GRADUATION

Graduation Requirements

Application

Students must apply to graduate to begin the graduation process. The time-frame to submit this application is when registering for the last term of courses.

In order for a graduate degree to be awarded and verified by the Office of the Registrar, the following requirements must be satisfied:

- Successfully complete all prescribed courses within the six (6) year limit. A student who anticipates not meeting the time limit must notify the Graduate Office at least six (6) months prior to the expiration of the six (6) year limit.
- Achieve a final cumulative grade-point average (GPA) of 3.0 or higher.
- Students must complete 40 credit hours of resident graduate credit for a masters degree.
  - For working professionals in the Master of Engineering program, 30 credit hours of resident graduate credit are required.
  - For a stand alone certificate,12 credit hours of resident graduate credit are required.

Commencement

Commencement is the formal ceremony which recognizes and celebrates graduates and graduation candidates. At Kettering University, commencement is held annually at the conclusion of the spring term. Refer to the published academic calendar for the date of commencement. Detailed information including eligibility requirements is available on the Office of the Registrar website.

Questions: Contact the Office of the Registrar

Degree Completion for Inactive Students with Coursework Remaining

Inactive students who wish to return to Kettering University must contact the Registrar's Office for assistance. After ensuring there are no outstanding financial obligations to the university, the Registrar will refer such students to the appropriate Academic Department Head to develop a plan of study. The final plan will be annotated as a NOTE in the student's Degree Works audit. These students will be subject to meeting the requirements for degrees in effect at the time of readmission.

Diplomas

Diplomas are personally presented to students by the President of Kettering University at commencement. Students who are unable to attend commencement will receive their diplomas via the USPS to their permanent US address **after the event**. Diplomas are mailed to US addresses only. For International Shipping, please refer to the Shipping Instructions for International Packages.

Diplomas are not considered official proof of graduation. For proof of graduation, students must request an official transcript.

Final Degree Verification Letter

Students may request a final letter when all requirements for graduation are met. Final letters will not be issued until all grades for the graduating term are submitted and posted to the student's record. Final letters will not be issued once a degree has been awarded, students must request an official transcript.

Financial Obligations

Diplomas are withheld until the student has satisfied all financial obligations with the University. Students cannot participate in commencement if they have not satisfied all financial obligations with the University.