requirements and/or catalog and program changes. Readmitted students are subject to the tuition rate paid by the entering class at the time of re-admittance.

### **Readmission Following Academic Review**

Students who withdrew or have been dismissed due to the academic review process may request to be readmitted by selecting one of the two paths to readmission. The first is Evidence-Based Readmission, which is available to all students. The second is Recommendation-Based Readmission, which is available only to students at a junior or senior academic level. Students may be subject to the catalog requirements effective the term they return; the Academic Review Council will make that determination. Readmitted students who do not return to good standing after one term and/or did not follow the recommendations of the Academic Review Council can be permanently dismissed. Readmitted students are subject to the tuition rate paid by the entering class of students at the time of re-admittance. Students may apply for readmission only once following Academic Review.

#### **Evidence-Based Readmission [Available to all students]**

The student must provide an official college transcript demonstrating academic success at another accredited educational institution.

The evidence-based path allows the student to be readmitted to the term starting no less than nine (9) consecutive months or three (3) terms after the date of dismissal. To be considered for evidence-based readmission, students must complete the following:

- Attend another accredited institute of higher education for at least one term as a full-time student, completing at least four (4) courses or 12 credit hours, earning a minimum grade of a B in each attempted course. The courses must be selected from one or more of the following areas – math, science, technology, engineering, computer science, or management – and must be related to and at a level commensurate with their Kettering degree program. The courses need not be transferable to Kettering, but they should not be redundant with courses already completed with grades higher than a C-. The student is strongly encouraged to meet with a KU ASC advisor to review the selected courses before registering at another institution.
- The student must provide an official college transcript demonstrating academic success at another accredited institution of higher education.
- Submit a letter requesting readmission to the ASC. The letter should include any relevant information regarding the student's commitment to their academic success and any changes they have made to ensure this. They may also include any applicable supporting documents, including letters of recommendation, proof of resources utilized at the other institution, etc.

#### **Recommendation-Based Readmission [Available to juniors/seniors only]**

The recommendation-based path allows a junior or senior to be readmitted to the term starting no less than six (6) consecutive months after the date of dismissal. The recommendation-based readmission comes with specific conditions, which must be met within the first term of return for students to remain enrolled. A mandatory condition is

completing at least 12 credits with a 3.0 GPA, and no individual course grade below a C. Additional conditions may be imposed by the student's degree department and/or the Academic Review Council. The student will be permanently dismissed from the university if the conditions are not met. To be considered for recommendation-based readmission, students must complete the following:

- Submit a letter requesting readmission to the department head of the student's academic department. Dual-major students must submit the request to the department heads of both academic majors. The readmission request must also be submitted to the Academic Review Council. The letter should include an explanation of changes in the student's life that have significantly affected their potential for success at Kettering University. Include any applicable supporting documents.
- The student must request the department head(s) to submit a letter of recommendation outlining any additional conditions to the Academic Review Council.

**All documents for readmission following Academic Review must be submitted to academicsuccess@kettering.edu by Monday of the 6th week in the term before readmission. All questions should be directed to the Academic Success Center at (810) 762-9775.**