

## **Policy Regarding Petition for Part-Time Graduate Study with Scholarship**

Purpose:

Scholarship awards for graduate study at Pratt are intended for full-time study, defined as maintaining registration for at least nine (9) credits of coursework per Fall/Spring semester, prior to thesis preparation (if applicable).

This policy provides domestic graduate students in some programs the opportunity to petition for part-time study with scholarship after establishing good academic standing in their program during their first year. (International students are Federally required to study full-time.)

Policy:

Domestic graduate students who earn a GPA of 3.5 or higher during their first semester of full-time study may petition, during their second semester of full-time study, to change to part-time study effective in their third and subsequent semesters of study. Students whose petitions are approved will, during part-time study, continue to receive merit scholarships awarded to them during the admissions process or subsequently, though scholarships will be pro-rated to their part-time proportion of full-time study. For example, a student who changes to six credits of part-time study per semester will receive 2/3 of their previously awarded merit scholarship(s) each semester until the original total award amount is expended.

Domestic graduate students pursuing part-time study must maintain a cumulative GPA of 3.5 in order to continue to study part-time.

Part-time study is available as an option in these graduate programs:

### **ART AND DESIGN EDUCATION**

- MA in Art and Design Education (Initial Certification)
- Advanced Certificate Art and Design Education
- BFA/MA in Art and Design Education (Combined Degree) – 5th-year graduate students only

### **CONSTRUCTION/FACILITIES MANAGEMENT**

- MS in Construction Management
- MS in Real Estate Practice

### **DESIGN MANAGEMENT/ARTS AND CULTURAL MANAGEMENT**

- MPS in Arts and Cultural Management
- MPS in Design Management

## **GRADUATE CENTER FOR PLANNING AND THE ENVIRONMENT**

- MS in City and Regional Planning
- MS in Historic Preservation
- MS in Sustainable Environmental Systems
- MS in Urban Placemaking and Management
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## **GRADUATE COMMUNICATIONS DESIGN**

- MFA in Communications Design
- MS in Package Design

## **HISTORY OF ART AND DESIGN**

- Advanced Certificate in Museum Studies
- MA in History of Art and Design
- MA in History of Art and Design / MSLIS

## **INTERIOR DESIGN**

- MFA in Interior Design

## **SCHOOL OF INFORMATION**

- MS in Data Analytics and Visualization
- MS in Information Experience Design
- MS in Library and Information Science (MSLIS)
- MS in Museums and Digital Culture
- MSLIS / MA in History of Art and Design

### Procedure:

1. The petitioning student completes a form requesting change to part-time study, and attaches a work plan addressing how they will complete all requirements of the program over a defined number of part-time semesters.
2. The petition must be reviewed and approved by the graduate program coordinator (if applicable), the department chair (if applicable), and the dean of the school in question.
3. The approved petition is routed to the Registrar's Office and to Student Financial Services for record-keeping, and to clear the student for part-time registration concurrent with maintenance of pro-rated merit scholarship awards.
4. Registrar's Office will regularly review the cumulative GPAs of graduate students studying part-time to confirm their continued eligibility for part-time study.



**Pratt  
School of  
Information**

**Petition for Part-Time Graduate Study with Scholarship**

*For eligibility, please consult the Policy Regarding Petition for Part-Time Graduate Study with Scholarship. To petition for part-time study with scholarship, please complete this form and send it to Quinn Lai qlai@pratt.edu. Note that signatures can be inserted electronically using Adobe Acrobat.*

Name:

Pratt ID:

Program:

When did you begin your studies at the School of Information:

Year:

When do you anticipate graduating:

Year:

For the units remaining to complete the degree, when will you complete them? (e.g., I plan to complete 6 units in Spring '22, 6 units in Fall '22, 3 units in Spring '23).

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Student Signature

Date

**Dean of the School of Information**

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Signature

Date

**Student Financial Services**

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Signature

Date