Academic Guide for Students

2018–2019

Pratt

Contents

Welcome to Pratt!

We are pleased that you or a member of your family has chosen to attend Pratt Institute. For the last 130 years, we have been dedicated to providing the most comprehensive professional art, design, and architecture education available. We teach what we call "poetic pragmatism." It is an educational approach based on the belief that this generation will need to integrate its individual talents, artistic senses, and poetic visions with the pragmatic challenges of our nation and our world.

This Academic Guide contains information that can help you understand the transition to being a Pratt student. It provides an overview of policies and procedures, student services, registration, academic deadlines, and much more.

Additional information, including frequently asked questions and contact information, is available on the website *www.pratt.edu/registrar.*

Mission of the Office of the Registrar
The Office of the Registrar supports the academic mission and the educational programs of Pratt Institute. The office seeks to:

- Create and maintain accurate student academic records in compliance with applicable policies, laws, and regulations.
- Ensure student- and faculty-centered service through good management practices, the utilization of resources, and advanced technological methods.
- Provide an effective method of service and support related to class registration, enrollment, and graduation.
- Make student data available in easily accessible formats to departments for administrative purposes and research.
- Interpret Institute and governmental policies to faculty, staff, students, parents, and the general public.

Parent Philosophy
Pratt seeks to develop a relationship with parents that is a partnership. We believe that parents are partners in our efforts to help our students become responsible advocates for themselves.

To further this partnership, we are committed to taking parent concerns into consideration when appropriate and to communicating with parents about events, deadlines, and other information relevant to the Pratt experience.

While we value the involvement of parents, we promote student responsibility. Therefore, whenever possible, we work directly with students in order to provide appropriate services, support them as they meet the challenges of the Pratt experience, and respond to their concerns and questions.

Student Success and Advising

Accessing Web Portal

The web portal for Pratt Institute is *www.pratt.edu/mypratt*. This service allows students to access information via the web 24/7. Students have the ability to register and add or drop classes. Students also are able to view or print their schedule, grades, transcripts, and GPA, verify enrollment, grant parental access, access their degree audit, as well as view and pay their bill. Other student information may be accessed and changed via the myPratt portal.

Because students' personal information may be obtained via the myPratt web portal, a user ID and password are required. All students are issued a user ID and password when they are admitted. Students will be notified of their user ID and password through a letter sent to their home address. The first time students access the system, they will be required to change their password.

If you have trouble logging in or forget your password, contact the Pratt Service Desk. The Service Desk is available at 718.636.3765 or via email at *services@pratt.edu*.

PrattCard

The Pratt ID card, also called the PrattCard, is your "key" to the campus, providing you with convenient access to a variety of features and services. It is a truly all-inclusive, multi-function card. Use it as your personal meal card, building-access card, library card, and print and copy card.

The PrattCard functions as a prepaid debit card too! Money can be added to your ID card in an account called PrattBucks. These funds may be used to make purchases at on-campus locations, including the print labs and copy stations, as well as at participating off-campus merchants. The list of participating locations is growing fast, so look for "Pratt Bucks Accepted Here" signs.

To learn more about the Pratt ID card and how to obtain a PrattCard, simply visit us at *www.prattcard.com*

Email

The student's Pratt email, accessed through myPratt, is the official form of communication of the Institute. Students must use their Pratt email when they are communicating with a school official, such as an academic adviser, professor, or an administrator.

Be sure to check your Pratt email regularly for notifications regarding advisement and registration dates, procedures, and deadlines. Following these procedures will ensure a timely graduation. And please remember: Once you are a Pratt student, we will not respond to or use non-Pratt emails.

Pratt's Writing and Tutorial Center (WTC)

Pratt's Writing and Tutorial Center (WTC) is a multi-faceted writing lab that is available and free to all Pratt students and provides student-centered academic support for any undergraduate or graduate student at any stage of his or her academic career. Individual and small-group tutorial sessions are tailored to improve writing and speaking skills. The Center offers content-based tutoring in art history, math, physics, and statistics.

Tutoring is available as a regular weekly appointment or on a walk-in basis if staff members are available. To schedule an appointment, please drop by the Center located on the first floor of North Hall, or call the WTC at 718.636.3459.

The WTC Writing Lab is a computer facility located within the Writing Center. The lab offers seven Macs, six PCs, and scanning and printing using your Pratt ID. There is a lab monitor to help you, if needed. Programs available are Microsoft Word, Excel, and PowerPoint, as well as QuickTime Player, Real Player, Windows Media Player, and Flash Player. Bring your Pratt ID for entry.

WTC and Lab Hours	
Monday–Thursday	10 AM–8 PM
Friday	10 AM–5 PM

Learning/Access Center (L/AC)

The Learning/Access Center (formerly Disability Resource Center) provides comprehensive academic support services that are available to all Pratt students. The L/AC also facilitates full access for students with disabilities so that they can freely and actively participate in all facets of Pratt life. The L/AC collaborates to provide Institute-wide advisement and consultation on disability-related matters (including legal compliance and universal design) and provides individual services and tools to facilitate diverse learning styles and accommodations in a sustainable, inclusive manner.

Students come to Pratt from varying academic backgrounds, and students' learning needs also vary. The L/AC has staff and tools available to support all Pratt students who are working toward academic success. To that end, at the Learning/Access Center, students can meet with staff, explore assistive technology, and take part in student success programming. All Pratt students have the opportunity to work with professional and/or peer academic coaches and tutors. Academic coaching includes time management, study skills, reading skills and brainstorming for projects. Tutoring is also available in various subjects across the Pratt curriculum. If it is determined that further evaluation is necessary to test for the presence of learning disabilities or psychological or psychiatric conditions, the L/AC collaborates with the Health and Counseling Offices to help students with securing referrals.

Additionally, the L/AC coordinates access for students with disabilities. Students with disabilities can enroll with the L/AC to determine and receive reasonable accommodations for classroom, housing, and other campus settings. The L/AC maintains confidential records of documentation of disability for all current and prospective Pratt students who identify as having disabilities, including learning disorders, AD/HD, psychological/psychiatric conditions, chronic illnesses, physical/mobility conditions, blindness, low vision, hearing loss, and temporary disabilities. After meeting with the student and conducting a review of the documentation and individualized student needs, the L/AC determines and coordinates individualized academic accommodations, including but not limited to extended test time, distraction-reduced exam setting, sign language interpreting, etc. The L/AC also arranges auxiliary aids for students, such as FM Units, assistive learning software, and books in alternative formats. The L/AC assists students in connecting with helpful Institute resources, advocates for students, and collaborates with campus department administrators regarding specific student needs, including psychological support, special housing, and dietary needs.

Meeting with L/AC staff to privately discuss your academic experiences is the first step in the process of developing a support plan, regardless of what academic or access issues exist. We encourage you to contact the L/AC to speak further with staff about our services and how we may assist you. To schedule an appointment, please email the L/AC at lac@pratt.edu or call 718.802.3123.

Veteran Resource Center

The Veteran Resource Center, housed in the Learning/Access Center, provides comprehensive support services to help military and veteran students succeed at Pratt. The Center connects military and veteran students with necessary resources on campus and helps students connect with their academic and financial processes including the School Certifying Official in Registrar. The Center also provides academic support through academic coaching, tutoring and specialized workshops. Additionally, the Center facilitates social and networking opportunities specifically geared toward military and veteran students.

Accessibility Statement

Pratt strives to make all programs, services and activities accessible, and will provide assistance to accommodate any individuals with disabilities. Security personnel, located at booths at 200 Willoughby Avenue and other campus locations, are available for assistance. Additional accessibility resources are available at *www. pratt.edu/accessibility*.

Academic Advisement

Your academic advisers will help you plan your schedule, define your educational objectives, and make sure that you're meeting department requirements. You must meet with your adviser twice a year for your advisement appointment, but feel free to go and see him or her any time if you have questions!

Remember, advisers are part of the support system that is available to you at Pratt, and welcome your questions and conversations. Ultimately, however, your academic career is in your hands.

All continuing students are required to meet with their academic adviser prior to registering for classes. An advisement appointment date as well as an online registration access date will be assigned to you each semester. An email will be sent to your Pratt email account with your advisement and registration date. Those dates also appear on your myPratt dashboard and your degree audit. You may come in at any time during your adviser's office hours on your given appointment date. Your advisement appointment will be assigned wellin advance of your registration access date to allow for time to meet with your department should you need any additional approvals or advisement from them.

How will I know who my adviser is?
Entering freshmen are assigned an adviser immediately upon acceptance. Once you finish your Foundation year, you are assigned an adviser based on your chosen major. Your adviser is listed on your degree audit as well as in your student portal.

Communication

Parents

At Pratt, the families of our students are considered an integral part of the Pratt community. We are excited about partnering with you to facilitate your student's success.

Pratt Parent and Family Programs

The mission of Parent and Family Programs at Pratt is to provide parents with the resources to support and encourage the success of their Pratt student. Pratt Institute recognizes that parents are valuable members of the Pratt community and have much to contribute to Pratt. We encourage parent involvement in the Pratt community.

Parent Philosophy

Pratt seeks to develop a relationship with parents that is a partnership. We believe that parents are partners in our efforts to help our students become responsible advocates for themselves.

To further this partnership, we are committed to taking parent concerns into consideration when appropriate and communicating with parents about events, deadlines, and other information relevant to the Pratt student experience.

While we value the involvement of parents, we promote student responsibility. Therefore, whenever possible, we work directly with students to provide appropriate services, support them as they meet the challenges of the Pratt experience, and respond to their concerns and questions.

There are many ways for parents and families to stay engaged in the Pratt community. Participation in online Pratt resources will assist you in staying actively involved in your student's academic life. Online resources include the following:

On the Web

Connect with other Pratt families by liking "Pratt Institute Parents" on Facebook. This page is moderated by the staff at Parent and Family Programs. Information on programs and events can also be found on our website, *www.pratt.edu/family*.

Parent Module

Using the Parent Module, parents can view current schedules, look at grades, and pay bills securely online. See more about the parent module on page 10.

Questions?

If you have questions about anything and are not sure where to turn, feel free to contact Pratt Parent and Family Programs. Email us at family@pratt.edu, or speak to Meredith Klauss, Coordinator of Parent and Family Programs, at 718.636.3678.

Social Media

Parents are invited to join the Registrar's Facebook page (@registrar.pratt), Twitter (@PrattRegistrar), and Instagram (pratt.registrar) to get the latest updates.

