

ACADEMIC ADVISING/ SUPPORT; ACADEMIC STANDING

Academic Advising and Support

Kettering University provides several academic support services for students. All of the services listed below are free to all students and available during work and academic terms.

Advising and Coaching

Advising is a collaborative teaching and learning process that by intention and design facilitates students' understanding of the meaning and purpose of higher education while fostering their intellectual, personal, and professional development. Advising at Kettering is delivered by professional advisors within the Academic Success Center (ASC) and faculty advisors within the individual degree departments.

Students are encouraged to meet regularly with an academic advisor (at least once per academic term) to discuss short- and long-term goals, determine progress toward degree completion, and address any questions or concerns.

Each academic department has its own process for facilitating academic advising. Advising within the Academic Success Center is scheduled through the ASC website.

Success coaching is provided by the ASC advisors to help students become more effective and successful. Students may work with advisors on time management, study strategies, test-taking, note-taking, organization, and more while meeting with a success coach. Success coaching appointments with an advisor can be requested through the ASC website.

Academic Support

The ASC provides a wide range of academic support to Kettering University students. Peer Tutors assist students with subject knowledge in undergraduate math and science courses. Select courses, typically math and physics, are supported through Supplemental Instruction (SI). SI provides students with a structured, peer-led, and collaborative group-study environment in which students are able to engage actively in the review and study of the material. SI sessions are offered weekly and are open to all students in the designated courses. Information about the SI courses and Peer Tutors can be found on the ASC website. The ASC Writing Consultant helps students with writing assignments and thesis work. All Peer Tutors, SI Leaders, and Writing Consultants are trained and certified through the Center for Reading and Learning Association, a national organization serving as a foundation to peer-led support programs. There are additional opportunities for students to seek support for their courses through online platforms which they may access through the ASC website and our learning management system, Blackboard.

Testing Assistance

The ASC provides an alternative testing space for students enrolled in Kettering University courses who require ADA accommodations. These accommodations may include extended test time, individual testing space, reader/scribe, or other accommodations as needed. Any student

seeking accommodations for testing must first meet with the Wellness Center to determine and approve all necessary accommodations. This must be done at the beginning of every academic term.

Testing services are not available for students taking courses at institutions outside of Kettering University as guest courses, for students who have a testing conflict and do not have ADA accommodations in place, or as an alternative to virtual testing.

Academic Standing

Kettering University has four levels of academic standing: Good Standing, Academic Warning, Academic Probation, and Academic Review. The four levels are discussed in detail below.

ASC Flowchart for academic standing

Good Standing

To be in good academic standing, a student must meet **all** of the following criteria:

- Term GPA ≥ 2.0
- Cumulative GPA ≥ 2.0
- Co-op grade of Satisfactory

Academic Warning

Students are placed on Academic Warning when the criteria for good standing are not met. Students on Academic Warning are strongly encouraged to work with an advisor in the ASC to develop a plan for improvement to return to Good Standing.

Academic Probation

Students are placed on Academic Probation if they do not meet the criteria for good standing following the Academic Warning term. Students on Academic Probation are **required** to participate in success coaching with an ASC advisor to develop and implement strategies for academic success. Appointments for success coaching can be scheduled through the ASC website. Students on probation are encouraged not to enroll in consecutive academic terms, however, once final grades have been posted in the previous academic term they may request consecutive academic enrollment through the ASC.

Academic Review

Students who do not improve their academic standing while on Academic Probation will move to Academic Review (AR). Once on Academic Review, the student has two options:

1. Withdraw from the university (AR Withdrawal) to avoid a permanent negative mark on the transcript.
2. Appeal to the Academic Review Council. See below for guidelines for writing an effective appeal.

Appeal to Academic Review Council

Academic Review Council (ARC) meetings are held in the 7th week of each term. The ARC consists of select faculty and staff members who review all materials anonymously and discuss whether a student will be granted approval to remain at Kettering or be dismissed. If the student is granted approval, they will be given guidelines they must meet in order to remain at the university. These guidelines will vary for each student and are decided on individual needs and circumstances. If the ARC votes for

a student's dismissal, the student is only able to readmit following the readmission guidelines below.

