



2025–26

Student Handbook

Pratt

Welcome to Pratt Institute

Welcome to Pratt Institute!

As you embark on your educational journey with us, we welcome you with open arms to an environment that challenges you academically and fosters personal growth and development. This student handbook serves as your navigator through the vibrant life of our campus, providing you essential information and resources to ensure your success and well-being during your time here.

Our Institute community is rich in diversity, creativity, and ambition. We believe in harnessing these qualities to create an inclusive culture where every student has the opportunity to excel and make their mark. Within these pages, you will discover our community standards, which aim to cultivate a respectful, safe, and supportive atmosphere for learning and collaboration.

Moreover, this handbook connects you to many academic services, student life, and wellness support resources. It also serves as a gateway to our various departments and student organizations, inviting you to engage, explore, and contribute to our dynamic community. While we've done a lot by including the most up-to-date resources and policies, the Institute does reserve the right to make necessary changes when appropriate. We will notify the campus community if and when any significant changes are proposed or made that would impact you.

We take pride in guiding our students through discovery and excellence. As part of our commitment to your holistic development, we encourage you to immerse yourself in the opportunities presented, uphold our shared values, and strive for greatness in all your endeavors.

Welcome to where your future unfolds. We're thrilled to have you here and can't wait to see the contributions you'll make to our community and beyond.

Justin W. Kelley

Assistant Vice President for Student Affairs
and Dean of Students

Pratt Institute

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View [Community](#)

[Standards and Student
Policies](#)

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Community Standards/Code of Conduct

I: Overview

Pratt's mission is to educate students to become creative, responsible professionals who will contribute fully to society. To that end, the Institute upholds values and community standards that support that mission and holds high expectations regarding student conduct.

Above all, we respect one another and behave in ways that advance the free association of people and ideas. We cherish the diversity represented by members of our community and their disparate values and ideas. At the same time, we expect each student to value and uphold the ethical behaviors and standards essential to pursuing academic excellence and demonstrating social responsibility.

"Student" means an individual who is properly matriculated, full- or part-time, in a degree or diploma-granting program at Pratt Institute. Individuals registered and attending a course at Pratt as a visiting or nonmatriculated student must abide by the standards set forth in this policy during their enrollment period. This policy remains in effect throughout matriculation and until graduation, including during breaks and between enrollment periods.

Incoming students to the Institute shall generally be considered students upon moving into a residence hall or on the first day of new student orientation. In the event an incoming student violates community standards that substantially disrupt the regular operation of Pratt or threatens the health, safety, or security of the Pratt community, Pratt may mandate a meeting to outline future conduct expectations with the incoming student before arrival on campus or rescind admission.

If Pratt Institute determines it is necessary to rescind admission, the incoming student will be provided notice in writing of the cause for rescission and an opportunity to challenge the decision by notifying the dean of students in writing. The Institute will designate a Pratt administrator not otherwise involved in the case to consider the challenge to the removal and determine if the removal is reasonable.

Bullying, harassment, or any behavior that causes disruption to a community member's ability to learn or perform their work conflicts with the values of Pratt Institute and violates the community member's right to feel protected, nurtured, and valued. The Office of Institutional Equity and Title IX enforces Pratt's policies on nondiscrimination and anti-harassment. Individuals wanting to file a complaint can do so by contacting the [Office of Institutional Equity and Title IX](#).

The Board of Trustees reinforced these ideals by passing a resolution on freedom of expression in 1992:

"It is resolved that Pratt Institute supports and upholds freedom of speech and other forms of expression because these freedoms are essential to an educational mission and to ideas, values, and opinions. At the same time, Pratt recognizes that

such freedoms exist in the context of law and responsibility by one's actions and, therefore, the exercise of these rights must not deny the same rights of others."

In this spirit, Pratt Institute's Community Standards have been articulated and promulgated along with the Institute's [Academic Standards](#).

II: Guidelines for Public Gatherings (Demonstrations, Protests, and Vigils)

At Pratt Institute, we value open discussion and free discourse in our quest for truth.