Parent Module

Students can add a parent or sponsor to their records and also manage (grant or rescind) permission as to who can view their academic and financial information. Through the "Grant Parent Rights" process, students can decide which information they wish to allow family/sponsors to see, or rescind permission for those previously given access. If a family member/sponsor is not listed on the "Grant Parent Rights" form, students can request that the person be added by using the "Request Add of Parent" form in myPratt.
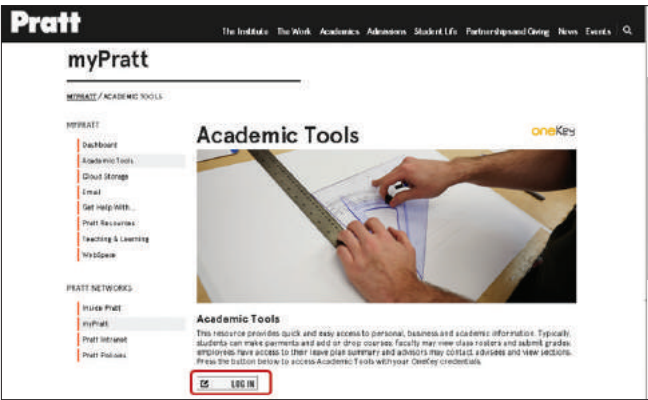
Granting Parent/Sponsor Rights
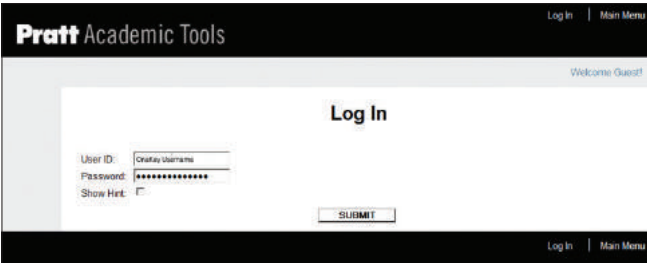To specify which parent/sponsor can view a student's information, the student will:

1. Log in to *www.pratt.edu/mypratt* with your OneKey username and password.
2. Click on the Academic Tools link.
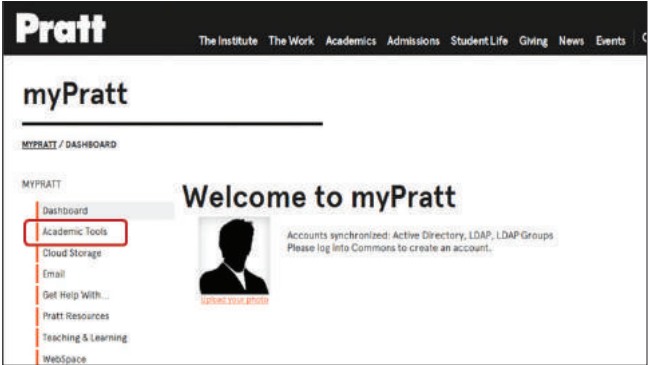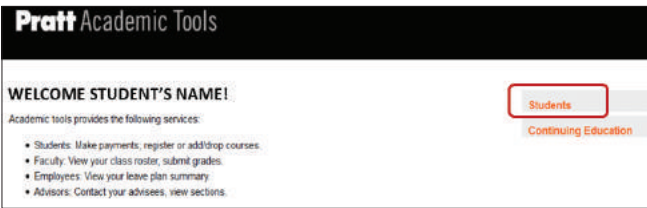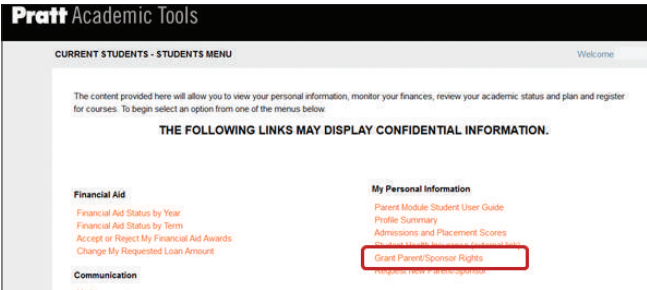

3. Click on the Log In button under Academic Tools.

4. The Log In screen to Academic Tools appears. Please wait for the system to automatically log you in.

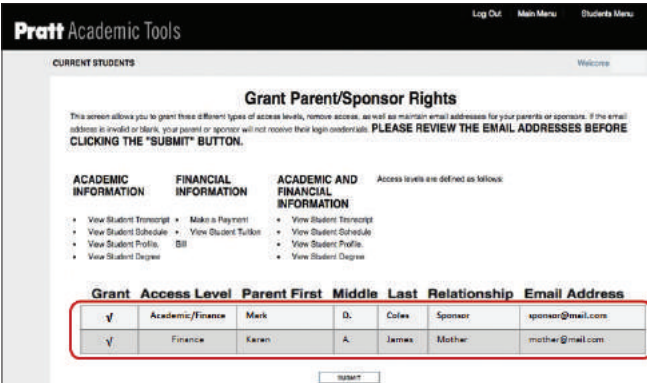5. The Welcome page will say Welcome "Student Name." Click on the Students page.

6. Under the "My Personal Information" submenu, click the Grant Parent/Sponsor Rights link.

7. You'll see the list of relatives/sponsors associated with your account.
   If you do not see your relative/sponsor listed, go back to

the Student page. Under the "My Personal Information" submenu, click on Request New Parent/Sponsor.

Please keep in mind that once access is given or rescinded, the parent is notified at the specified email address. It is the responsibility of the student to ensure this address is accurate. There are three levels of access:

Academic Information
Parent will be able to see information regarding the student's academics only. Example: grades, class schedule, transcripts, etc.

Financial Information
Parent will be able to see information regarding the student's financial information only. Example: financial aid award letter, view student tuition bill, and make a payment for a student.

Academic and Financial
Parent will be able to see both academic and financial information for the student.

8. To rescind access, simply uncheck the checkbox in the Grant column.
9. When complete, click the Submit button. This will

display a confirmation of any changes made.
"Grant" column

"Y" signifies that access has been granted. "N" signifies that access has not yet been granted, or it has been rescinded.

"Access Level" column
"F" signifies that this person has been granted access to financial information only. "A" signifies that this person has been granted access to academic information only. "B" signifies that this person has been granted access to both financial and academic information. If the access level is blank, this person does not have access to anything.

Click OK to exit the screen and return to the "Students" menu.

Request New Parent/Sponsor
If a person does not show up on the "Grant Parent Rights" form, the student can request that they be added via the "Request New Parent/Sponsor" form.

1. To begin, access the Request New Parent/Sponsor link on the My Personal Information menu located on the "Students" menu in "Academic Tools" (page 10).

2. On this form, enter all pertinent information and a valid email address for the person.

This form will automatically send an email to Pratt Institute's Registrar's Office with all the information entered to be added to your student record.

You will be contacted by the Registrar's Office once the person has been added and your relationship created.

Click Submit once finished to submit your request.

3. You will see a confirmation page with the Registrar's Office contact information in the event you would like to check the status of your request.

4. Once you are notified by the Registrar's Office, return to "Granting Parent/Sponsor Rights" to grant the newly added person access rights.

5. The Parent/Sponsor will be notified once they have rights via email.

Students

Facebook
Students are also encouraged to join the various Pratt Facebook groups available and to friend departments that have Facebook pages. Students should encourage their parents/sponsors to join the group for parents of Pratt students, where families can exchange information and resources with each other and officials at Pratt.

Twitter
Follow us on Twitter: For updated information on events, academic policies, registration deadlines and the inside scoop on commencement activities follow @PrattRegistrar.

Instagram
Follow us on Instagram: Visit our awesome Instagram feed—Pratt.Registrar—featuring campus views, semester notifications, and academic information from the Office of the Registrar.

Emails
Academic policy requires that all students, faculty, and staff use their Pratt accounts when communicating via email. Other emails reminding students of the drop/add deadlines and other pertinent information regarding registration are also sent to students' Pratt email accounts. Students are responsible for all information communicated to them via their Pratt email.

Registration Time Tickets
Registration time tickets for advisement and registration are sent to students from the Registrar via email each semester. This allows the students to know that they have been assigned a time ticket for registration and when they can begin registration. The email will also give them the date for their advisement appointment.

Letters
Many times, it is necessary to communicate with students and families via the U.S. Postal Service. If we are not getting a response from you at Pratt, we may need to communicate with you via a letter. Please make sure that mail sent to the home address is opened and the contents are communicated to you. Examples of letters being sent home include no-show letters, academic standing letters, graduation information, and other important information that you may need to respond to.

Holds
You may receive notification of holds on your account from the Registrar's Office. These are just informational and are sent to inform you of issues you may have regarding registration and graduation. Holds may be placed on your record, which will prevent you from registering because of missing information for Health and Counseling, Office of International Affairs, Student Financial Services, as well as missing transcripts and other issues. Please pay attention to these notifications.

Commencement Information
As soon as you apply for graduation, you will start receiving information from the Office of the Registrar about commencement and graduation. A commencement packet will be emailed to all students and mailed to the parents or home address. Please pay attention to application deadline dates once you become a senior.

Curriculum, Degree Audits, and Registration

Major Programs

Curriculum tables for all majors are located in the Undergraduate and Graduate Bulletins. Your degree audit and student planning portal should reflect the curriculum requirements of your program and should be reviewed several times a semester to be sure the courses you are registered for are counting toward your requirements for graduation. Please discuss any changes to the requirements with your academic adviser.

Minors

With the objective of offering students greater opportunity to add cross-disciplinary knowledge to their major program of study, the Office of the Provost encourages the introduction of minor programs.

A minor is a sequence of courses constituting a coherent program of study requiring depth in the subject, but not as extensive a program as the major. Minors are of two types:

Program Minor
A comprehensive study within a single discipline.

Interdisciplinary Minor
Interdisciplinary study focusing on a single theme with courses offered by various departments, schools, or divisions.

Program minors are not open to students majoring in that discipline.

Minors are transcripted, restricted to degree students, and may include course prerequisites or GPA requirements in addition to the course and credit requirements. The degree and the minor must be awarded simultaneously. Satisfactory completion of a minor will be noted on the final transcript following graduation.

- The undergraduate minor consists of at least 15 and no more than 21 credits.
- The graduate minor consists of at least 9 and no more than 12 credits.
- No 100-level courses may be used toward the undergraduate minor (except HA-115 and HA-116); no less than 50 percent of the credits in the minor must be at the 300 level or higher.
- Elective courses, which fulfill requirements for a major, may also be used to fulfill course requirements for a minor.

Academic Internship Program

Students may elect to participate in an internship for academic credit. Internships are just one form of experiential education at Pratt and can be compensation-bearing, paid and unpaid, and are designed to provide experience in, and exposure to, a professional environment for artists or designers. An internship is defined as a short-term position related to a student's educational path or professional pursuit, one that is guided by a professional. The typical length of an internship is one semester, 15 weeks during fall and spring term, and 10 to 15 weeks during summer term. Students are able to obtain variable credits ranging from 1 to 3 per semester based on the number of hours committed to the internship site, departmental policy, and class meeting time.

All Pratt students must attend an Internship Information Session with the Center for Career and Professional Development (CCPD) as a prerequisite to course registration. Students will be approved to register for these courses by their academic adviser. All International students must be documented through the Office of International Affairs (OIA) prior to engaging in an internship experience off campus.

Elective Zero-Credit Internship Program

During summer term only, students (domestic and international) can opt to enroll in a zero-credit internship course on a case-by-case basis. Zero-credit interns are graded on a pass/fail basis, and notation of this course will appear on the student's transcript.

Students will be charged 30 percent of the cost per credit of one credit using published tuition rates for both undergraduate and graduate. No other fees apply (Activities, Technology, etc.). The fee is not applicable to Financial Aid and the course is only available to fully matriculated students in degree-granting programs at Pratt Institute. This course is considered an elective course and cannot be used to fulfill requirements toward a degree or certificate.

Study Abroad/Exchange

Pratt offers off-campus programs that enhance the total educational experience. Students have the opportunity to earn degree credit while gaining a more global perspective that helps to broaden their understanding of other cultures and societies. Students participating in an exchange program spend an academic semester at a partner school in countries such as France, Sweden, Germany, Japan, and Australia. Students can also participate in study abroad programs offered by Pratt's departments. They include summer programs in Copenhagen, Paris, Rome, and Venice, and semester programs in Copenhagen and Rome. You will find more information about study abroad opportunities at *www.pratt.edu/academics/academic-resources/study-abroad/*.

If you're interested in participating in the exchange program or one of our study abroad programs, please contact the Director of Education Abroad.

Transfer Credits

Undergraduate Level

Undergraduate Residence Requirement
Every undergraduate must complete at least 50 percent of credits required for graduation—including the final 30 credits—at Pratt. Credits earned through approved study abroad programs will be considered to be earned in residence.

Transfer credit is granted for courses that are appropriate to the program curriculum at Pratt and are completed at accredited institutions or the international equivalent.

Credits may be awarded for courses in which (1) a grade of C or higher is earned from domestic institutions (or 70 or higher from international institutions as determined by an official international credit evaluation service) and (2) the courses correspond to the specific course requirements of the applicant's program of study. Grades lower than C (including C-) or less than 70 are not transferable. Transfer credit grades are not included in the GPA.

A maximum of 6 credits in a foreign language will be accepted. Students seeking transfer credits for studio courses in art, design, or architecture are required to submit a portfolio reflective of their studio coursework completed at a prior institution as part of the admission application.

International students may be required to submit additional class hour documentation to determine a U.S. semester-hour equivalency or have their credentials of international credit hours evaluated by an official international credit evaluation service. Pratt accepts international credit evaluations performed by any member of the National Association of Credit Evaluation Services (NACES).

Pratt accepts up to 9 credits for Advanced Placement (AP) with a score of four or five and the International Baccalaureate (IB) higher level with a score of five or greater, and an IBD degree. Credit may also be awarded for College Level Equivalency Program (CLEP) tests with acceptable scores. Only tests taken prior to matriculation at Pratt will be considered.

