

# ACADEMIC ADVISING/ STANDING/STATUS

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## Academic Advising

Academic advising represents a shared relationship between the student and their academic or professional advisor and a process of continuous improvement, clarification and evaluation with the aim of assisting the student in achieving their goals. Each academic department has established its own system for facilitating academic advising processes. In addition to following the representative program, students are encouraged to communicate regularly with an advisor to discuss academic matters, to determine progress toward degree completion, and to ensure that prerequisites have been satisfied and other departmental requirements have been met.

In addition to Academic Advising, all KUO learners are paired with a Professional Advisor. The Professional Advisor aids the students with general process questions, assures the student is registered in the appropriate courses and aids in any issues related to a student's successful continuation in Online programs. This includes aid with drop/adds. Students may communicate the desire to drop a course by the deadline by phone or email. Emails are logged by the time they are sent Eastern Time. To ensure a full refund, it is imperative that an email is received before the drop deadline. All academic issues are referred to an Academic Advisor in the appropriate department.

## Academic Standing

### Provisional Admission

Provisional Admission is a temporary admission status granted on a case-by-case basis that allows students to demonstrate readiness for graduate education. A graduate student that has been granted provisional admission will be granted full admission after the completion of their first two courses with a GPA of 3.0 or better. Failure to complete the first two core courses with a grade of 3.0 or better may result in dismissal from the program.

The criteria for provisional admission are uniquely determined by the KUO Admission's Committee, and in some cases collateral work may be required from the applicant to confirm their readiness for a specific program.

### Probation

A graduate student whose cumulative grade point average falls below a 3.0 is automatically placed on academic probation. Probationary status is removed only when a graduate student's cumulative GPA equals or exceeds the minimum of 3.0 required to earn a Master's degree.

A graduate student who remains on probation after completing 12 credit hours since being placed on probation may be dismissed from the program. A student on probation whose cumulative GPA falls below 2.5 will automatically be dismissed from the graduate program. Such dismissals may be appealed to the Graduate Academic Review Committee. Advising regarding the appeal process to return after academic dismissal is provided through the Graduate Office.

## Separation

A student may be separated from the University if they fail to demonstrate progress toward the degree by successfully completing a class within the academic year.

## Deferment

Students may request up to one year of deferment from classes for medical, personal and family emergencies, or service in the military.

## Appeal Process to Return after Academic Dismissal

After academic dismissal, students may appeal to the Graduate Academic Review Committee for readmission by submitting a letter of appeal and any supporting documentation to Kettering University Online via email at [kuonline@kettering.edu](mailto:kuonline@kettering.edu) one term prior to the term in which they are seeking re-admittance.

This letter of appeal for re-admittance must state the cause(s) of the student's academic problems, changes in the student's situation that may rectify those problems and a proposed plan of action to ensure success in the Graduate Studies Program. Students are readmitted on a probationary status for one term.

Decisions of the Graduate Academic Review Committee are final.

Questions: Contact the Kettering Global offices at 1-800-955-4464 ext. 9575.

## Active Status

Students are expected to enroll in their first course for the term in which they have been accepted for admission. If there is a reason this may not occur, the student must have a discussion with their professional advisor and formally request a change of start date for one term in the future. Failure to begin courses within two terms of acceptance may lead to an admission's status change to Inactive. This Inactive status may be changed only when the student appeals with a letter to the Kettering University Online Admissions. If a student does not appeal the Inactive status he or she may be withdrawn from the University and must reapply at a later date.

**The expectation is that students are either taking a course or registered for a course to be considered Active. Students should take four-five courses per academic year. This ensures students complete their program in a timely manner.**