ENROLLMENT

Academic Terms

The Kettering University on-campus schedule operates on four 11-week terms per year. Graduate students are expected to complete two academic terms, an internship (or an optional academic term) and take one non-study term per academic year. Several example schedules are shown below.

Example Plan of Study without Thesis:

First Year	Fall	8 credits coursework
	Winter	8 credits coursework
	Spring	Internship or 8 credits coursework
	Summer	Non-Study or Internship term
Second Year	Fall	8 credits coursework
	Winter	8 credits coursework
	Spring	0-4 credits coursework

Example Plan of Study with Thesis (MSEN-Mobility Systems or MSEN-Mechanical Engineering students):

First Year	Fall	8 credits coursework
	Winter	8 credits coursework
	Spring	Internship or 8 credits coursework
	Summer	Non-Study or Internship term
Second Year	Fall	8 credits coursework
	Winter	4 credits coursework + Thesis 1
	Spring	Thesis 2

Example Plan of Study with required Thesis (MSEN-Computer or Electrical Engineering students):

First Year	Fall	8 credits coursework
	Winter	8 credits coursework
	Spring	Internship or 8 credits coursework
	Summer	Non-Study or Internship term
Second Year	Fall	8 credits Directed Research
	Winter	8 credits Directed Research
	Spring	0-4 credits coursework and Thesis Defense

Example Plan of Study without Thesis, taking summer classes:

First Year	Fall	8 credits coursework
	Winter	8 credits coursework
	Spring	8 credits coursework
	Summer	8 credits coursework
Second Year	Fall	8 credits coursework

Auditing a Course

Occasionally, a student may wish to attend a course without earning credit (for example, to refresh course knowledge). This arrangement is called 'auditing' a course. Audited courses are listed on a transcript with the grade AU (audit) and no credits earned. Audited courses incur regular tuition fees; however, audits are not considered part of a course load for academic or financial aid purposes, which means that students cannot count audited credits toward a full-time student status, or receive financial aid for an audited class.

A student needs the course instructor's permission to audit a course. Students who want to audit a course must complete a Request to Audit Course Form, have it signed by the course instructor, and submit it to the Office of the Registrar during the drop/add period specified on the academic calendar. Audits cannot be charged to a regular enrollment after the drop/add period noted on the academic calendar.

Students who choose an audit option are expected to attend the audited class and complete all course requirements (with the exclusion of the tests). If the students do not meet attendance requirements for the course, they earn the grade of WN (withdrawn for non-attendance). Once a WN grade is issued, the student may no longer attend or participate in the class. AU and WN grades do not affect the term and cumulative grade point averages.

Enrollment Status/Verifications

Enrollment Status

- For 30-credit graduate programs:

  6 credits = Full time (for working professionals taught online or at off campus sites.)

- For 40-credit graduate programs:

  8 or more credits, or THS1, THS2, or Internship Course (ENGR-693 or MGMT-693) = Full Time (for graduate students taught on campus.)
  4-7 credits = Half Time
  1-3 credits = Less Than Half Time

Enrollment Verifications may be obtained through the Office of the Registrar. Enrollment verifications confirm a student's enrollment status (full-time, half-time, less than half-time) and expected graduation date.

Questions: Contact the Office of the Registrar

Graduate Program Extension Policy

Overly long times-to-degree are costly to both students and the University, for a variety of reasons. Indeed, timely progress is a sign of intellectual vigor, competence and commitment. Therefore, students have up to six years to complete all requirements for the Master's degree at Kettering University. If a student cannot complete the degree within the six-year time limit, they must request an extension. To be considered eligible for a time extension, the student must 1) demonstrate satisfactory progress towards the completion of the degree and 2) receive endorsement or approval from the Graduate Program Advisor and/or the Department Head.

Items that must be addressed on the **Time Extension Request** include:

1. The reason(s) for the request.
2. An explanation of how the student's circumstances have changed to enable them to now complete the degree.
3. An agreed upon plan and timeline for completion of the degree.

If approved, the student must complete the program requirements as outlined on the approved Program Time Extension form. During the extension, the student must meet with the Program Director periodically to ensure that adequate progress towards degree completion is being maintained.

Appeal Process

If the Graduate Program Advisor and/or Department Head will not approve a request for extension, the student may appeal to the Graduate School. In such cases, the Graduate Dean will confer with the Graduate Council to examine the extension request. If the Graduate School is not able to approve the request, the student may make a final appeal to the Provost.