Credit evaluations will be completed only after acceptance. Students petitioning for transfer credit(s) must submit to the Admissions Office an official transcript from each college attended prior to enrollment. Additional transcripts will not be accepted for transfer credit evaluation after the beginning of the student's first semester at Pratt. Accepted students who seek AP, IB, or CLEP credit must submit official copies of score reports to the Admissions Office prior to enrollment.

Prior to registration, the transfer student receives an estimate by the Office of Admissions of the credit that can be expected for work done at a previous college(s). Additional documents may be requested by the Office of Admissions (bulletin, course hours, syllabi, etc.) in order to complete the estimated evaluation. Deposited students should mail all education records to the Office of the Registrar. After all final transcripts have been received, a complete evaluation of transfer credit will be sent to the student.

Transfer Credit after Matriculation
Associate Programs: After initial matriculation, students may earn up to 3 credits from another accredited institution. The type of credit to be received at Pratt is specified in advance on the permission form and approved by the department chair.

Baccalaureate Programs: After initial matriculation, students may earn up to 6 credits at another accredited institution if approved by the department chair. Studio courses must have the approval of the chair of the student's program. Liberal Arts courses must have the approval of the appropriate department chair in the School of Liberal Arts and Sciences. Students who leave Pratt (either by taking a leave of absence or by withdrawing) and take courses at other institutions should be mindful of this limit.

The type of credit to be received at Pratt must be specified in advance on the permission form. To be accepted for transfer credit, the course must be recognized for credit by the other accredited institution and must be passed with a grade no lower than C. A grade of C- is not acceptable for transfer purposes. Final grades of all transferred credits are not included in the GPA.

Graduate Programs: After initial matriculation, students may earn up to 6 credits at another accredited institution. Graduate students need to be mindful of the residency requirement.

Transfer credit is only given for courses that are recognized as graduate-level courses by the institution attended and which have been passed with a grade of B or better. Grades lower than B (including B-) are not transferable. Transfer credit grades are not included in the GPA.

Transfer Credit Prior to Matriculation
Transfer credit is granted for courses that are appropriate to the program curriculum at Pratt.

Credits may be awarded for courses in which (1) a grade of B or higher is earned from domestic institutions (or 80 or higher from international institutions as determined by an official international credit evaluation service) and (2) the courses correspond to the specific course requirements of the applicant's program of study. Grades lower than B (including B-) or less than 80 are not transferable. Transfer credit grades are not included in the GPA.

The number of credits that may be transferred to a master's program from another graduate institution may not exceed 25 percent of the total credits required for graduation, with the exception of the first-professional (MArch.) program in Architecture, which permits up to 33 percent of the program's total credits to be transferred. Courses that have been applied toward an earned graduate degree will not be considered for transfer credit. Students seeking transfer credits for professional courses in art, design, or architecture are required to submit a portfolio reflective of their studio coursework completed at a prior institution as part of the admission application.

International students may be required to submit additional class hour documentation to determine a U.S. semester hour equivalency or have their credentials of international credit hours evaluated by an official international credit evaluation service. Pratt accepts international credit evaluations performed by any member of the National Association of Credit Evaluation Services (NACES).

Credit evaluations will be completed only after acceptance. Students petitioning for transfer credit(s) must submit to the Admissions Office an official transcript from each college attended prior to enrollment. Additional transcripts will not be accepted for transfer credit evaluation after the beginning of the student's first semester at Pratt.

Degree Audit

Degree audits are computerized checklists of graduation requirements. These reports are similar to transcripts because they list all academic activity. They are different from transcripts, however, because they organize the student's attempted coursework into logical blocks that represent program requirements. They also clearly flag what courses have been taken and what is required to complete a degree.

There are four parts to an audit:

Student Information
The top of the first page lists the student's name, the academic program being evaluated, the catalog year that the requirements are being checked against, and the student's anticipated graduation date (based on the date of admission). This section may also contain one or more text messages specific to the student, depending on his or her status at Pratt.
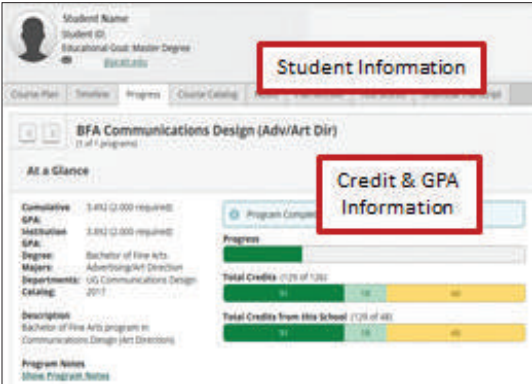

Credit and GPA Information
This area lists the total credits required for graduation, the number of credits that must be taken at Pratt (Institutional Credits), and the GPA required for graduation.

Required Course Information
This section is usually the longest. It lists the entire range of requirements and electives specific to the academic program being evaluated. Fulfilled requirements will be listed and the grade earned (CR for transfer credit or NE for credited placement exams). Missing requirements are also noted with credits needed.
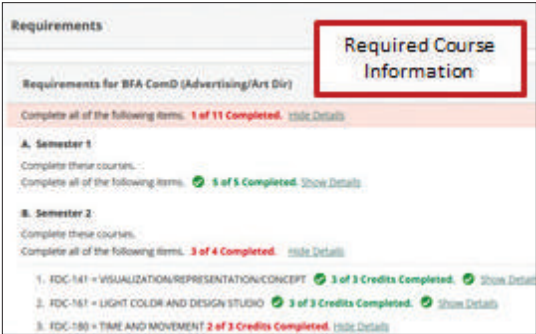
Other Courses
Courses that usually do not count toward a program's requirements are listed in this bottom section. Sometimes a course will not count toward graduation because it was dropped, or carries a grade that makes it ineligible for consideration, such as an F, NG, or an INC. Also, some students choose to take an extra class for additional knowledge even though it does not fulfill any particular degree requirement.
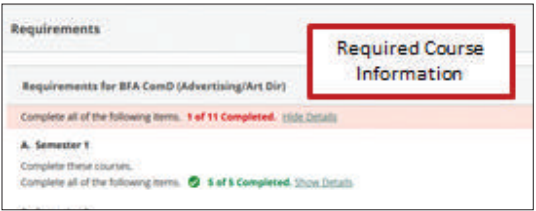
How to View Your Degree Audit
Students can view their progress in Student Planning.

1. Log in to myPratt at www.pratt.edu/mypratt.
2. Click on Academic Tools and click the log in button.
3. Wait for the system to process and then, on the Main Menu, click Students.
4. Under Planning & Registration, click on Student Planning.
5. Click on the Progress tab.

Get a Copy of a Degree Audit
Students may view or print an audit at any time.

Pratt web portal
1. Log in to myPratt at www.pratt.edu/mypratt.
2. Click on Academic Tools and click the log in button.
3. Wait for the system to process and then, on the Main Menu, click Students.
4. Click on Degree Audit under Planning & Registration.

5. Click on OK to review an audit for the current academic program (major).

If you do not have a computer or access to a computer lab, come to the Office of the Registrar.

Students who have questions about how to read the audit should visit their academic adviser's office or stop by the Office of the Registrar during office hours for an explanation.

Registration

In order to attend any course at Pratt Institute, a student must:

1. Be formally approved for admission.
2. Have a program of courses approved online by an academic adviser.
3. Register for the approved courses online at *www.pratt.edu/mypratt*.
4. Pay prescribed tuition and fees.

Students are fully responsible for tuition and fees after completion of Steps 1 through 3.

Instructors will not admit unregistered students into classes. Proof of official registration may be obtained in the Office of the Registrar or online at *www.pratt.edu/mypratt*. Credits and grades will not be recorded for courses taken without a valid registration.

Official registration dates can be found on the academic calendar (see calendar section of this booklet). Responsibility for a correct registration and a correct academic record rests entirely with the student. Students are responsible for knowing regulations regarding withdrawals, refund deadlines, program changes, and academic policies.

Registration processing for each spring term typically begins around the end of October and the beginning of November. Registration processing for the summer and fall terms begins around the end of March and the beginning of April. Online registration is done at www.pratt.edu/mypratt, and from Student Planning (see page 42), the area that allows students to register for classes, add or drop classes, view grades, and review the degree audit.

Searching for Classes

Students may search the database of course sections available for registration by logging into *www.pratt.edu/mypratt*. Click "Academic Tools," click on "Student," and then click "Search for Sections" in "Student Planning." The "Help" tab on this page has tips for making your search more useful. You also may search for sections from the student planning module.

Full-Time vs. Part-Time Enrollment

Undergraduate Students

Full-Time
To be classified as a full-time student, undergraduate students must enroll for 12–18 semester credits (or an equivalent combination of credits and activities recognized as applicable). Students registered for Intensive English are considered registered in activities equivalent to 2 credits for each section.

Part-Time
Undergraduate students are classified as part-time if they schedule or drop to fewer than 12 credits (or equivalent, see above) of registered coursework.

Graduate Students

Full-Time
To establish full-time equivalence, graduate students must enroll for 9 or more credits.

Part-Time
Graduate students are classified as part-time if they schedule or drop to fewer than 9 credits of registered coursework.

How Do Students Decide Which Classes to Take?
Students use their degree audit, as well as the guidance of their adviser and/or faculty adviser, to plan what courses to take.

When and How Do Students Register for Classes?
Each semester, students are given a registration time ticket via email that assigns them to a beginning registration time. The registration times are determined by credit hours earned.

Add/Drop Procedures
The Pratt academic calendar and this Academic Guide contain information about specific add/drop deadlines for the academic year (see Academic Calendar on page 49). It is the student's responsibility to know these dates and to know what classes/sections are listed on his or her schedule.

Permission to drop a class obtained from an academic adviser, department chair, or faculty member does not relieve students of financial responsibility. *Non-attendance also does not constitute a drop or an official withdrawal from a class and does not relieve the student of his/her financial responsibility.* Generally, course additions or section changes are allowed during the first two weeks of fall and spring semesters and the first week of summer terms. Courses dropped during this time period will not show up on the transcript. Courses dropped after the second week but before the last day to drop a course will result in a "WD" (withdrawn grade) on the transcript.

No course withdrawals are allowed after the published deadline. Grades will be given for courses dropped after the deadline. Failure to properly withdraw from a course will result in an "WF" grade on the transcript.

Students may add courses online during the first two weeks of each semester. Students may drop classes online during the first two weeks of the semester and withdraw from courses online until the last day to withdraw for the semester (Academic Calendar, page 49). Students should be sure to meet with their academic adviser to obtain the needed approval and should view their bill online after they have made the change to see what effect the changes had to their charges.

Students should view their schedules regularly during the first two weeks of classes, since courses are subject to cancellation by departments. If a course that a student is registered for is cancelled, the student should immediately go online to try to register for a new section. If you are unable to register for a new section, contact your academic adviser to try to obtain entry into another section or a different course.

Forfeiture Fees
Students who drop a spring or fall course after the first day of the semester may receive a tuition forfeiture fee.

Student Health Insurance
All students are charged for student health insurance every semester. If a student is covered under a parent's insurance

or another insurance carrier, he or she can waive student health insurance. To waive your health insurance, you must go online to the Pratt portal to submit a waiver request. This link for submitting a waiver is found on the Pratt Health and Counseling page at www.pratt.edu/health. Instructions and reminders will be emailed to all students. This waiver is distributed once a year and must be submitted in the fall before the drop/add deadline. Late waivers will not be accepted. For help navigating the site, or assistance with waiving or enrolling, please contact Health and Counseling Services at 718.399.4542 (option 3) or visit their website at www.pratt.edu/health.

Tuition Insurance
At Pratt, we understand that the cost of a private school education is a substantial investment. In view of this expense, and the reality that student withdrawals are sometimes unavoidable, Pratt is offering Tuition Refund Insurance to students and families seeking extra security. Tuition Refund Insurance provides insurance to protect your investment. This plan is designed to refund 75 percent of your semester tuition and on-campus room and board when a student withdraws at any time during a semester for covered medical reasons. Find more information at *www.pratt.edu/student-life/student-services/services-financial-aid/tuition-insurance.*

Role of the Registrar
The Office of the Registrar supports the academic mission and the educational programs of Pratt Institute. The registrar enforces policies and procedures set forth by the Institute that relate to academic records, registration, graduation, course scheduling, course enrollment, and grade reporting. It is the responsibility of this office to interpret Institute and governmental policies for faculty, staff, students, parents, and the general public.

