

Grade System

Grade	Evaluation	Quality Points Per Credit
A	Excellent	4.0
A-		3.7
B+	Above Average	3.3
B		3.0
B-		2.7
C+	Acceptable	2.3
C		2.0
C-		1.7
D+	Less than Acceptable	1.3
D		1.0
F	Failure	0.0
NR	No Record	-
NG	No Grade Reported	-
INC	Incomplete	-
P	Pass	-
R	Repeat	-
U	Unsatisfactory	-
CR	Credit	-
NCR	No Credit	-
WD	Withdrawn	-
AUD	Audit	-
INX	Extended Incomplete	-
IP	In Progress	-

Special Notes about the Grading System

- The +/- grading system and numerical values listed above were approved as the Institute Grading System effective Fall 1989.
- A+ and D- are not acceptable grades for students at any level of study.
- Effective December 1956, The lowest passing grade for a student at the graduate level is C. Grades of C-, D+, or D are not acceptable and are recorded as F.
- Prior to Fall 1982, Architecture students were graded without a GPA using P and U grades only.

Grade Point Average (GPA) Calculation

- Grade Point Averages are computed as follows: Quality Points earned divided by Semester Hours Attempted.
- Only credits evaluated with grades that earn quality points (see table above) are used in GPA calculations.

Academic Distinction System

Time Period	Level of Study	GPA	Distinction
Semester*	Undergraduate	3.00	Dean's List
		3.60	President's List
	Graduate	No Term Based Distinctions	
Cumulative**	Undergraduate	3.50	Graduation with Honors
		3.75	Graduation with Highest Honors
	Graduate	3.85	Graduation with Distinction

* Semester based distinctions are only available to undergraduate students carrying a full time program. Semester based distinctions are only available to students without any incomplete grades.

** Cumulative distinctions are only available to students who graduate. A minimum of 50% of credits required for graduation must be earned at Pratt Institute for a student to be considered for graduation honors. Pratt Institute does not maintain class ranks for students at any level.

Course Numbering System

Course Number	Description
Level of Study	
100 – 299	Generally reflecting the first and second year of study
Undergraduate	
300 – 499	Generally reflecting the third and fourth year of study
Undergraduate	
500 – 599	Courses numbered 500 – 599 are open to both undergraduate and graduate students and include: (1) technical courses, (2) qualifying courses, and (3) courses in which content compels availability to graduate and undergraduate students. However, credits earned within the 500 numbered courses by undergraduate students may not be applied toward a graduate degree. Graduate students enrolled in 500 level courses are expected to perform with greater productivity and capacity for research and analysis than their undergraduate colleagues enrolled in the same courses. This means that significantly more is expected of graduate students in the way of course projects, papers, and conferences.
Undergraduate/ Graduate	
600+	Courses numbered 600 and above are primarily reserved for graduate students. A graduate course embraces more highly developed content that demands advanced qualitative and quantitative performance and specialization on the part of both student and instructor not normally appropriate to undergraduate courses.
Graduate	

Semester Contact Hour Credit System

Each term has a minimum length of fifteen weeks. In courses that are passed, a credit is earned for each period (50 minutes) of lecture or recitation, and for approximately one and one half periods of laboratory or studio work, each week throughout one term or the equivalent.

Requesting Official Copies of Your Transcript

It is sometimes necessary to obtain official copies of your Pratt transcript. Official transcripts may be requested in either of these ways:

1. On the web, go to <http://portal.pratt.edu/online/st/sttranscript.html> and follow the on screen directions. You will need to have a valid credit card in order to complete the transaction. The charge is \$5 (five dollars) per copy for regular mail service. Other options are available; check the ordering site for detailed pricing.
2. By mail, send a written request that includes a check or money order for \$15 (fifteen dollars) per copy made out to Pratt Institute to the following address:

Pratt Institute Registrar
 200 Willoughby Avenue
 Brooklyn, NY 11205
Credit cards are not accepted for mailed requests, only for web requests.

When requesting a transcript by mail, please make sure to include the following information to speed your request:

- Your Pratt ID and/or Social Security Number
- Your approximate dates of attendance and/or graduation
- Your major
- The name under which you attended (This is very important if your name has changed)
- The complete address to which the transcript is to be mailed