These guidelines are not intended to discipline students or student organizations for exercising their rights, participating in scholarly classroom dissent, or engaging in civil discourse. It also does not aim to hinder organized, nonviolent, peaceful protest. However, such conduct is expected to adhere to the standards outlined in these guidelines and other relevant Institute policies.

[Click here](#) for details on Pratt's policies on demonstrations, protests, and vigils.

III: Prohibited Conduct

Pratt Institute community members are expected to uphold and respect the integrity, safety and security of the Institute property, community, and its members, whether on or off campus. The Institute reserves the right to take action regardless of the location of an incident. The following behavior is prohibited for all Pratt students and registered student organizations (RSOs). Therefore, Pratt Institute students are expected to refrain from the following:

- ***Bullying:*** Persistent threatening and aggressive physical behavior or verbal abuse directed toward other people, especially those who are younger, smaller, weaker, or in some other situation of relative disadvantage. Bullying can include but is not limited to spreading misinformation on social media platforms, sharing others' personal or personally identifiable information, or other behavior that disrupts a community member's ability to learn, work, and teach.
- ***Dangerous Conditions:*** Engaging in behavior deemed dangerous to self or others or creating conditions that cause potential danger to others.
- ***Discrimination, Harassment, and Sexual Violence:*** Any conduct that violates the [Title IX, Nondiscrimination, and Anti-Harassment Policy](#) is prohibited. This includes but is not limited to sexual violence and sexual misconduct (sexual assault, dating/domestic violence, sex-based stalking, sexual coercion, and sexual exploitation) and unlawful discrimination or harassment based on any of the protected categories as delineated in the Title IX, Nondiscrimination, and Anti-Harassment Policy and applicable local, state, or federal law. Discrimination, harassment, and sexual misconduct/violence can be reported and resolved via the procedures detailed on the [Office of Institutional Equity and Title IX website](#).
- ***Disruptive Activities:*** Participation in or encouraging any effort to disrupt or negatively affect a person's safety, the Institute's operations, the Institute's relationships with the city, its community, or other institutions. This includes but is not limited to preventing other students from accessing a class, creating a public inconvenience, annoyance, alarm, blocking access to a building or path, or any interference with the daily life of our Institute community.

- **Document Misuse:** Forging, alteration, misappropriation, or misuse of academic or nonacademic documents, records, or identification cards. Violations of the [Academic Integrity Code](#) will be referred to the Academic Integrity Standing Committee managed by the Office of the Provost.
- **Failure to Comply:** Failure to comply with the reasonable instructions of Institute personnel acting within the scope of their duties or failure to comply with terms imposed under the Code of Conduct or other administrative actions. Refusal to present a valid Institute identification when requested by Institute officials. Since Pratt identification cards are the property of Pratt Institute, and must be carried at all times, they must be presented for identification upon request by any official of Pratt Institute. This includes campus demonstration activities, whether they are approved or not.
- **False Information:** Providing false testimony or furnishing information to the Institute with the intent to deceive. This includes falsifying information on Institute documents.
- **Fire Safety Hazards:** Lighting or attempting to light a fire, or creating a condition in which a fire or combustion may put community members or property at risk. This also includes tampering or interfering with the normal operations of any fire safety equipment, such as smoke detectors, fire alarms or panels, or elevator alarm systems.
- **Gambling:** Illegal gambling anywhere on the premises or at any official affair sponsored or sanctioned by the Institute or any of its groups or organizations.
- **Hazing or Collusion:** Participating in or encouraging any action or situation that could endanger another person's mental or physical health. This includes hazing for initiation into or affiliation with any organization.
- **Invasion of Privacy:** Exploiting the use of any electronic device to surreptitiously make an audio, video, or photographic record of any individual for purposes of extortion, harassment, intimidation, bullying, hazing, or any other purpose prohibited by this policy or contrary to any other Pratt policies.
- **Law Violation:** Violations of federal, state, and local laws.
- **Misrepresentation:** Misrepresenting oneself with the intent to obtain a benefit, including, but not limited to, embezzlement or fraud.
- **NCAA Violation:** Noncompliance with NCAA rules and regulations.
- **Physical Assault:** Any deliberate action with the intent to cause injury to another person.
- **Property Destruction:** Defacement, damage, destruction, or other misuse of property that belongs to the school or others, including buildings, grounds, and trees. This includes, but is not limited to, defacing of library materials, unauthorized chalking, poster, papering, or removing/altering Institute property or the property of others.
- **Retaliation:** Any materially adverse action taken against an individual because they were involved in or participated (or refused to participate in) the disclosure, reporting, investigation, or resolution of a report of prohibited conduct under this or any Institute policy. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by the Institute, a student, or an employee or other person autho-