The Registrar's Office staff interacts most frequently with students by providing transcripts and enrollment verifications and assisting with registration. The general email is reg@pratt.edu (remember to use your Pratt email) and the main phone number is 718.636.3663.

Academic Policies

Change of Major

Students wanting to change their major must first see their academic adviser. If the department is a part of a different school (e.g., changing from a major in the School of Architecture to a major in the School of Design), students must apply for this change in the Admissions Office. If the departments are in the same school, a change of major form must be completed and the required signatures obtained. Graduate students changing majors may also be required to obtain permission from Admissions and/or have their portfolio reevaluated. This form must be turned in to the Office of the Registrar.

The changing of your major may result in more credits being required to graduate and may affect the number of transfer credits allowed.

Steps for applying for a change of major are:
1. Print out a degree audit for the new major to see the differences in the requirements (see page 15 for instructions).
2. Meet with an academic adviser to review the effect of the change of major. Be sure to bring your degree audit printout.
3. Pick up an application for a change of major in the Office of Academic Advisement or the Office of the Registrar and complete the form.
4. Turn in the completed form with required signatures to the Office of the Registrar.

Steps for applying for a change of major in a different school are:
1. Complete a change of school transfer application and return it to the Office of Admissions no later than June 1 for the fall term and December 15 for the spring term.
2. A $50 application fee must accompany this application.
3. Students must meet the admissions criteria for the program to which they are applying.
4. Credit transferred to the new program from either Pratt or other colleges is not computed in the new grade point average.
5. Students are required to make an appointment with the Office of Admissions to determine transfer credit.
6. A limit of one transfer between schools will be considered.
7. Students requesting a second transfer will be required to obtain additional approval from both deans and the Office of the Provost.

Adding a Minor

Students who want to receive a minor must complete a Minor Request form, which can be obtained from either your academic adviser or the Office of the Registrar. The student must complete the form and receive the approval of the Minor Coordinator and then return the completed form to the Registrar. The minor is then added to the student's degree audit, modifying the requirements for graduation to include the minor.

Auditing a Class

To be registered with audit status students must:
1. Print and fill out the Audit form, available on the Registrar's website or in the Registrar's Office. Students are responsible for getting the signature of the faculty member teaching the class and the signature of the department chair.
2. Bring the form to the Office of the Registrar. Office staff will register the student.
3. Be aware that the tuition for the class is 50 percent of the regular course tuition. The student is responsible for all fees, which are not discounted for auditing status.
4. Be aware that the course will be marked as AUD on the transcript. Students cannot receive a letter grade or credit for an audit course.
5. Be aware that this is a non-reversible process. All requests to change registration status and to obtain a letter grade will be denied.

Intensive English Program Policies

The online English Placement Exam occurs from mid-June to end of July.

Note: The English Placement Exam is mandatory for all incoming students who do not meet the exam waiver. Students who are required to take the exam must schedule the online exam before they can register for their major courses. The online exam must be completed before August 1, 2018. Students who fail to complete the online exam

before August 1, 2018, may have delays in completing their registration for fall courses.

Progress in the IEP

Pratt policy states that
- Undergraduate international students enrolled in four Intensive English courses without having exempted from (passed) the program will be moved to probationary status in their fourth semester.
- Graduate international students enrolled in two Intensive English courses without having exempted from (passed) the program will be moved to probationary status in their second semester.

Undergraduate students who fail to exempt at the end of the fourth semester of study, and graduate students who fail to exempt at the end of the second semester will be advised of the reasons for being placed on IEP probation. They will be offered the option of: 1) voluntary withdrawal from the Institute or 2) full-time enrollment in the Summer Certificate Program (SCP), and/or Certificate of English Proficiency (CEP) Program in order to meet the Institute English requirement of exemption. After meeting the language requirement, affected students are eligible to return to full-time degree study.

Change of Address

In Person
Students may file a change of address by completing a Change of Address form at the Registrar's Office.

By Email
Students may also notify the Registrar of an address change by sending a message through their Pratt email address to *reg@pratt.edu*.

Chosen/Preferred Name Policy for Pratt Institute
Pratt Institute recognizes that many members of the Pratt community prefer to use names other than their legal ones to identify themselves. As long as the use of this chosen/preferred name is not for the purposes of misrepresentation, the Institute acknowledges that

a "chosen/preferred name" can and should be used where possible in the course of Institute business and education.

Therefore, any member of the Pratt community may choose to identify a chosen/preferred name in addition to their legal name. The chosen/preferred name will be used in all Institute business, except where the use of the legal name is required. For example, some records, such as paychecks and transcripts, require use of a legal name; in such circumstances, the Institute will not be able to use the preferred name. However, whenever reasonably possible, "preferred name" will be used.

Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.

Once a Chosen/Preferred Name form is complete, submit to the Registrar's Office for approval. A new PrattCard will be created with the Chosen/Preferred name on the front of the card and the legal name on the back of the student ID.

Students wishing to change their gender identity or pronoun may do so using the Chosen/Preferred Name form.

Grades
Grade reports are not mailed to students. Grades may be obtained online at *pratt.edu/mypratt* (see instructions below). Grades are submitted online and students are able to view their grades as soon as the instructor enters the grades. If there are any questions about the grade received, a student should contact the instructor immediately. Only Change of Grade forms properly completed, signed, and submitted directly to the Office of the Registrar by the instructor or department chair will be accepted for changes to recorded grades.

Time limits have been allotted for resolving grade problems. Spring and summer grades may not be changed after the last day of the following fall semester. Fall grades cannot be changed after the last day of the following spring semester. "INC" and "NR" grades will be converted to an "F" at the end of the semester after they are received.

To View Grades Online:
1. Go to *www.pratt.edu/mypratt* and log in.
2. Click on "Academic Tools" and log in again.
3. Wait. The system will log you in. Then click on "Students."
4. Choose from the options under "My Grades and Transcripts."

Academic Integrity Standards
At Pratt, students, faculty, and staff do creative and original work. This is one of our community values. For Pratt to be a space where everyone can freely create, our community must adhere to the highest standards of academic integrity.

Academic integrity at Pratt means using your own original ideas in creating academic work. It also means that if you use the ideas or influence of others in your work, you must acknowledge them.

At Pratt, we do our own work, we are creative, and we give credit where it is due.

Based on our value of academic integrity, Pratt has an Academic Integrity Standing Committee (AISC) that is charged with educating faculty, staff, and students about academic integrity practices. Whenever possible, we strive to resolve alleged infractions at the most local level possible, such as between student and professor, or within a department or school. When necessary, members of this committee will form an Academic Integrity Hearing Board. Such boards may hear cases regarding cheating, plagiarism, and other infractions described below; these infractions can be grounds for citation, sanction, or dismissal.

Academic Integrity Code
When students submit any work for academic credit, they make an implicit claim that the work is wholly their own, completed without the assistance of any unauthorized person. These works include, but are not limited to exams, quizzes, presentations, papers, projects, studio work, and other assignments and assessments. In addition, no student shall prevent another student from making their work. Students may study, collaborate, and work together on assignments at the discretion of the instructor.

Examples of infractions include but are not limited to:

- Plagiarism, defined as using the exact language or a close paraphrase of someone else's ideas without citation.
- Violations of fair use, including the unauthorized and uncited use of another's artworks, images, designs, etc.
- The supplying or receiving of completed work, including papers, projects, outlines, artworks, designs, prototypes, models, or research for submission by any person other than the author.
- The unauthorized submission of the same or essentially the same piece of work for credit in two different classes.
- The unauthorized supplying or receiving of information about the form or content of an examination.
- The supplying or receiving of partial or complete answers, or suggestions for answers; or the supplying or receiving of assistance in interpretation of questions on any examination from any source not explicitly authorized. (This includes copying or reading of another student's work or consultation of notes or other sources during an examination.)

For academic support, students are encouraged to seek assistance from the Writing and Tutorial Center, Pratt Libraries, or consult with an academic adviser about other support resources.

Good Standing
All students' records are reviewed at the end of each semester to determine whether any student who has failed to remain in good standing may continue in the program.

Undergraduate Students: To be in good standing, all undergraduate students must maintain a cumulative GPA of at least a 2.0 (equivalent to a "C"). An undergraduate student whose GPA falls below a 2.0 at any time may be subject to academic discipline. The specific conditions under which this policy will be invoked are published in the Undergraduate Bulletin. Written notification will be furnished to the student by the dean.

Graduate Students: To be in good standing, all graduate students must maintain a cumulative GPA of at least a 3.0 (equivalent of a "B"). A graduate student whose GPA falls

below a 3.0 at any time may be subject to academic discipline. The specific conditions under which this policy will be invoked are published in the Graduate Bulletin. Written notification will be furnished to the student by the dean.

Qualitative Standards and Honors
- Academic standing is evaluated each semester. These evaluations take place at the end of each major semester (fall and spring).
- Academic standing is based on cumulative GPA for academic discipline and term GPA for academic honors. Beginning with the spring 1992 semester, a student's GPA above 2.0 is *rounded* to the thousandth decimal point in evaluating eligibility for the President's List and Dean's List Honors and eligibility for restricted and/or endowed scholarships. Rounding is not utilized if a student's cumulative average is below 2.0.
- Standard notification letters are mailed to students in the following categories:

President's List Honors recipients
Undergraduate students whose GPA is 3.600 or higher, and who have completed 12 or more credits in that term with no incomplete grades

Dean's List Honors recipients
Undergraduate students whose term GPA is between 3.000 and 3.500, and who have completed 12 or more credits in that term with no incomplete grades

When faculty members turn in late grades, the student's grade will not be automatically calculated into the above categories.

Academic probation
Undergraduate students are placed on academic probation in the first semester when their cumulative GPA falls below a 2.100 (see specific chart in the Undergraduate Bulletin).

Candidates for academic dismissal
Undergraduate students are subject to academic dismissal if their cumulative GPA is 2.000 or less at the end of an academic probation semester. All students are subject to dismissal without prior probation if they do not meet minimum cumulative averages for their grade classification.

Note: Student's grades turned in late by faculty will not be counted for above categories.

Attendance Policy
Pratt Institute understands that students' engagement in their program of study is central to their success. While no attendance policy can assure that, regular class attendance is key to this engagement and signals the commitment Pratt students make to participate fully in their education.

Faculty members are responsible for including a reasonable attendance policy on the syllabus for each course they teach, consistent with department-specific guidelines, if applicable, and with Institute policy regarding reasonable accommodation of students with documented disabilities. Students are responsible for knowing the attendance policy in each of their classes; for understanding whether a class absence has been excused or not; for obtaining material covered during an absence (Note: Instructors may request that a student obtain the material from peers); and for determining, in consultation with the instructor and ahead of time if possible, whether makeup work will be permitted.

Consistent attendance is essential for the completion of any course or program. Attending class does not earn students any specific portion of their grade, but is the precondition for passing the course, while missing class may seriously harm a student's grade. Grades may be lowered a letter grade for each unexcused absence, at the discretion of the instructor. Even as few as three unexcused absences in some courses (especially those that meet only once per week) may result in an automatic "F" for the course. (Note: Students shall not be penalized for class absences prior to adding a course at the beginning of a semester, though faculty may expect students to make up any missed assignments.)

Pratt Institute respects students' requirements to observe days of cultural significance, including religious holy days, and recognizes that some students might need to miss class to do so. In this or other similar circumstance, students are responsible for consulting with faculty ahead of time about how and when they can make up work they will miss.

Faculty are encouraged to give consideration to students who have documentation from Health and Counseling Services. Reasonable accommodations for students with disabilities will continue to be provided, as appropriate.

Enrollment Verification
An enrollment verification is an official document showing proof of a student's status at the Institute. It provides information regarding full-time or part-time registration status, dates of enrollment, expected graduation date, and current course enrollment. Insurance companies (both health and auto), loan agencies, employers, and other organizations may require a verification in order for the student to be eligible for certain benefits (health insurance coverage or good student discounts, for example) or loan deferments. Also, international students may need an enrollment verification for banks, government scholarships, visas, and U.S. Customs. There is no fee for an enrollment verification. Enrollment verifications for the current term can only be generated after add/drop week. Some organizations have specific forms that must be completed for verifying student enrollment. The Registrar's Office can complete these also and email them on behalf of the student.