Questions: Contact the Graduate School at gsr@kettering.edu

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 rests 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 Study Form 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.

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. If approved, the department will notify the Registrar's Office to create the course no later than the last day of the drop/add period specified on the published academic calendar.

Questions: Contact the department offering the course

Registration

Registration is the process by which a student enrolls in a specific course(s) during a specific term. Registration for courses occurs after the application/admission process is complete and the student has been granted admission. Students cannot receive credit for a course for which they have not registered. Students must register for courses every term they wish to take classes.

Students must register online via Banner Web. Registration instructions can be found on the Office of the Registrar website.

Students registered for courses will receive an e-mail notification to their Kettering e-mail account with instructions on how to log into Banner Web to retrieve their official invoice. This invoice will confirm enrollment and denote the required tuition. Detailed payment information will be in the email and on the invoice. Payments can be made online or by mail.

Course Selection

Selection of courses is the responsibility of each student. The student is personally responsible for being aware of prerequisite coursework and choosing program courses accordingly. To assist with your planning, program curricula is available online or in this catalog for each Kettering graduate program. The responsibility for deciding how many courses to take in a term is solely the student's, however, a normal course load is one or two courses. Kettering University advises against heavier loads except for resident students who are not employed.

Curriculum Restrictions

A student may take no more than four (4) courses numbered below 600-level to count toward their Master's degree.

Questions: Contact the Program Advisor

Repeating a Course

A graduate student who receives a failing grade in a required course should retake the course as soon as possible. If the student is unable to take the next course offering, or should the course not be available when the student registers, the student may take other classes keeping in mind the Graduate School GPA requirements. Should the student fail the same course twice, they must appeal in writing to the Graduate Appeal Committee to retake the course for a third and final time. The decision of the Graduate Appeal Committee will be final.

The option to retake a failed required course can only be utilized for one course requirement in a degree program. Students who fail a course and then subsequently fail another but different course will be dismissed from the program.

Graduate students may also retake one course in which they have not met the scholastic standards of Kettering University's Graduate School (earned a grade lower than a B-) to improve their cumulative GPA.

Students electing to repeat a course will be subject to the following conditions:

- Students planning to repeat a course in which they received a grade above "F " should consult with the Graduate School as the repeated course may not be eligible for scholarship or tuition support.
- Courses taken for undergraduate credit at Kettering University may not be repeated at the graduate level. Furthermore, Kettering undergraduate courses cannot be counted as graduate credit except as approved per the BS/Master policy guidelines.
- Courses taken after degree conferral cannot be used for a GPA adjustment.
- Once a repeated course has been passed satisfactorily the *most recent passing* grade for that course will be used to calculate the student's cumulative GPA.

- Course withdrawals (W grade), incomplete courses (I grade), and courses completed as Credit/No Credit (CR/NC grades) are not eligible for the GPA adjustment.
- A student's grade in the original course may not be a result of academic misconduct as documented through the Office of Student Life.
- All occurrences of the course along with associated grades will remain on the student's academic record as well as on the official transcript

Transfer Credit

The maximum number of graduate credits for which a person may receive transfer credit is eight (8) credit hours. Credit is only considered for courses with a grade of B or better. All requests for transfer credit should be for graduate-level courses (taken for graduate credit) significantly similar to a specific course within the student's program.

To apply for transfer credit, the student must complete the Application for Transfer Credit Form and submit an official transcript from an accredited institution, plus a course description and syllabus. There is a processing fee of $5.00 (U.S.) per credit hour, or $20.00, for each 4-credit course. This fee is based on the number of credits for replacing the Kettering course, not the credits of the course being transferred in (i.e. a 3-credit course from another institution, is a 4-credit KU course equivalent).

Questions: Contact the Graduate School at gsr@kettering.edu for more information.

Undergraduates Taking Graduate Courses

Students taking graduate level courses are not automatically admissible to the graduate program. They still have to meet all published admissions requirements. **Note:** Courses taken for undergraduate credit at Kettering University may not be repeated at the graduate level and count towards the graduate program. Furthermore, graduate level courses taken at Kettering University for undergraduate credit may not count as graduate credit except as approved per the Accelerated Master's policy guidelines.

