



Kettering University

Transfer Credit Instructions Graduate Programs

The maximum number of credits for which a person may receive transfer credit for is eight (8). Credit may be transferred for grades of B or better (A+, A, A-, B+, B) upon approval and is granted only for completed graduate study.

To have a course considered for transfer credit, please do the following:

Compare the graduate courses you've taken elsewhere to those in your Kettering Graduate Curriculum.

Decide which Kettering University course or Elective you'll seek credit for.

Complete the Application for Transfer Credit.

Submit a course description and/or syllabus from the course you wish to transfer along with the completed Application.

Order official transcripts from the graduate school you wish to transfer the credit from and have them mailed to:

**Kettering University
Attn: Graduate Office
1700 West Third Avenue
Flint, MI 48504-4898**

Once the application, transcript and supporting documentation is received in the Graduate Office, you should receive a decision in writing within 2-3 weeks.

Address any questions and return completed request to:

**Kettering University Graduate Office
Telephone: (866) KU GRADS (866-584-7237) Fax: (810) 762-9935
Email: gradoff@kettering.edu**