Students can print their own official enrollment verification letters through their myPratt portal, by clicking on the "Academic Tools" link and choosing the "Verifications and Transcripts" link at the bottom of the page.

Transcripts

Unofficial Transcripts
Currently enrolled students can view and print an unofficial transcript through Student Planning.

Official Transcripts
Official transcripts may be ordered in three ways: online, by mail, or in person. (Note: Records containing financial holds will not be processed until the hold is cleared.)

All transcript requests must have the following information to be processed:

- Name while attending Pratt Institute
- 9-digit Social Security number or 7-digit Pratt ID number
- Date of birth
- Telephone number
- Dates of attendance and/or graduation date
- Destination information where transcript is to be mailed

Online
The easiest and most affordable way for students and alumni to order an official Pratt transcript is through the National Student Clearinghouse. This requires a valid credit/debit card to place your order. Regular service (three to five business days) is $7.25 per copy. Expedited services are available for an additional cost. You can upload additional forms to accompany your transcript if needed.

By Mail
Official transcripts may be ordered by mail by completing a Transcript Request Form available on our website. Delivery and pricing information is available on the request form. Send your request form with a check or money order (no cash) to:

Pratt Institute
Office of the Registrar
200 Willoughby Avenue
Brooklyn, NY 11205

In Person
Official transcripts may also be ordered in person at the Office of the Registrar, 6th Floor, Myrtle Hall, during Registrar window hours. We can only accept cash or checks. (A credit card payment can be charged at the Student Financial Services' window adjacent to the Registrar's window.) Requests for immediate processing and pickup are $15 per copy. Requests to send official transcripts by regular mail service (leaves Pratt in three to five business days) are $10 per copy.

General Policies on Transcripts
- The Registrar's Office must have the student's written request or authorization to issue a transcript. Parents cannot authorize the Registrar's Office to mail a transcript.
- Official transcripts bear the Institute's seal and Registrar's signature.
- Partial transcripts are not issued. A transcript is a complete record of all work completed at Pratt.
- Allow five (5) business days after receipt of the transcript request for the transcript to be mailed. At certain peak times, such as registration and Commencement, the processing time may be longer.
- Transcripts are not released until a student's account has been paid in full.
- Copies of transcripts from other schools attended must be requested directly from those schools. The Registrar's Office cannot release or copy transcripts in a student's file.

Payment is by check or money order only. Only regular service (leaves Pratt in three to five business days) is available for mailed requests. The charge is $15 per copy for mailed requests.

Transcript Notation for Violent Offenses—Transcript Notation Process
As required by New York State Legislation Article 129-B, effective October 5, 2015, Pratt Institute will denote conduct outcomes on academic transcripts of students found in violation of any policy violation that is deemed a violent offense as defined by CLERY reportable crimes. Transcript notations are applied at the conclusion of the conduct proceedings and appeals processes. The following are examples of language that may appear on an academic transcript:

- Expelled after a finding of responsibility for a code of conduct violation
- Suspended after a finding of responsibility for a code of conduct violation
- Withdrew with conduct charges pending

Transcript notations for a student suspended or who chooses to withdraw pending conduct investigation will remain on a transcript for a minimum of one year. After one year's time, a student may request to have the transcript notation removed by filing an appeal with the Vice President for Student Affairs. If an appeal is not filed, the notation will be removed after seven years.

Transcript Notation Appeals Process
To file an appeal to have the transcript notation removed from an academic transcript, a student must submit in writing to the Vice President for Student Affairs the following:

- A statement describing the incident and what was learned over your time away from the Institute.
- Documentation of successful completion of an in-/out-patient program or therapy to address the conduct.
- Students who withdrew from the Institute prior to resolution of the conduct process will need to fulfill the sanctions found in absentia before being permitted to appeal.
- Transcript notations for students expelled are permanent and cannot be appealed.

Withdrawal Prior to Conduct Case Adjudication
A student who withdraws from the Institute prior to an outcome of a pending conduct case should understand that the investigation will continue without their participation. A student can still be found responsible in their absence. Withdrawal from the Institute will not protect a student from possible criminal or civil action(s).

Leave of Absence
Students may request a leave of absence if they are in good academic standing and have paid their Institute account in full. The Leave of Absence Form is available online at *www.pratt.edu/registrar*. Leaves are granted for a period of 180 days. If you want to take a leave for longer, an additional form for each academic year must be filed. Students returning after an approved leave of absence are not required to apply for readmission. Students who do not return within one academic year will be withdrawn from the Institute and be required to apply for readmission (see the readmission procedures).

Please review with Student Financial Services if you have any student loans and how a leave of absence may affect your deferment or payments.

The leave of absence application fee is $20. Students must obtain all required signatures on the application form and return it to the Office of the Registrar for processing.

International and military service students' leave of absences will be reviewed on a case-by-case basis.

Withdrawal from the Institute
Students who are leaving Pratt without graduating are required to fill out a complete withdrawal form. This form enables a student to drop or withdraw from all registered classes. It also serves to advise several departments on campus that a student is no longer enrolled. Students who withdraw need to be advised about any financial obligations and any academic repercussions of their actions. Students may obtain a complete withdrawal form at the Office of the Registrar in Myrtle Hall, sixth floor, or online at *www.pratt.edu/registrar*. Please note that the Leave of Absence Form and the Complete Withdrawal Form are the same form.

The date that the Complete Withdrawal Form is received in the Registrar's Office is the date used for withdrawal. During a semester, this date determines whether the student will receive a "WD" or a grade of "F." It is also used to calculate any charges for the semester when a student is withdrawing. Only the submission of a complete withdrawal form will deactivate your current student status. Students can drop or withdraw from all classes but the last one online.

None of the following actions causes an official withdrawal or reduces financial liability for a semester:
- Advising a faculty member, department chair, or academic adviser that you wish to withdraw
- Failing to pay the student account
- Failing to attend classes

Unless a Complete Withdrawal Form is turned in to the Office of the Registrar, the registration stays in effect, grades of "F" will be issued, and the bill will remain in effect.

Students who are not enrolled during either the fall or the spring semester who have not completed a Complete Withdrawal or Leave of Absence Form will be officially withdrawn from the Institute and will have to apply for readmission if they wish to come back to Pratt.

Readmission
Students who take off for a semester or more without taking an official leave of absence must apply for readmission. Applications for readmission are available from the Office of the Registrar in Myrtle Hall, sixth floor, or on the Registrar's Online Forms page via *www.pratt.edu/registrar*. Readmission applications require a fee of $55.

When a student is readmitted to a program, the course requirements change to the current catalog year. This may be different from the student's requirements before his or her leave and may increase the amount of courses needed to graduate.

Thesis Enrollment

Thesis

A thesis must be completed within three years, the duration of which equals the initial semester of thesis registration, plus five consecutive semesters of Thesis in Progress. If at the end of five semesters the thesis is still pending, the student will be withdrawn from the original Thesis course and be required to re-register for the Thesis course. Registration for the second Thesis course will only take place with the written permission of the department chair.

Thesis in Progress

Graduate students must register for Thesis in Progress each consecutive fall and spring semester and pay the Institute's tuition and fees for each additional semester of continued thesis work. Students are not permitted to take a leave of absence or skip a semester while they are in Thesis, but must register and pay the tuition and fees each consecutive semester of Thesis in Progress until the work is completed.

Certification of Enrollment for Registered Thesis Work

For certification purposes, Pratt considers students taking Thesis or Thesis in Progress to be full-time.

Submittal Process:
Thesis Submittal Dates (thesis accepted on weekdays only)

- September 15 for October graduates (Summer semester)
- January 15 for February graduates (Fall semester)
- June 15 for June graduates (Spring semester)

Departments that require the thesis to be bound and submitted to the Pratt Library cannot graduate a student until the submission process is completed.

Step 1: Library
The student brings (at least) one copy of the thesis to the library. Students may choose to bring a second, personal copy for binding at no extra charge.

A librarian will look over the thesis and make sure it meets the guidelines.

If the thesis does not meet the guidelines, the student may need to reprint the thesis.

Note: The student's department, not the library, approves the actual content of the thesis.

When the thesis is accepted, the student receives a stamped thesis submittal form to bring to Student Financial Services and the Registrar.

Step 2: Student Financial Services
The student brings the stamped thesis submittal form to Student Financial Services and pays $100 for the thesis binding.

Student Financial Services stamps the student's thesis submittal form.

Step 3: Registrar
The student brings the stamped thesis submittal form to the Registrar.

The Registrar stamps the thesis submittal form and records that the student has completed his or her thesis.

The student keeps a copy of the thesis submittal form for his or her records.

Pratt Institute Library Reference Desk (Brooklyn Campus)
Phone: 718.636.3704
Email: libref@pratt.edu

Graduation

Graduation Requirements

Pratt awards degrees at the end of summer term (October), fall term (February), and spring term (June). Only students who filled out a graduation application for spring term and graduates of summer and fall may take part in the Commencement held in May following their graduation.

In order to graduate from Pratt, you must:

1. Complete the total number of credits required for the academic program to which you were admitted.
2. Complete all required courses for the academic program to which you were admitted. (Check your degree audit for requirements specific to your program.)
3. Meet or exceed the minimum 2.000 GPA (undergraduate) or 3.000 GPA (graduate) for graduation from the academic program to which you were admitted.
4. Undergraduate students must earn a "C" or higher for all English classes.
5. All students must have passing grades (INC, NR, NG, and IP are not real grades). IP is acceptable for Thesis in Progress.
6. Complete a graduation application online (below).

> Summer term (October) graduation—March 25
>
> Fall term (February) graduation—August 25
>
> Spring term (June) graduation—December 15

Graduation Application

The steps to complete an application online are:

1. Go to *www.pratt.edu/mypratt* and log in.
2. Click on "Academic Tools" and log in again.
3. Wait. The system will log you in. Then click on "Students."
4. Select "Apply for Graduation" under "Graduation."
5. Check the box next to your academic program, then click "Submit."
6. Complete all data in the form, then click "Submit."

The data that is entered on this screen will affect your graduation date as well as what information appears on your diploma and in the Commencement program. Applications for any graduation date will only be accepted online until the application deadline.

Honors/Undergraduate

For all associate and bachelor's degrees to be awarded with honors, a student must have earned a final cumulative GPA no lower than 3.500 in all course work. A minimum final cumulative GPA of 3.750 is required for graduation with highest honors. To be considered for honors, a student must have completed a minimum of 50 percent of degree credits at Pratt. Please note that Pratt does not graduate students cum laude, magna cum laude, or summa cum laude.

Note: For Commencement, your GPA for Honors is determined based on the GPA at the end of the fall semester (prior to spring graduation).

Honors/Graduate

To be graduated with distinction, a graduate student must have earned a final cumulative GPA no lower than 3.850 in all work. To be considered for distinction, a student must have completed a minimum of 50 percent of degree credits at Pratt. These credits must be in semesters evaluated with a GPA. Please note that Pratt does not graduate students cum laude, magna cum laude, or summa cum laude.

New York State Teacher Certification for ADE

Pratt Institute has an approved teacher preparation program recognized by the New York State Department of Education: Art and Design Education within the School of Art. This program prepares students to meet the requirements for Initial Certification in Visual Art (Pre-K-12).

It is a student's responsibility to visit the New York State Office of Teaching Initiatives website to keep abreast of changes to certification requirements and to visit the New York State Teacher Certification Examinations website at *www.nystce.nesinc.com/index.asp* for all test information, submission dates, and fees.

New York State Education Department (NYSED): Teach System

Prior to graduation, students must open an account with New York State Education Department TEACH system,

select Initial/Professional or Professional Certification in Visual Art (Pre-K-12), pay the account fees, and verify and update their profiles. Students are responsible for regularly monitoring their TEACH accounts for accuracy.

