

ADMISSIONS FOR KUO

Kettering University Online Graduate Programs

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

- Master of Science Engineering Management
- Master of Science Engineering - ECE - Advanced Mobility
- Master of Science Lean Manufacturing
- Master of Science Lean Systems
- Master of Science Operations Management
- Master of Business Administration
- Master of Science Supply Chain Management

Students admitted to the MS Engineering Management, and MS Operations Management, MS Lean Manufacturing, MS Lean Systems, MSEN (ECE) and MBA programs require certain completed undergraduate courses (prerequisites) in specified areas. A course in these required areas must have been passed with a C or better. Applicants who have not completed courses in these areas for some programs may require prerequisite courses prior to beginning a program. In some cases an applicant may be able to take the Foundations of Business course or Business Statistics course and pass to meet the requirement for prerequisites. Other options include completing the required prerequisite course(s) through Kettering University or another accredited University or taking the KUO self-directed study courses and passing a qualifying exam to opt out of taking a full course. Contact your Admissions Advisor or Kettering Global (kuonline@kettering.edu) for further information about the self-directed studies in the prerequisite areas.

To be admitted to the MSEN (ECE) or MS Engineering Management degree programs an applicant must have an undergraduate engineering degree (not engineering technology degree) or in some cases a degree in computer science.

Kettering University Online Admission is the process by which a student submits a completed application, including official transcripts, a statement of purpose (why the applicant is pursuing this degree from Kettering), letters of recommendation (one from current supervisor, two professional), current resume, and meet all admission requirements for a specific degree program. Review for admission into a graduate degree program occurs once the application process is complete. Student admission's applications are evaluated individually and fully to determine not only if a student meets all admission requirements, but if the committee believes the student can be successful in a program based on the information submitted. The student is either 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. Students are expected to take a course within two terms from approval and be registered or taking a course at all times from that point on. Failure to begin courses may result in removal from the program and the need to reapply.

Expectations for registrations and taking classes

Students pursuing degrees through Kettering University Online are expected to be actively pursuing their degrees. Once admitted, a student is immediately registered for the term they requested in the application. Students can delay the start of classes by only one term. Failure to begin

classes within two terms will require a petition to remain active and may require students to reapply for admission.

Students are expected to be taking a course or registered for a future course in the same academic year to be considered actively pursuing their degree. The expectation is that students take a minimum of four (4) courses per academic year in order to ensure that learning takes place during an appropriate time period, and the degree can be completed within an appropriate time frame. Failure to remain active may result in auto-withdraw of the student by the University. In special circumstances, students may request permission to defer taking courses. This deferment may or may not be granted.

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

- Determine which MS program fits your needs
- Complete an Admissions Application online
- 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 on the basis of race, color, sex, gender identity, creed, age, physical challenge or national origin.

Application Deadlines

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

Admission Requirements

Opportunity for full admission requires*:

- A minimum of a 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)
- Three (3) letters of recommendation (one from a current supervisor and two professional recommendations)
- Statement of Purpose
- Current Resume
- Transcripts from all academic institutions attended
- Joint Services Transcript (if applicable)

There is no application fee for Kettering University Online for domestic or International students.

International students - See international requirements

*KUO reserves the right to deny admission to applicants who do not have an undergraduate degree in a STEM-related field or from an accredited University or who do not meet prerequisite expectations. The Admission committee's decision is final. All 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 (not engineering technology).

MSEN (ECE) applicants should have a degree in an engineering, math, computer science or physics discipline from an ABET-accredited engineering program to be accepted.

MS Applied Data Science and Data Analytics applicants can have a degree in any discipline or field.

Individuals with degrees in engineering technology do not qualify to apply to the MSEM or MSEN (ECE) program.

All students applying for admission must submit official copies 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 or international equivalent. Transcripts cannot be received directly from the student.