Appeal materials must be submitted via email or mail to the ASC no later than 8 AM Monday of the 6th week of the term which a student is up for Academic Review. Students on Academic Review are provided detailed guidelines for presenting an effective appeal including an appeal letter, letters of support, and additional relevant documentation. Academic advisors in the ASC are available to coach students through each step of the appeal process.

Readmission to Kettering

Readmission in Good Standing

Students that have been separated or withdrew from the university while in Good Standing may request to be readmitted by contacting the ASC.

An advisor in the ASC will discuss and assist with the Application for Readmission. If a student is re-entering in a different catalog year, they may be subject to any new catalog requirements and/or catalog and program changes. Readmitted students are subject to the tuition rate paid by the entering class of students at the time of re-admittance.

Readmission in Warning or Probation Standing

Students that have withdrawn from the university while on Academic Warning or Academic Probation may request to be readmitted by contacting the ASC. An advisor in the ASC will discuss and assist with the Application for Readmission. Students will be admitted back to the institution and remain in the academic standing they were on upon withdrawing. These students may be required to meet additional requirements upon readmission to ensure overall success. If a student is re-entering in a different catalog year, they may be subject to any new catalog requirements and/or catalog and program changes. Readmitted students are subject to the tuition rate paid by the entering class of students at the time of re-admittance.

Readmission following Academic Review

Students who withdrew or have been dismissed as a result of the academic review process may request to be readmitted by selecting one of the two paths to readmission. The first is Evidence-Based Readmission which is available to all students. The second is Recommendation-Based Readmission which is available only to students at a junior or senior academic level. Students may be subject to the catalog requirements effective the term they return; the Academic Review Council will make that determination. Readmitted students who do not return to good standing after one term and/or did not follow the recommendations of the Academic Review Council can be permanently dismissed. Readmitted students are subject to the tuition rate paid by the entering class of students at the time of re-admittance. Students may apply for readmission only once following Academic Review.

Evidence-Based Readmission [Available to all students]

The student must provide an official college transcript demonstrating academic success at another accredited educational institution.

The evidence-based path allows the student to be readmitted to the term starting no less than nine (9) consecutive months after the date of dismissal. In order to be considered for evidence-based readmission, students must complete the following:

- Attend another institute of higher education for at least one term as a full-time student, completing at least four (4) courses or 12 credit hours, earning a minimum grade of a B average. The courses must be selected from one or more of the following areas – math, science, technology, engineering, management, and/or liberal studies

– and must be related to and at a level commensurate with their Kettering degree program. The courses do not need to be transferable to Kettering, but they should not be redundant with courses already successfully completed with grades higher than a C-. The student may choose to meet with an ASC advisor to review the selected courses before registering for them at another institution.

- Submit a letter requesting readmission. The letter should include an explanation of the changes in the student's life that have had a significant positive effect on their potential for success at Kettering University. They may also include any applicable supporting documents.
- Submit official transcript(s) of classes the student has completed.

Recommendation-Based Readmission [Available to juniors/seniors only]

The recommendation-based path allows a junior or senior to be readmitted to the term starting no less than six (6) consecutive months after the date of dismissal. The recommendation-based readmission comes with specific conditions, which must be met within the first term of return in order for students to remain enrolled. A mandatory condition is completing at least 12 credits with a 3.0 GPA and no individual course grade below a C. Additional conditions may be imposed by the student's degree department and/or the Academic Review Council. If the conditions are not met, the student will be permanently dismissed from the university. In order to be considered for recommendation-based readmission, students must complete the following:

- Submit a letter requesting readmission to the department head of the student's academic department. Dual-major students must submit the request to the department heads of both academic majors. The readmission request must also be submitted to the Academic Review Council. The letter should include an explanation of changes in the student's life that have had a significant positive effect on their potential for success at Kettering University. Include any applicable supporting documents.
- The student is required to request the department head(s) to submit a letter of recommendation outlining any additional conditions to the Academic Review Council.

All documents for readmission must be submitted to academicsuccess@kettering.edu by 8 a.m. on Monday of the 6th week in the term prior to readmission. All questions should be directed to the Academic Success Center at (810) 762-9775.