Institutional Recommendation Request Form
A "recommendation" from Pratt is required to apply for certification. Students must complete an Institutional Recommendation Form (IRF) form prior to graduation. These forms are available from their respective offices. Completed forms, with all supporting documents attached, must be submitted—either in person or by mail—at the completion of the program/graduation to the Office of the Registrar. Once the completed IRF forms and all supporting documents are reviewed, and approved by the Registrar, then the student will be "recommended" for certification via the TEACH system.

Contact information:
Art and Design Education
Mirland Terlonge, Assistant to the Chair

Student Financial Services

Payment Procedures

Tuition bills are available online at *pratt.edu/mypratt* to view or pay. Fall bills are available after July 1 each year.

Students can pay online by credit card or check.

Tuition is due in full by the bill's due date or immediately if registering after your designated registration period.

Students can sign up for our payment plan through TMS (Tuition Management Systems), which allows students to make affordable monthly payments. Please note that this option is not available for summer terms. Go to *www.afford.com/pratt* for details.

Delinquent accounts will be charged late fees and interest. Please note that there is a 2.5 percent convenience fee added to all debit and credit card transactions.

Calendar

Course withdrawal refunds are calculated using the date you dropped your courses online. No penalty is assessed for undergraduate withdrawals when a full-time credit load (12–18 credits) is carried before and after the add/drop.

Late Fees

A late fee of $195 will be charged for any unpaid balance after the initial disbursement of financial aid has been applied for each semester.

Housing Refund

Upon receipt of a completed application and an assignment is made by the Office of Residential Life, the student is automatically charged for the cost of the room. Cancellation requests received and approved by the Office of Residential Life, either in person or electronically, are assessed the cancellation penalties (by date received) as per the following schedule, and are applied to the student's account.

Fall 2018
- No Penalty *Before May 1, 2018
- $300 Penalty (Loss of Deposit) May 1–May 31, 2018
- $500 Penalty June 1–June 30, 2018
- $1,000 Penalty July 1–July 31, 2018

- 50% of Semester Rent Penalty Aug 1–Aug 29, 2018
- 75% of Semester Rent Penalty Aug 30–Oct 1, 2018
- 100% of Semester Rent Penalty After Oct 1, 2018

Any unassigned new freshman or new transfer applications received after May 1st will have a two-week grace period from the date of receipt of application to cancel and receive no penalty. All unassigned new graduate or continuing wait-listed applicants can cancel and receive no penalty. Students studying abroad or graduating at the end of the fall semester muse cancel their spring housing and the penalty schedule above does apply.

Spring 2019
- No Penalty Before Nov 15, 2018
- $500 Penalty Nov 15–Dec 19
- $1,000 Penalty Dec 19, 2018–Jan 16, 2019
- 50% of Semester Rent Penalty Jan 18–Feb 28, 2019
- 100% of Semester Rent Penalty After Feb 28, 2019

Meal Plan Cancellation Refund Schedule

Please refer to the cancellation penalty schedule on the back of your meal plan contract to determine the cancellation penalty/refund.

For Student Financial Services and policy procedure information, please view *www.pratt.edu/student-life/student-services/services-financial-aid*

My Tuition Bill
Once you click "OK" your bill will be viewable. If there are charges they will be listed along with any pending financial aid. If there is a balance due you can proceed to "Make a Payment."

Back at the student menu you can print your class schedule listed under the "My Courses" heading. Options to view/print or pay your tuition bill are listed under the Student Financial Services heading.

Important Notes about Your Tuition Bill:
This bill can be printed by choosing the print option from your browser. Students with a total balance greater than $500.00 are subject to a Student Financial Services hold which will prevent changes in registration. Students are responsible to waive insurance at *my.pratt.edu*. Insurance charges for students that waive will be credited after the waiver deadline (the last day of add/drop for a term). Please add late fees of $195.00 after the due date of the bill. Any questions should be directed to sfs@pratt.edu. Phone calls may be directed to 718.636.3599 during regular business hours.

Financial Aid

We want you to know that we are here for you and that the Student Financial Services office provides our students with the financial resources and related services necessary to achieve their educational goals. We are committed to providing accurate, user-friendly, responsive, and respectful service to students and their families. We administer federal, state, and institutional aid and scholarship programs in accordance with applicable policies and regulations while striving to be an innovative and service-minded department.

The financial aid process can be a daunting task for students and families, so we have dedicated a personal financial aid counselor who will be in touch with you throughout to ensure you receive all eligible funds as early as possible.

Tuition Assistance Program (TAP)
A student can apply by completing the FAFSA application and an Express TAP Application. HESC determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant.

Students who are recipients under the New York State Tuition Assistance Program must also meet academic standards mandated by the State of New York. They must:

• Be a U.S. citizen or an eligible noncitizen.
• Be a legal resident of New York State a year prior to matriculation.
• Be a graduate of a U.S. high school or have earned a GED or passed a federally approved Ability to Benefit test.
• Be registered for 12 credits or more in published required courses.
• Have completed a minimum of 12 credits from a previous semester in published required courses.
• Be in good academic standing with a cumulative grade point average of 2.00 or higher.

Veterans Affairs
Pratt Institute participates in the following Veterans Administration Benefits:

• Chapter 33 Post 9/11 GI Bill
• Chapter 30 Montgomery GI Bill
• (MGIB)
• Chapter 1606 Montgomery GI Bill
• (MGIB-SR)
• Chapter 31 Veterans Vocational
• Rehabilitation

Because the New York Regional Veterans Administration (VA) accepts certification of enrollment before the first class day of any session, students planning to enroll under any of the VA programs should initiate the certification procedure by making an appointment to see the veterans' adviser in the Office of the Registrar after registration is completed. Depending on the chapter, students receive monthly checks from the VA, or the VA will send the check directly to Pratt six to eight weeks after certification. Failure to request certification upon completion of registration may result in a four-to six-week delay in the receipt of the first benefit check.

New students who have been in active military service must submit a certified copy of their DD 214 (discharge papers). Students in Active Reserve should be certified by their commanding officer, and the signature of the Pratt veterans' adviser should be obtained from the Office of the Registrar. Students who support spouses, children, or parents should submit birth certificates or marriage certificates as appropriate. Students in the Reserve (Chapter 1606) seeking to obtain educational benefits should see their commanding officer for eligibility counseling and forms and, if eligible, should then see the Pratt veterans' adviser for certification. All students receiving benefits under Veterans' Vocational Rehabilitation (Chapter 31) should contact their counselors at the VA, who will forward an Authorization 1905 form to Pratt's veterans' adviser.

Only after receiving this signed authorization will Student Financial Services validate tuition payment. Veterans receiving an allocation for books should note that Pratt does not maintain the campus bookstore. The VA should

be notified accordingly. Final and official authorization cannot be forwarded to the VA until the student has completed registration. Pratt serves only as a source of certification and information to the VA regional office. The student must carry out all financial transactions with the VA directly. All transactions are carried out with the Buffalo Office:

P.O. Box 4616
Buffalo, NY 14240

The New York Regional Office is at:
245 W. Houston Street (at Varick Street)
New York, NY 10014

Accepting Your Financial Aid
Please be sure to accept your Financial Aid grants and loans online using the guide below:
1. Log In to *www.pratt.edu/mypratt/* with your OneKey.
2. Select "Academic Tools," and "Log In."
3. Select "Students," and your Financial Aid options will be available to choose from.
4. Choose "Accept or Reject My Financial Aid Awards" and the current year.
5. Accept your awards for the 2018–19 Financial Aid Year.
6. Next, submit any requested documentation to your campus Student Financial Services.
7. Complete Entrance Counseling and MPN (Master Promissory Note) at *StudentLoans.gov*.

Pratt Institute
200 Willoughby Avenue, Myrtle Hall, Sixth Floor
Brooklyn, NY 11205

Family Educational Rights and Privacy Act (FERPA)

What Is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended, commonly known as the Buckley Amendment, is a federal law, which states that colleges and universities must maintain the confidentiality of student educational records. The law grants specific rights to the adult student. These rights include:

- The right to see the information the Institute is keeping on the student.
- The right to seek amendment to the records and in some cases add a statement to the record.
- The right to consent to disclosure of his/her records.

The law basically states that no one outside the Institute can have access to any student's education records, nor will the Institute disclose any information from those records without the student's written consent. There are exceptions, of course, so that certain personnel within the Institute may see the records for legitimate educational purposes, including persons in an emergency, in order to protect the health or safety of students or other persons. Some information is considered public (called "directory information") and may be released without the student's written permission.

What Is Considered Directory Information?

In compliance with FERPA, the following statement reflects Pratt Institute's policy.

The following directory information may be released by telephone: student's dates of attendance, date of graduation, major field of study, degree earned, email address, awards and honors received.

Pratt Institute reserves the right to refuse the disclosure of the above information if the reason for the request is not considered to be a sufficient need to know.

GPA, grades, courses completed, social security number, and other personal information regarding the student's record will not be released without the student's written consent.

Some FAQS Regarding FERPA

How do I restrict the distribution of my directory information?
The act states that each student has the right to inform Pratt Institute, in writing, if any of his or her directory information is not to be released. A form requesting nondisclosure may be obtained from the Registrar's Office.

Will parents be notified if a student receives a low grade? How will they know how their son or daughter is doing academically?
No, parents will not be notified if their student receives a low grade. The act requires that the Institute maintain the confidentiality of all student education records; therefore, Pratt does not notify parents about student academic difficulty.

Direct communication with your child is the number one way to stay informed and help him or her succeed.
Research has shown that parental communication about academic expectations and support throughout a student's academic career directly affect his or her personal and academic growth.

If your student seems to be struggling, encourage him or her to take responsibility for scheduling an appointment or using open office hours to speak directly with instructors or advisers. Students may also seek assistance in the Writing and Tutorial Center, located in North Hall, First Floor.

Access to Student Records

The confidentiality, privacy, and accuracy of a student's record are maintained to the maximum extent possible. Student records are utilized and released only for the legitimate purposes and pursuits of students, faculty, staff, and the larger community. Any person who wishes to view a student's record or a portion thereof must request permission from the Registrar in writing that notes the date, the name of the requestor, the student concerned, and reason for access. The Office of the Registrar will set up a date, time, and place for the requestor to view the student record—if approved.

Student Access

A student may examine all elements of his or her record by following the process described above. The student may challenge the accuracy of any entry. Upon submission of valid evidence of error, the Registrar will correct the inaccuracy and notify appropriate offices of the correction.

Parental Access

At the postsecondary level, parents have no inherent rights to inspect a student's educational record, even for minor or dependent students. The right to inspect is limited solely to the student. Student records or student information may be released to parents only under the following circumstances:

- Through the written consent of the student
- Through the parent module
- In compliance with a subpoena
- Due to student violation of any federal, state, or local law or Institute policy
- In connection with a health or safety emergency

Faculty and Staff Access

Student records are only available to Pratt Institute faculty and staff for legitimate educational and administrative purposes. To view a student's record, faculty and staff members must request permission in writing from the Office of the Registrar. Academic advisers routinely receive a variety of data on students to assist them in advising (typically degree audits).

Community Access

Properly identified officials from federal, state, or local government agencies are supplied the following information upon request:

- Major and class level
- Degree(s) earned, graduation date(s), and honors received
- Verification of permanent and local addresses and telephone numbers
- Verification of signature
- Name and address of parent or guardian

Telephone Access

The Office of the Registrar releases the following information in response to telephone inquiries:

- Program and class level
- Date of enrollment
- Degree(s) earned and graduation date(s)
- Verification of other directory information

Emergency Requests

Pratt Institute obliges all emergency requests for the address and telephone number for a student or a student's parents or guardian. Persons requesting such information are required to identify themselves to the Office of the Registrar. In cases of medical emergency, the Institute reserves the right to notify family members as appropriate and as determined by the particular circumstances.

FERPA Questions or Violations

If you need further assistance or have questions about FERPA, please contact:

Office of the Registrar
Myrtle Hall, Sixth Floor
200 Willoughby Avenue
Brooklyn, NY 11205
718.636.3663
reg@pratt.edu

If you may have violated or have witnessed a FERPA violation, immediately contact the Registrar.

How to Register for Courses

There are three steps to the registration process:

1. Select the courses from your academic program to enter onto your schedule plan.
2. Have your academic adviser review and approve your plan.
3. Once your adviser approves your plan, choose the course sections, time, and dates of courses, and register.