rized by the Institute to provide aid, benefit, or service under the Institute's education program or activity, to interfere with any right or privilege secured by this policy or by law. Adverse action does not include perceived or petty slights or trivial annoyances.

- **Solicitation:** Commercial activities or soliciting, including canvassing, selling items, or doing business within Pratt facilities or on Pratt's property without the written authorization of the director of student involvement or the directors of residential life and housing. Solicitation of credit cards, which includes advertising, marketing, or merchandising of credit cards, is prohibited.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. "A course of conduct" means two (2) or more instances including, but not limited to, unwelcome acts in which an individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish.
 - Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact, are used.
- **Theft:** Theft of property or services including stealing, hiding, falsifying time-cards for payment, taking (e.g., stealing, theft) of property or services without permission from the owner, regardless of intent to return the item, knowingly possessing, selling, or distributing stolen property or materials.
- **Threat or Intimidation:** Any form of physical, verbal, written, or electronic intimidation, restriction, or coercion.
- **Unauthorized Access:** Unauthorized use of keys or forcible entry to any Institute room facility, or restricted area, including roofs.
- **Unapproved Posting:** Posting in unapproved areas as stated in the [Posting Policy](#). Registered student organizations should follow all guidelines listed in their respective RSO Handbook for approval guidelines.
- **Violation of Pratt Policy:** In addition to the articulated standards for acceptable community behavior, Pratt community members are expected to abide by the requirements of all other Institute policies.
- **Weapons:** Possession or use of any firearm (real or fake), explosive, fire-cracker, incendiary material, knives, clubs, or other weapon.

In addition to the prohibited conduct listed above, students are expected to comply with the following institute policies.

Alcohol, Smoking, and Substance Use Policy

Pratt Institute is committed to creating a positive living and learning environment for its students, free of substance and alcohol misuse. To uphold this commitment, the Institute has adopted standards of conduct concerning the use of illicit substances and alcohol. Pratt Institute is also committed to clean air and is a smoke-free campus.

Information on counseling and treatment resources for students is available by contacting Health Services and/or The Counseling Center.

The Pratt Alcohol, Smoking, and Substance Use Policy outlines the following:

- Only community members aged 21 or older may possess or consume alcohol.
- Community members aged 21 and older are prohibited from providing individuals under the age of 21 with alcohol.
- Possession or use of alcohol at Institute-sponsored events, both on and off campus, or within student-sponsored events in residence halls must follow the procedures for serving alcohol at events outlined in the [Alcohol and Drug Use Policy](#).
- Pantas, Stabile, and Emerson Place residence halls are alcohol-free buildings. Alcohol consumption and possession are prohibited in these buildings, regardless of age.
- Bulk alcohol (such as kegs) is prohibited in any residence hall.
- Consumption of alcohol or possession of open containers is prohibited in public. This includes, but is not limited to, the Pratt main lawn, classrooms, studios, or residence hall common areas, except where special permission is granted.
- Students may only possess and use a controlled substance, including prescription medications, with a prescription from a licensed physician.
- The sale or distribution of prescription medication is prohibited.
- Students may not consume alcohol or other substances off campus in a way that impacts the on-campus community or affects student behavior on campus.
- The possession, sale, or use of illegal substances is strictly prohibited.
- Note: Although New York State law now permits the use of cannabis, federal law prohibits all use, possession, and/or cultivation/sale of cannabis at U.S. educational institutions. Federal law also requires any institution of higher education that receives federal funding to have policies in place that prohibit the possession and use of cannabis on campus. Therefore, the use, possession, cultivation, and/or sale of cannabis is not allowed at Pratt. This includes all areas of campus, including, but not limited to, residence halls, academic or support buildings, or any public spaces within the confines of campus, both in Brooklyn and Manhattan. No exceptions can be made for any student based on their possession of a medical cannabis certification, registry ID card, or any other proof of medical cannabis eligibility.
- All smoke, vape, and tobacco products are prohibited on campus. This includes all Pratt buildings, grounds, and vehicles, as well as personal vehicles parked on campus grounds. Smoking is also prohibited in all NYC parks.
- Use of smoke, vape, and tobacco products is prohibited within 25 feet of all Institute campus entrances, exits, or building exterior walls containing windows or intake vents.