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 evaluation is 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: online.kettering.edu

Official Transcripts

Request all official transcripts (unopened, original transcripts from all institutions the applicant attended an undergraduate studies course) to be sent directly from your previous college/university to your KUO Admission's Advisor. Individuals with military service should submit Joint Services Transcript.

Statement of Purpose

All applicants should create a statement of purpose, detailing reasons for choosing a Kettering Master degree, explaining any inconsistencies in undergraduate academic performance as well as ways this degree may enhance their life and career.

Letters of Recommendations

Three **professional** letters of recommendation are required for all program applicants. One letter must be from a current supervisor. Personal letters of recommendation from family or friends are not accepted. All letters of recommendations should be from professional colleagues or former instructors.

Resume

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

International Applicants must complete all of the above requirements but must also:

- **Pass an English language proficiency exam with a qualifying score (see below)**
- **Provide a copy of their passport**
- **Provide a translation of their academic transcript(s) from accredited agency, if applicable**
- **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. International transcripts must provide an evaluation from an approved accrediting body**

Credential evaluation for foreign transcripts

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. KUO only accepts transcript evaluations from companies that are recognized by the National Association of Credential Evaluating Services (NACE). The minimum Grade Point Average (GPA) for full admission is 3.0 on a 4.0 scale, or the International equivalents is also required. Applicants without a GPA equivalency may only be admitted provisionally. Provisional admittance requires a student to complete their first two core program graduate courses with GPA 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), or complete level 112 at an approved ELS center. Please have official scores sent to your Admissions Advisor or KUOnline@kettering.edu Photocopies will not be accepted. Our minimum score requirements are:

TOEFL: Internet-based IBT: 79; TOEFL essentials minimum score of 8.5 with section scores of at least 8.0

IELTS: Minimum Band score of 6.0

These scores are good for two years.

Submission of Application Documentation

Send application documents to your Admissions Advisor or to the following:

Email is the preferred method for transmitting documents.

Email:
admissions@online.kettering.edu

Mail:

Kettering Global, Kettering University
1700 University Avenue
3-300 Campus Center
Flint, MI 48504-6214

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.

Readmission Policy

Students who were previously accepted and lost their active status need to reapply.

The process to reapply is as follows:

- Complete the Graduate application for readmission form and submit to kuonline@kettering.edu
- Request official transcripts from any institution attended since previous admission be sent to admissionsrecords@kettering.edu
- Submit three new letters of recommendation (one supervisor, two professional) to admissionsrecords@kettering.edu
- Submit a new Statement of Purpose addressing the reason for reapplication and plan for success in the program to admissionsrecords@kettering.edu

Financial Aid

Several financial aid programs exist for Kettering University Online students. Loans may be available; students who contemplate applying for financial aid should contact the 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

If you are considering Financial Aid please apply as soon as possible.

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

1. **Direct Unsubsidized Loans** – Eligible students may borrow up to \$20,500 per school year.
2. **Direct PLUS Loans for Graduate Students** – Eligible graduate students who need to borrow more than the maximum unsubsidized loan amounts to meet their cost of attendance 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 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.

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 expected to begin their education in the term of admittance. Students who wish to request a deferment to begin their program must make a formal request. Students who are not taking a course or registered for a future course may be withdrawn from the University. Students must complete their degree(s) within 6 years of the start of their first course; failure to do so may result in retaking of courses.

Financial Aid Warning

Graduate students are evaluated at the end of each academic term to determine if students meet 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 term/period of enrollment. Financial aid can be received during the term of warning. Financial aid disbursement for the next period of enrollment will be held until grades have been reviewed for the warning term/period of enrollment of Financial Aid Warning; they must successfully complete the term without any failures, incompletes, or withdrawals.

Financial Aid Suspension

The Financial Aid Office reviews the records of students on financial aid warning at the end of the term in which they are placed on warning. If the student is still not meeting the minimum cumulative grade point average (3.0), the student forfeits 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 their 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 conditions which prevented a student from passing one or more courses, or which necessitated withdrawal from courses. Examples of possible situations include documented serious illness, severe injury, or death of a family member.