Step One: Select Courses

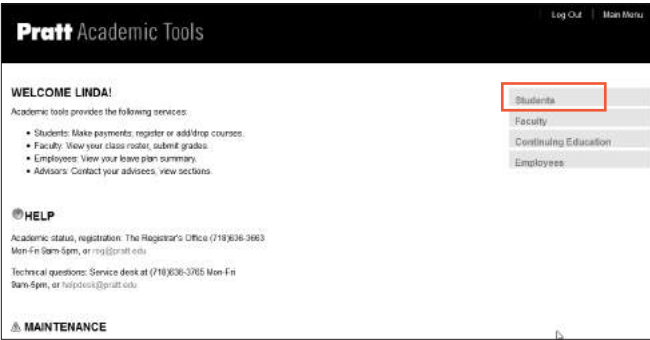1.1 To register for courses at Pratt, log in with your OneKey username and password at www.pratt.edu/mypratt.

1.2 Click on the Log In button under Academic Tools.
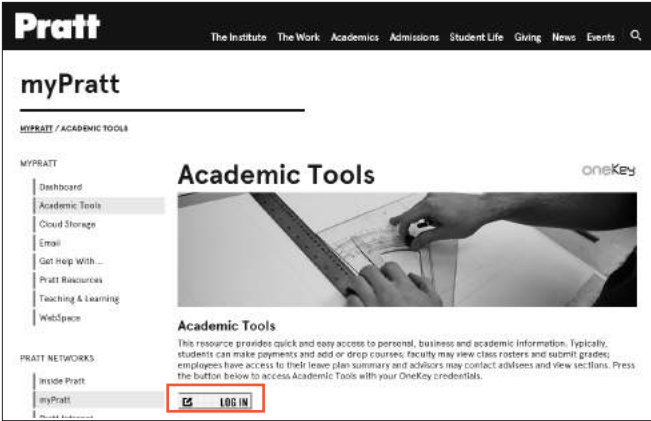
1.3 The log in screen to Academic Tools appears. Please wait for the system to automatically log you in.

1.4 The Welcome page will say "Welcome [your name]," click on the Students page.

1.5 Then under Planning & Registration, click on the Student Planning link.
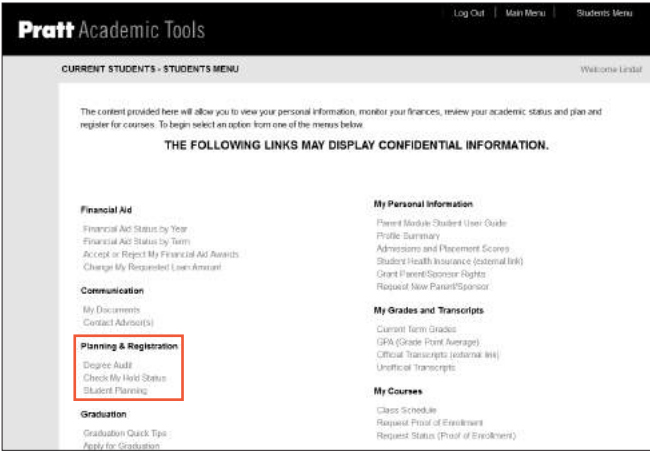
1.6 The Student Planning main page and menus allow you to plan, schedule courses, communicate with your Adviser(s), monitor academic progress, and download an unofficial transcript.
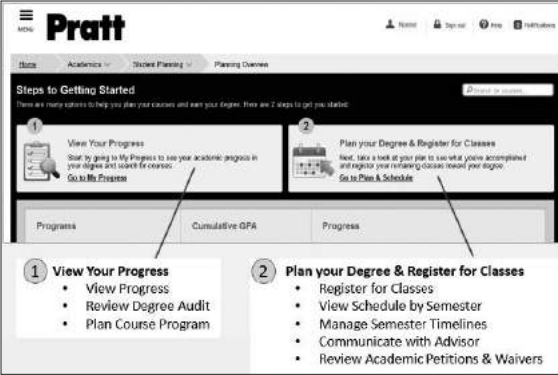

1.7 Scroll down to the first semester requirements. Then, one at a time, click on the course you want to add to your semester schedule.
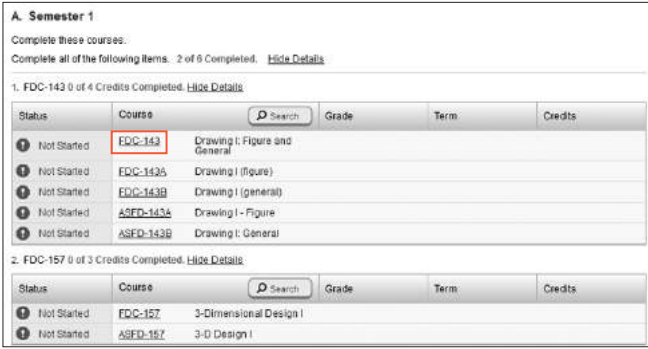

1.8 You can filter the types of courses you want to see: campus location, days of the week, and times of day. Click the Add Course to Plan button to add a course to your schedule plan.
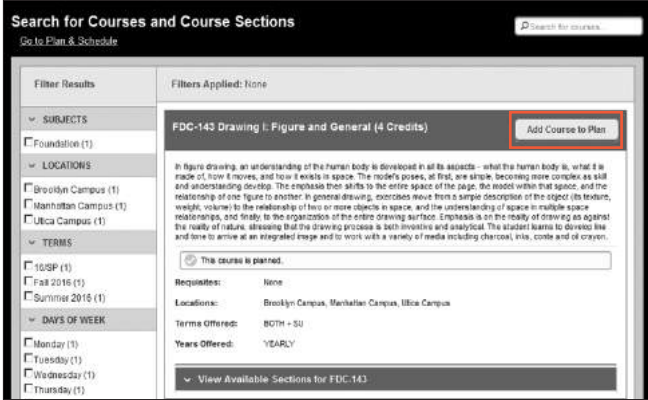
1.9 Course Details: Select the academic term you want to register for. Click the Add Course to Plan button to add the course to your schedule.
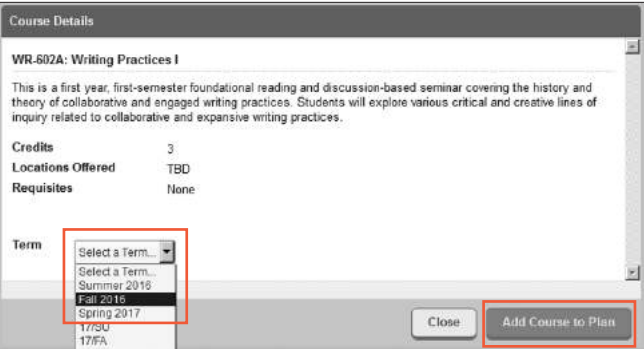

1.10 When a course is added to your schedule, a notification message appears ("Course # has been added to plan"). Continue this process of adding courses to your schedule to complete your plan.
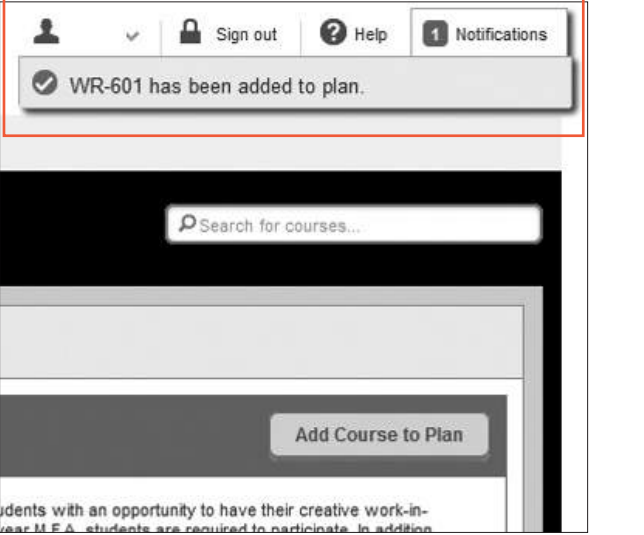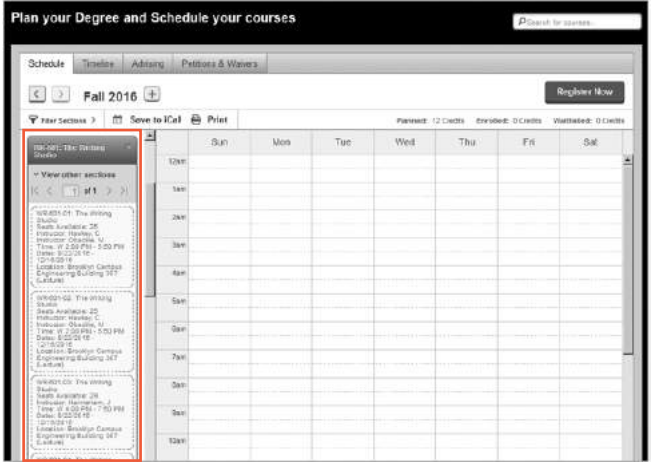

NOTE: You may receive a notification if there is a conflict with a course you added to your schedule. Review the conflict and make adjustments.

1.11 To view the courses you added to your plan, click on the Go to Plan & Schedule link to view courses on your schedule calendar.
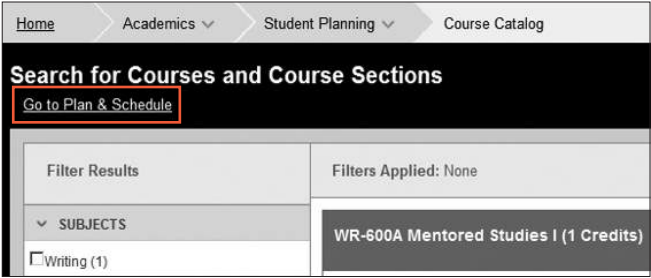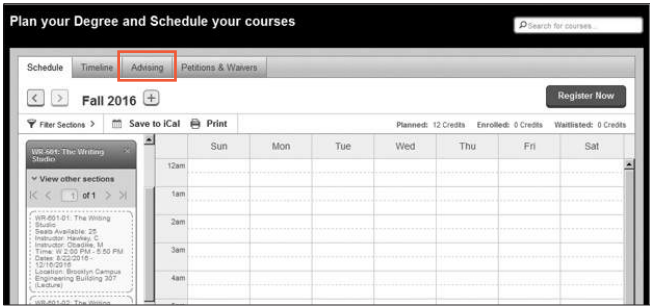

1.12 The courses you choose will appear on the left-hand side.

Step Two: Adviser Approval

2.1 Your assigned adviser will review the courses you added to your plan. So once all your courses are on your schedule, notify your adviser to review your plan for approval. Click on the Advising tab to notify your adviser.

2.2 The Advising section lets you send and receive messages from your adviser, and request a review of your schedule. The Advising section will keep a history of the communications about your plan.

To let your adviser know that you want your schedule plan to be reviewed, click the Request Review button. A notification message is sent to your adviser that your course schedule plan is ready for review and approval.
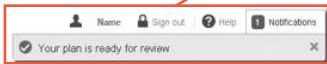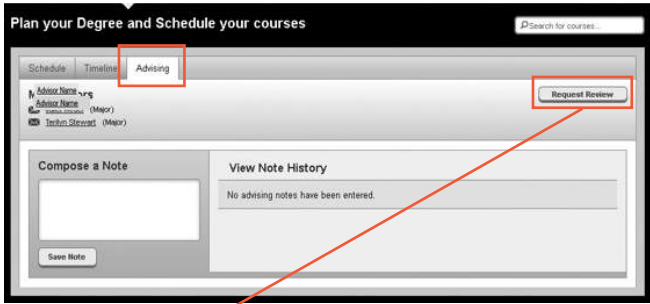
Click Request Review to update the schedule and notify your adviser.

