UNDERGRADUATE COURSE OF STUDY

Dual Majors/Degrees

Two Majors
Students may earn a double major as part of a single bachelor's degree by completing all course requirements for the two majors. If capstone courses are required in both majors, both must be completed. Only one thesis is required. To pursue a double major, obtain approval from departments for both majors. Both majors will be shown on one diploma and on the transcript.

Two Degrees
Students may earn two undergraduate degrees simultaneously by completing all course requirements for any two majors that in combination require at least 28 credits beyond 161 credits. If capstone courses are required in both majors, both must be completed. Only one thesis is required. To pursue two degrees, obtain approval from departments for both degrees. Two diplomas will be awarded and both degrees will be shown on the transcript.

Questions: Contact the degree/program departments

Second Baccalaureate
Students can earn a second bachelor’s degree after graduating. The policy regarding requirements for Two Degrees applies. The department offering the major sought for the second bachelor’s degree must evaluate the student's transcript to determine which additional courses are required and any additional work term and CUE requirements will be required.

Questions: Contact the degree/program department head

Bachelor/Master Program
The Bachelor/Master combination is available only to Kettering University undergraduate students entering the MBA, Operations Management, Engineering or Engineering Management graduate programs.

Kettering University undergraduate students who desire to obtain a master’s degree may elect to complete the Bachelor/Master Program which provides students an opportunity to accelerate the process in which they earn both a bachelor’s degree and a master’s degree. This program is only available to Kettering University undergraduate students and leverages Kettering University’s premier academic programs. Students who are admitted into the Bachelor/Master Program will complete the same total number of work terms as conventional non-Bachelor/Master undergraduate students.

Option 1: Undergraduate (BS) Thesis
• Students must apply before graduating (after completing 120 credit hours) or within six (6) years after obtaining their undergraduate degree.
• The student completes the undergraduate degree, with the traditional undergraduate thesis (BS), and receives the bachelor's degree at the conventional time.
• Up to eight (8) credits of mezzanine level (500-level) courses, which were completed at the undergraduate level, are also applied to the master’s degree. (Mechanical Engineering capstone courses do not apply.)
• Forty (40) credits remain to complete the MBA (total of 48 graduate credits) or thirty-two (32) credits remain to complete the master of science degree (total of 40 graduate credits). As an option, four (4) of these credits can be granted for an MS thesis.

Option 2: Graduate Thesis Only: No Undergraduate Thesis
• Students must apply before starting their undergraduate thesis (i.e., before submitting their PTA).
• Eight (8) credits granted for the graduate-level thesis, four are applied to the undergraduate degree and four are applied to the graduate degree.
• The student will not receive the bachelor's degree until completion of the graduate-level thesis.
• Up to eight (8) credits of mezzanine level (500-level) courses, which were completed at the undergraduate level, are also applied to the master's degree.
• One course (four credits) will be waived in the graduate program.
• Twenty-eight (28) credits remain to complete the master's degree (a total of 36 graduate credits).
• The MS thesis will be a more purely academic thesis driven by the faculty, but must be authorized by the student sponsor.

Grade Requirements
A minimum GPA of 3.0 is required to be admitted into the Bachelor/Master program. Students with a GPA below 3.0 may be considered for provisional admittance on an individual basis. The degree-granting department will determine acceptance.

Other Requirements
• Both part-time and full-time MBA and MS students may qualify for this program.
• This program is only available to students who will receive (or have received) a Kettering University bachelor's degree.
• In addition to the standard application, students must formally apply to the program.

Questions:
• For Mechanical Engineering options, contact the Mechanical Engineering Department at 810-762-7835 or me@kettering.edu
• For Medical Engineering options, contact the Mechanical Engineering Department at 810-762-7835 or me@kettering.edu
• For graduate application requirements, contact the Graduate Office at 810-762-7953 or gradoff@kettering.edu

Concentrations
A concentration is a specialized area of study within a major area of study. A concentration requires a minimum of two classes (eight credits) in a directed area of study. Concentrations appear on a student’s transcript at student declaration, and requirements must be completed at the time of graduation. A concentration is not required for all majors for graduation.
A student wishing to declare a concentration should consult an advisor. It is the responsibility of the student to inform the department of the selected concentration. The department, in turn, will update the student record.

Questions: Contact the degree/program department

**Majors (Declaring/Changing)**

A major is an area of concentrated study which requires a minimum of 41 classes (161 credits). A student wishing to declare, change, or add a major should consult an advisor. The student is then responsible for communicating this change to the Office of the Registrar. The Registrar will update the student record and send official notification of the change to the appropriate departments.

Questions: Contact the Office of the Registrar

**Minors (Declaring/Removing)**

A minor is an area of concentrated study outside of the major area of study. A minor requires a minimum of four classes (16 credits) in a directed area of study. Minors may require coursework beyond the minimum 161 credits required for completion of the major. Coursework taken outside of Kettering University is not transferable towards a minor. Minors are not required for graduation though a student may elect to pursue a minor in an area of additional interest. Minors appear on a student's transcript at student declaration, and requirements must be completed at the time of graduation. Refer to the "Minors" section of this catalog for a complete list of minors and their requirements.

A student wishing to declare, change, or add a minor should consult an advisor. **Minors must be added to the student's record prior to taking the courses within the minor.** The student is then responsible for communicating this change to the Office of the Registrar. The Registrar will update the student record.

Questions: Contact the Office of the Registrar

**Independent/Directed Study**

In order to increase the scope and flexibility of course offerings, many departments offer courses under the designation of Independent or Directed Study. A student who desires a course not normally offered or not available during a given term should approach the instructor in whose discipline the course would normally fall to discuss the possibility of an Independent or Directed Study. If the instructor agrees, a written proposal may be required from the student, specifying the reading and/or research to be undertaken, reports or tests to be used for grading purposes, number of meetings per week, number of credits to be awarded, etc.

**Independent Study**

An independent study is a unique topic in a specific area of study not offered in an existing course. Requirements and meeting times are arranged by the instructor and student. A student must request and receive approval for an independent study through the instructional department. This is done by completing an Independent/Directed Study Form (https://drive.google.com/file/d/0B8hhSHxvaasqTETtOXNydxJBMVk/view?usp=sharing) stating the independent study name and description, and obtaining all required signatures. The completed form must be submitted to the Office of the Registrar no later than the last day of the drop/add period specified on the published academic calendar.

Questions: Contact the department offering the course

**Directed Study**

A directed study is a course listed in the undergraduate catalog but not scheduled during a given term. It is done on a one-on-one basis with an instructor for that course. A student must request and receive approval for a directed study through the instructional department. This is done by completing an Independent/Directed Study Form (https://drive.google.com/file/d/0B8hhSHxvaasqTETtOXNydxJBMVk/view?usp=sharing) stating the course number and obtaining all required signatures. The completed form must be submitted to the Office of the Registrar no later than the last day of the drop/add period specified on the published academic calendar.

Questions: Contact the department offering the course

**Study Abroad**

Refer to the International Programs section of this catalog.

Questions: Contact the Office of International Programs

**Cooperative and Experiential Education**

Refer to the Cooperative and Experiential Education section of this catalog for related policies and procedures.

Questions: Contact the Cooperative and Experiential Education department