

PERMISSION TO TAKE COURSES AT ANOTHER COLLEGE FOR CREDIT AT PRATT INSTITUTE

The steps on this form must be completed in the order below. Retroactive permissions will not be accepted. Students are limited to 6 transfer credits after matriculation (3 credits for AAS/AOS students), and must adhere to the residency requirement as stated in the catalog under which they were admitted. Courses at institutions with which Pratt Institute has an existing exchange agreement will not be accepted.

Step 1. Must be completed by the Office of the Registrar to ensure your eligibility to take courses at another institution.

Pratt ID #	Program Code	Cumulative GPA	Credits completed at Pratt:	Previous permission granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Class Level <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior/Upper Jr. <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Full Name			Credits transferred to Pratt:	Semester / Year:	
Approval to take courses during: (Semester / Year)			Total credits earned:	Number of Credits:	
Name of College:					
City/State/Province of College:					
Signature of Registrar Official			<input type="checkbox"/> Student is eligible to take courses at this accredited institution per residency requirements for their catalog year.		

Step 2. To be completed by the student and reviewed by the appropriate academic department. (Limit 3 courses for review.)

Course Number	Name of Course	Semester Hours/Credits

Step 3. Academic Approval. Permission to transfer studio course credit is granted only by the student's department chair. Permission to transfer Liberal Arts course credits is only granted by the appropriate department chair in Liberal Arts and Sciences. Students must attach course descriptions for department review.

Pratt Course Number	Pratt Course equivalency to be recorded on Pratt record as:	Semester Hours/Credits
	Liberal Arts Post-Core Elective (100-200 Level)	
	Liberal Arts Post-Core Elective (300-400 Level)	
	Department Elective	
	All-Institute Elective	
	Required Course	

I approve the above request subject to the regulations as stated.

Department _____	Signature of Department Chair _____	Date _____
Department _____	Signature of Department Chair _____	Date _____

Step 4. Final Approval: Return to the Office of Registrar for final approval **before the course is taken.**

I know that I must earn a grade equivalent to "C" or better at the undergraduate level, or "B" or better at the graduate level, to obtain transfer credit. I acknowledge that it is my responsibility, at the completion of the course, to submit an official transcript to Pratt Institute at the address below.

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

Signature of Student

Date

Signature of Registrar Official

Date