Computer Policy

Community members can find the full policy regarding Computer Users' Rights and Responsibilities on our website.

All members of the Pratt community are expected to use Pratt's computer and network resources responsibly.

In the event of institutional policies, codes, or state or federal law violations, the Institute reserves the right to limit or restrict computing privileges and access to its computer resources and stored data.

All users are expected to understand and abide by the regulations as a condition for receiving an authorized account with the Institute.

The Pratt Computer Policy prohibits the following:

- Unauthorized and/or inappropriate use of computers, computer networks, and/or software.
- Use of computing facilities contrary to local, state, and federal laws or other Pratt policies.

Guest Policy

As responsible community members, students and registered student organizations (RSOs) must inform their guests of all Pratt community standards and expectations for good conduct. This includes alumni, campus visitors, family members, and guest speakers. Therefore, Pratt students and RSOs may be held accountable for the misconduct of their members and guests and incidents that occur at sponsored activities.

Specifically, the Guest Policy outlines the following rules:

- Guests may only use Pratt facilities with explicit written approval or the presence of a current Pratt student, staff member, or faculty and will be required to show proper identification to access any Pratt facility.
- Guests and alumni must comply with all Pratt policies.
- Alumni must present a proper alumni ID to access Pratt facilities.
- A Pratt host may be held responsible for the behavior of guests or policy violations.
- Residential students must sign in their guests according to the residential life policy. For instructions, please visit the [Resident Student Living Guide](#).

HAZING POLICY

Pratt Institute prohibits all forms of hazing. Hazing goes against our values and puts the health, safety, and dignity of our students at risk. It is not allowed in any student organization, athletic team, or group activity—on or off campus. Hazing is any act—done on purpose or with reckless disregard—that causes harm, pressure, or fear as part of joining or staying in a group. Even if someone agrees to it, it's still hazing. The full Hazing Prevention Policy can be found [here](#).

Examples of hazing include the following:

- Physical harm (hitting, forced workouts, exposure to the elements)
- Forced use of alcohol, drugs, or food
- Threats, verbal abuse, or intimidation
- Coercing illegal, degrading, or sexual acts

Health and Safety

Pratt community members must comply with all Institute, federal, state, and local health policies and requirements to monitor health and adhere to any protocols enacted to protect our community's health and well-being.

Pratt policies, as well as federal, state, and local health and safety regulations, prohibit the following:

- Failure to provide proof of vaccinations when mandated, comply with the use of face coverings, and failing to follow guidance on quarantine and isolation when applicable.
- Refusal to observe safety regulations or procedures, including environmental regulations.
- Unreasonable noise outside of the community-established quiet hours. This includes the use of amplification devices that cause a disruption to classes, meetings, or other academic or cocurricular activities and impede meetings or class standards.
- Irresponsible use, storage, or charging of bicycles or other vehicles, such as scooters or skateboards, indoors.
- Reckless driving
- No animals are allowed on campus grounds except service animals or residential students with approved emotional support animals (ESAs). Pets are not permitted in residence halls, with the exception of fish. The maximum aquarium capacity permitted is 15 gallons. ESAs are allowed only within a student's living space and must be approved by the Learning/Access Center (L/AC) and Residential Life and Housing. Please visit the Service Animal and Emotional Support Policy to learn more about how to obtain this accommodation.

Personal Mobility Devices Policy (Electric Bikes and Scooters)

To protect community safety and comply with fire regulations, the use, storage, or charging of battery-powered personal mobility devices (e.g., e-bikes, e-scooters, hoverboards, gas-powered mopeds) is strictly prohibited inside all Pratt Institute buildings, including residence halls and studios. These devices pose serious fire, safety, and evacuation hazards.