Undergraduates Taking Graduate Courses for Undergraduate Credit

Students enrolled in an undergraduate degree program at Kettering University may request registration in a Kettering graduate level course for undergraduate credit. To do this, students must:

- Complete and receive instructional department and degree department approvals on the Undergraduate Request to take Graduate Course Form and submit form to Registrar's Office for proper registration.

Undergraduates Taking Graduate Courses for Graduate Credit

Students enrolled in an undergraduate program at Kettering University may request registration in a Kettering graduate level course for graduate credit. Undergraduate students may take up to three graduate courses for graduate credit while an undergraduate student (no more than two per term). BS/MS students are not limited in terms of the number of graduate courses for graduate credit that can be completed. BS/MS students are also able to take graduate courses for graduate credit during coop terms.

Students are eligible if they meet all of the following criteria:

- They are enrolled in an undergraduate program at Kettering University
- They are in good academic standing
- They have a minimum of 120 earned credits
- They are enrolled in no more than 20 credits, unless qualified to take 24 credits.

In order to receive graduate level credit, students must do the following:

- Check with financial aid to ensure there are no financial aid limitations when taking a graduate course for graduate credit only.
- Complete and receive instructional department and degree department approvals on the Undergraduate Request to take Graduate Course Form and submit the form to Registrar's Office for proper registration.
- Earn a grade of B or better in the course taken.

Questions: Contact the Office of the Registrar

Withdrawals

Course Withdrawals

When circumstances occur whereby a student feels that completion of a course is not possible or in the student's best interest, the student may request a non-punitive grade of W (Withdrawn) be issued by the Registrar's Office. Such requests will be accepted and honored during the course withdrawal period specified on the published academic calendar. After the course withdrawal period, the student may not withdraw from the course and is committed to receiving a Kettering University letter grade. A student who wishes to withdraw from a course must submit a written request using the Graduate Program Course Withdrawal Form. Refunds or reduction of tuition are made according to the published schedule in the graduate catalog.

Medical/Compassionate Withdrawal (After 8th Week)

In extraordinary cases, a medical or compassionate withdrawal request may be made after the eighth week of the academic term when the final drop date has passed. These cases involve severe illness or injury (medical) or a significant personal situation (compassionate) that prevents a student from continuing their classes, and where incompletes or other arrangements with the instructors are not possible.

The withdrawal request is typically a complete term withdrawal, but each case will be reviewed individually. All applications for withdrawal require credible documentation submitted to the Student Success Center- Wellness Services at wellness@kettering.edu, and must include the completed Medical/Compassionate Withdrawal form, a personal statement outlining the reasoning for the request, which course(s) the student is requesting to withdraw from, and why only a partial withdrawal is needed when applicable. The form can be shared upon request by emailing wellness@kettering.edu. Withdrawal requests are reviewed by the Student Emergency Response Committee, which collectively reviews all documentation and determines the most appropriate decision based on individual circumstances. Please note that not all requests are approved.

No refunds apply to the approved medical or compassionate withdrawals. Requests for this type of withdrawal must occur during the term in which the hardship occurs. Withdrawal requests must be submitted before the last day of the term. Please check the academic calendar to determine the applicable date.

For more detailed information regarding the process to submit a withdrawal request, please refer to the Student Success Center's webpage on Medical/Compassionate Withdrawals.

University Withdrawal

Withdrawing from the University requires a written request to the Office of the Registrar at registrar@kettering.edu.

Withdrawal due to Active Duty

Students may withdraw from the University and receive a 100% tuition refund upon presenting to the Registrar, the original Armed Forces orders. Non-punitive grades of W will be issued. Should the call come during eighth week or later, in the judgment of the instructor and the student, a grade of Incomplete (I) may be given with no reimbursement of tuition. Course work then would be completed per arrangements agreed upon by the instructor and student.

Questions: Contact the Office of the Registrar

Leave of Absence

The Graduate Student Leave of Absence (LOA) Policy assists and encourages students to return and complete their degree after up to two consecutive terms of absence from Kettering University. Eligible students are encouraged to take advantage of the benefits provided by an LOA, e.g., no need to apply for readmission and ability to participate in their regularly scheduled registration/enrollment period upon return to the University. Refer to the Leave of Absence Request Form for more information and instructions.

Questions: Contact the Office of the Registrar