Step Three: After Adviser Approval—Register for Courses

3.1 Log in to Student Planning to monitor communications from your adviser. Once your courses are approved, choose a course section, time, and date to officially add the courses to your schedule. From the Plan & Schedule page, click on the course and choose a course section.
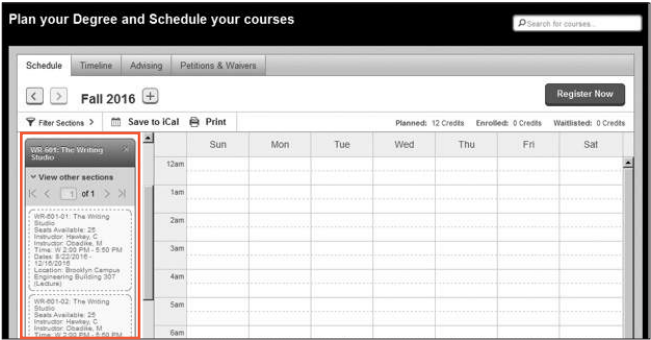
3.2 The course section details outline the course information. Click on the Add Section to Schedule button to place the course section on your schedule.
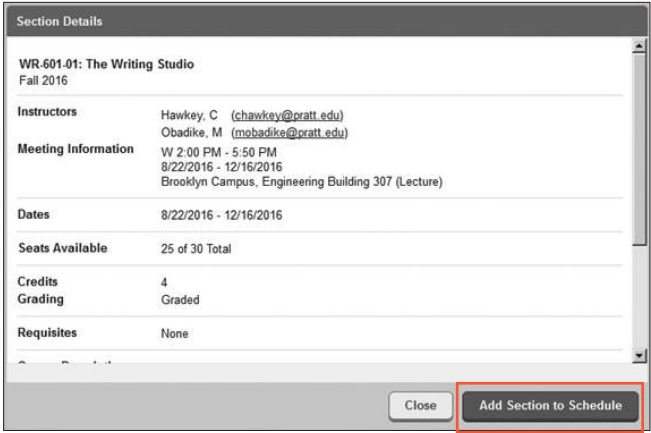
3.3 The course section appears on your schedule calendar.
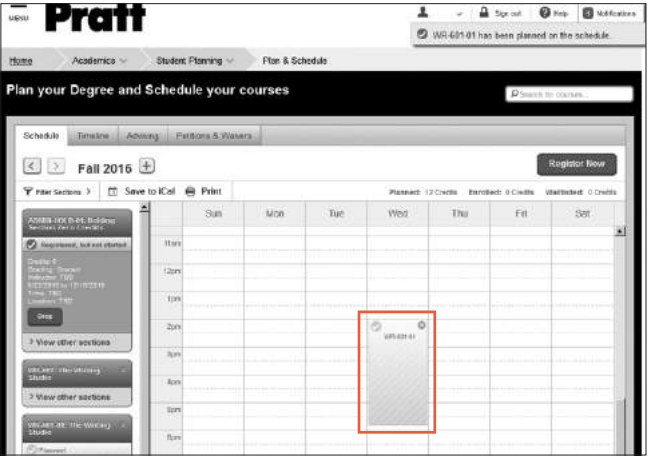
3.4 You'll see a notification telling you that a course has been added to your schedule.

3.5 When all courses are added to your schedule, click the Register Now button.
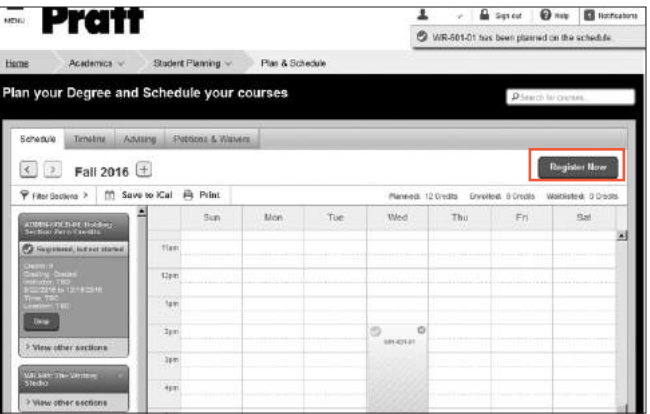
3.6 Log out when your schedule plan is complete.

Questions? Contact the Registrar at reg@pratt.edu or visit us online at www.pratt.edu/registrar.

How to View Your Financial Aid Award Online

1. Go to the web address *www.pratt.edu/mypratt*.
2. Log in with your OneKey username and password.
3. Click on the "Academic Tools" link on the left side of the page.

Dashboard
Academic Tools
Cloud Storage
Email
Galleries
Get Help With...
LMS
Pratt Resources

4. Click "Log In" under "Academic Tools" and wait to be logged in automatically.

5. Click on the "Students" link on the right side of the page.

6. Look to the following two boxes for guidance.

Academic Calendar 2018-19 | Important Dates

	Fall 2018	Spring 2019	Summer 2019
First Day of Semester	August 27	January 22	May 20 (See schedule of classes)
Last Day for 100% Tuition Refund upon Withdrawal (WD)	August 27	January 22	May 20
Last Day to Add Classes or Drop Without a WD Grade	September 10	February 4	May 26
Last Day to Withdraw (WD) from a Course	November 9	April 12	July 5
Dates That Classes Do Not Meet	Labor Day September 3	Martin Luther King January 21	Memorial Day May 27
	Midterm Break October 16	Spring Break March 11–March 17	Independence Day July 4
	Thanksgiving November 21– November 25	Exam Conflict/Study Day May 7	
	Exam Conflict/Study Day December 10		
Final Critiques and Exams	December 11– December 17	May 8– May 14	
Last Day of Semester	December 17	May 14	July 26
Grades Due Online	December 19	May 16	July 29

Fall 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 August Tuition deadline for fall 2018 (New and continuing students)	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 New student orientation begins; loan entrance interviews Entering students move in to residence halls (9 AM to 5 PM)	20	21	22 Design Management classes begin	23	24 New student orientation ends Continuing students move in to residence halls (9 AM to 5 PM)	25 Graduate Arts and Cultural management classes begin
26	27 First day of fall 2018 semester Last day for 100 percent tuition refund for dropped classes	28	29	30	31 Last day (in office) for 85% tuition refund for dropped classes	**1 September**
2	3 Labor Day—no classes, offices closed; last day for 85% tuition refund (online) for dropped classes	4	5	6	7	8
9	10 Last day for 70% tuition refund for dropped classes Last day to add classes/drop classes without a WD	11	12	13	14 Departments: Spring 2019 schedule due to Registrar's Office	15
16	17 Last day for 55% tuition refund for dropped classes	18 No refunds for dropped classes	19	20	21	22
23	24	25	26	27	28	29
30	**1 October**	2	3 Recommended filing deadline for 2019–20 financial aid and student loan applications	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8 Columbus Day— classes meet, offices closed	9 Spring 2019 schedule available online	10	11	12	13
14	15	16 Midterm Break— no classes, offices open	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	**1 November** All international students' applications and documents due	2	3
4	5 Graduate registration opens for spring 2019	6	7	8	9 Last day to withdraw (WD) from a course	10
11	12 Undergraduate registration opens for spring 2019	13	14	15	16	17
18	19	20	21 Thanksgiving Break—no classes	22 Thanksgiving Break—no classes	23 Thanksgiving Break—no classes	24 Thanksgiving Break—no classes
25 Thanksgiving Break—no classes	26	27	28	29	30	**1 December**
2	3	4	5	6	7	8
9	10 Study Day/Exam Conflict Day	11 Final Critiques and Exams	12 Final Exams and Critiques	13 Final Critiques and Exams	14 Final Critiques and Exams; Spring 2019 Graduation Application Deadline	15 Final Critiques and Exams
16 Final Critiques and Exams	17 Final Critiques and Exams; Last day of fall 2018 semester Last day to change grades from previous spring/summer semesters.	18 Noon move- out deadline for graduating students and those who cancelled spring residence hall license	19 Final grades due online by end of day	20	21	22
23 Winter Vacation begins—Institute closed	24	25	26	27	28	29

Spring 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 January	2	3	4	5 Graduate Design Management/Arts and Cultural Management classes begin
6	7	8	9	10	11 Tuition deadline for spring 2019 (New students)	12
13	14	15	16	17 English proficiency exam given for international students Entering students move in to residence halls (9 AM–5 PM)	18 New student orientation	19 Saturday/Sunday classes begin
20	21 MLK Jr. Day—no classes, offices closed	22 First day of spring 2019 semester Last day for 100% tuition refund for dropped classes	23	24	25	26
27	28	29 Last day for 85% tuition refund for dropped classes	30	31	1 February	2
3	4 Last day to add classes/drop classes without a WD	5 Last day for 70% tuition refund for dropped classes	6	7	8	9
10	11	12 Last day for 55% tuition refund for dropped classes	13	14	15 Departments: Summer/fall 2019 schedules due to Registrar's Office	16
17	18 Presidents' Day—classes meet, offices closed	19	20	21	22	23
24	25	26	27	28	1 March	2
3	4	5	6	7	8	9
10	11 Spring Break—no classes	12 Spring Break—no classes	13 Spring Break—no classes	14 Spring Break—no classes	15 Spring Break—no classes	16 Spring Break—no classes
17 Spring Break—no classes	18	19	20	21	22 Summer/fall 2019 graduation application deadline	23
24	25	26	27	28	29	30
31	1 April	2	3	4 Recommended filing deadline for 2019–20 student loan applications	5	6
7	8 Graduate registration opens for fall 2019	9	10	11	12 Last day to withdraw (WD) from a course	13
14	15 Undergraduate registration opens for fall 2019	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 May	2	3	4
5	6	7 Study Day/Exam Conflict Day	8 Final Critique and Exams	9 Final Critique and Exams	10 Final Critique and Exams	11 Final Critique and Exams
12 Final Critique and Exams	13 Final Critique and Exams; tuition deadline for summer 2019	14 Final Critique and Exams; last day of spring 2019 semester	15	16 Final grades due online by end of day	17	18

Summary 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19 May	**20** First day of summer 2019 semester Last day for 100% tuition refund	**21**	**22**	**23**	**24**	**25**
26 Last day to add classes/drop classes without WD	**27** Last day for 55% tuition refund Memorial Day—Institute closed	**28** No tuition refund for classes dropped	**29**	**30**	**31**	**1** June
2	**3**	**4**	**5**	**6**	**7**	**8**
9	**10**	**11**	**12**	**13**	**14**	**15**
16	**17**	**18**	**19**	**20**	**21**	**22**
23	**24**	**25**	**26**	**27**	**28**	**29**
30	**1** July	**2**	**3**	**4** Independence Day—Institute closed	**5** Last day to withdraw (WD) from a course	**6**
7	**8**	**9**	**10**	**11**	**12**	**13**
14	**15**	**16**	**17**	**18**	**19**	**20**
21	**22**	**23**	**24**	**25**	**26** Last day of summer 2019 semester	**27**
28	**29** Final grades for summer 2019 due online by end of day					

Directions to 630 Flushing Avenue from 200 Willoughby Avenue:
Train (15 mins): Enter Classon Avenue station. Take Queens-bound (Court Sq) G train three stops to Flushing Avenue station. Exit and walk one block (0.1 miles) to entrance at 28 Tompkins Avenue.

Walking (25 mins): Head east on Willoughby Avenue toward Steuben Street. Turn left on Tompkins Avenue. Entrance is at 28 Tompkins Avenue.

B Brooklyn Bus
G NYC Transit—G Train
P Parking
D Directory
M Map

Traffic Flow
Fence
Campus Entrance
Building Entrance
Accessible Campus Entrance

Accessible Building Entrance
Elevator
Route to Elevator
Accessible Parking Spot

Brooklyn Campus Map

1. ISC Building
2. Library
3. DeKalb Hall
4. Higgins Hall
5. North Hall
6. Memorial Hall
7. Student Union
8. Main Building
9. East Building
10. South Hall
11. Esther Lloyd Jones Hall (ELJ)
12. Thrift Hall
13. Pantas Hall
14. Willoughby Hall
15A. Willoughby Security Booth
15B. Pantas Security Booth
15C. Hall Security Booth
16. Chemistry Building
17. Machinery Building
18. Engineering Building
19A. Pratt Studios
19B. Juliana Curran Terian Design Center
19C. Steuben Hall
20. Film/Video Building
21. Pratt Townhouses
22. ARC Building
23. Stabile Hall
24. Cannoneer Court
25. Myrtle Hall
26. 100 Grand
27. Pfizer Building, 630 Flushing Avenue
28. Newman Mall and Clock