- Permitted: Outdoor storage at designated campus bike racks.
- Prohibited: Indoor use, storing, charging, or riding anywhere on campus property, including sidewalks, courtyards, and parking lots.
- Devices must meet safety certifications (UL 2849, UL 2272, or ETL).

Accessibility Note: This policy does not apply to motorized mobility devices used as disability accommodations (e.g, electric wheelchairs). Students should contact the Learning/Access Center for accommodation requests.

Violations may result in device confiscation, fines, loss of privileges, or disciplinary action. To report a violation or ask questions, contact Campus Safety at 718.636.3540.

Service and Emotional Support Animals (ESAs)

Pratt Institute supports students with disabilities to have service animals and approved emotional support animals (ESAs) on campus.

Service animals:

- Defined by the ADA as dogs trained to perform tasks related to a person's disability.
- Are allowed in all campus buildings without prior approval, but students are encouraged to notify the Learning/Access Center (L/AC), especially if living in residence halls.

Emotional Support Animals (ESAs):

- Provide emotional or therapeutic benefit for students with disabilities.
- Are permitted in residence halls only with prior written approval from the L/AC.
- ESA housing requests must be submitted by:
 - March 15 (continuing students, fall)
 - May 1 (new students, fall)
 - November 15 (new students, spring)

Responsibilities and expectations:

- Animals must be cared for properly, including food, water, grooming, and cleanliness.
- ESAs must remain in the student's room and be leashed or crated when leaving the residence hall.
- Animals must not be left unattended overnight or confined to cars.
- Students are responsible for cleaning waste, preventing disruptions, and any damage caused by their animal.
- Students who fail to meet these expectations may face conduct action or loss of animal privileges. Pratt will work with affected students to find reasonable alternatives if needed. For more detailed information, please be sure to review the full policy [here](#).

Social Media Guidelines

Social networks play a major role in how we communicate and connect. These platforms provide students with a unique way to stay informed about campus events, while fostering a sense of community.

Students are advised to engage with faculty and staff via social media within the context of professional development only.

However, students must remember that something published on the internet can remain there or be reproduced indefinitely. In the future, posts may be contextualized beyond the original intent through others' online activities. Community members are responsible for their online behavior and must act in a responsible manner online.

Violations of these guidelines include using comments to spread misinformation or express bias, including about the Institute. The Institute monitors its own social media accounts and moderates comments that violate the Institute's Student Code of Conduct, carefully considering the appropriate action available through the social media platform.

Although social media may be used to express grievances, community members are encouraged to engage and confer with on-campus resources to address concerns regarding life at Pratt instead of posting grievances online. Urgent concerns can be addressed 24/7 by contacting [Campus Safety](#).

The full Social Media Guidelines can be found [here](#).

IV: Off-Campus and Online Conduct

Pratt Institute respects the rights of students to engage in conduct outside the Institute's programs, property, or activities without interference. Behavior that occurs off-campus, online, or via social media is typically outside the scope of Institute disciplinary processes and may instead fall under the jurisdiction of relevant legal authorities or public accountability.

However, the Institute reserves the right to take disciplinary action when such conduct outside of Pratt significantly disrupts Institute operations or threatens the safety, health, or well-being of any member of the Pratt community. In cases where student behavior violates both Institute policies and public law, students may be subject to both internal disciplinary processes and external legal consequences.

V: Registered Student Organizations

All registered student organizations (RSOs) at Pratt Institute are expected to abide by the Student Code of Conduct outlined above, as well as the guidelines in the RSO Handbook. Whether acting in an official or unofficial capacity, RSOs and individuals within those organizations may be held accountable for violations of this policy. Community members may explore available RSOs on the [Pratt Engage website](#).

All eligible students have the opportunity to participate in an RSO at Pratt. It is a violation of this policy to intentionally interfere with or deny participation in RSOs in circumvention of established Pratt policies or processes governing conduct or otherwise impose a sanction that may only be imposed as a result of such processes. Students are prohibited from independently investigating and adjudicating allegations covered under the Pratt Student Code of Conduct.

Students linked to organizations not registered at the time of an alleged violation will follow the general code of conduct and its process as individual students.

VI: Reporting, Resolving, and Appeals

All members of the Pratt community are responsible for upholding the community standards and abiding by the Student Code of Conduct set forth above. Each community member can file a complaint when they believe these standards have been violated.

However, it is recommended that conflicts between or among individuals be resolved informally by engaging directly with the person(s) involved, with the help of a mediator if necessary.

When it is impossible to resolve a conflict by dealing directly with the person(s) involved, an individual may rely on procedures established by the Institute to address violations of our Student Code of Conduct. Many Pratt policies provide a specific process for reporting and addressing policy violations. These include the following:

REPORTING VIOLATIONS

The Student Code of Conduct process is overseen by the chief conduct officer (assistant vice president for student affairs and dean of students). In addition, the directors of Residential Life, Athletics and Recreation, and Student Involvement may serve as conduct officers upon the request of the chief conduct officer.

Members of the Institute community can file a concern of alleged prohibited conduct through our community concerns reporting form through [Maxient](#). Reports will be reviewed within 48 business hours during normal Institute business hours. For assistance or questions related to the student conduct process, please contact the dean of students at dean-ofstudents@pratt.edu.

Urgent concerns, including those outside of business hours, must be reported to Pratt Institute Campus Safety at 718.636.3540 or 718.646.3541 on the Brooklyn campus or at security@pratt.edu.

Twenty-four seven crisis counseling is available after hours by calling The Counseling Center's main number at 718.687.5356. During regular office hours, please email (therapy@pratt.edu).

The adjudication of infractions of the Student Conduct Code is not a formal legal process, although fundamental fairness applies. The process, which is educational in nature, aims to protect each person's rights while providing an experience from which those involved can learn.

GENERAL PROCESS EXPECTATIONS AND RIGHTS

All students alleged to have violated Pratt community standards, the Student Code of Conduct, or other Institute policies will be notified of the alleged policy violation via their Institute email address. The Institute expects all students to check, review, and respond to their Pratt email accounts promptly. Adjudication will proceed in a reasonable fashion following notice sent by the Institute to a student's email account. Failure to open, review, retrieve, or respond to communication regarding any potential policy violations will not constitute an error in this process, nor will any process be delayed solely because of this failure to review and respond to outreach.

Students who benefit from the presence of their L/AC advisor to access the conduct process can also have their L/AC advisor present. This advisor will ensure that the student can access the conduct process and may serve a more participatory role in doing so. They are not able to testify on behalf of the party or question other parties.

FORUMS FOR RESOLUTION

Upon receipt of a report of alleged misconduct, the dean of students shall review the matter and determine an appropriate forum for resolution based on its assessment of potential sanctions for the conduct in question and whether the nature of the conduct, taking into account the seriousness of the allegations, can be adequately addressed through an informal resolution. All forums, as outlined below, are administered to ensure that any student accused of violating Institute policy (the “respondent”) is afforded a fair and impartial process. A respondent shall not be considered responsible for any violation of policy until after the appropriate process has concluded, including any appeals as permitted by policy. Any forum for resolution may include staff from other Pratt offices, at the discretion of the dean of students. The dean of students (or a designated administrator from another office) will review the matter and work with the student toward a resolution. Outcomes in this forum may include, but are not limited to, informal discussion, mentoring and coaching, conflict mediation, restorative conferencing, non-disciplinary intervention, and no contact directives. For more serious violations, formal resolution through the following process will be initiated:

A. Conduct Conference

The conduct conference is a meeting between the respondent and the dean of students or one of the conduct administrators.

Notice: Written notice containing, to the extent known, the date and location of the incident, nature of the alleged conduct, and applicable policies alleged to have been violated. The notice shall also provide the date, time, and location for an individual meeting between the respondent and an assigned conduct administrator. If, despite being notified of the date, time, and location of the conduct conference, the respondent is not in attendance, the administrator may proceed with determining responsibility based on the information available, and sanctions may be imposed.

Conference: The respondent will meet with the dean of students or a designated conduct administrator to discuss the matter and share their perspective. The dean of students or conduct administrator may conduct such additional investigation as they deem appropriate.

Decision: After the meeting, the dean of students or conduct administrator will make a determination, based on a preponderance of the evidence, as to whether the respondent violated Institute policy. The conduct administrator shall issue a written decision to the respondent generally within ten (10) business days of the conduct conference.

Sanctions: If a violation of policy has been found, the conduct administrator shall determine appropriate sanctions. The conduct administrator may consult with other relevant Institute offices, particularly to promote consistency, understand impact, and reflect Institute-wide values. Sanctions issued after a conduct conference may include the full range of sanctions, except expulsion from the Institute.

Advisor: For conduct conferences that may result in suspension, the respondent may request to be accompanied at the conduct conference by an advisor of their choice, which may be an attorney, who is not otherwise a party or witness involved in the matter. Generally, conduct conferences will not be rescheduled to accommodate the

availability of a chosen advisor. While the advisor may be present, they may not speak on behalf of the student or otherwise participate in the conference, may not address the conduct administrator without permission, and must comport themselves in a manner that is not disruptive to the conference. If the advisor fails to abide by these expectations, the advisor may be directed to leave the conduct conference at the discretion of the administrator.

B. Panel Hearing

Within the discretion of the dean of students or their designee, panel hearings may be held where there is a substantial dispute as to the facts regarding the incident(s) in question and/or where the allegations are sufficiently serious that they could result in suspension or expulsion from the Institute.

Notice: Written notice containing, to the extent known, the date and location of the incident, nature of the alleged conduct, and applicable policies alleged to have been violated will be sent to the student. The letter shall also provide the date, time, and location for a hearing before a student conduct panel. In addition to the letter of notice, the respondent shall be provided with all documentary evidence to be reviewed by the panel at least five (5) business days prior to the scheduled hearing. Requests to reschedule a hearing due to substantial hardship must be made no later than 72 hours prior to the hearing and will be considered by the dean of students or designee. If, despite being notified of the hearing, the respondent is not in attendance, the hearing may proceed and a determination will be made based on the available evidence, and sanctions may be imposed if appropriate.

Advisors: The respondent may be accompanied at the panel hearing by an advisor of their choice, who may be an attorney, who is not otherwise a party or witness involved in the matter. Generally, hearings will not be rescheduled to accommodate the availability of a chosen advisor. While the advisor may be present, they may not speak on behalf of the student or otherwise participate in the hearing, may not address the panel or question witnesses, and must comport themselves in a manner that is not disruptive to the hearing. If the advisor fails to abide by these expectations, the advisor may be directed to leave the hearing at the discretion of the chairperson.

Witnesses: The notice to the respondent will indicate whether the conduct officer has invited any witnesses to participate in the hearing. A respondent may request the participation of additional witnesses with direct knowledge of the incident. Witnesses testifying solely to character will not be permitted. The respondent must provide the names and contact information of requested witnesses to the dean of students no later than 72 hours prior to the hearing. The dean of students or assigned conduct officer will review the request for additional witnesses and, in its discretion, invite witnesses to participate in the hearing. Note: The dean of students or conduct officer cannot compel witnesses to participate.

Panel Composition: The hearing will be conducted by a three-person panel selected from a trained pool of faculty, staff, and students who have been specially trained in the application of the Institute's Student Code of Conduct and the administration of these procedures.

Chairperson: In addition to the three panelists, a chairperson designated by the dean of students will preside over and participate in the proceedings of the hearing and

facilitate the panelists' deliberation, but does not make any determination of policy violation or sanctions.

General Format: The specific format of the hearing shall be determined by the chairperson. During the hearing, the respondent shall be provided the opportunity to be present for all hearing testimony, provide their perspective on the matter, and answer questions of the chairperson and panelists. The respondent shall also be provided the opportunity to propose questions to be asked by the chairperson or panelists to any participating witnesses, which shall be screened by the chairperson for relevance and appropriateness, in their discretion.

Recording: An audio recording will be made of the panel hearing by the dean of students or their designee. The recording will be maintained by the Institute in accordance with the Institute's Data Retention Policy. A written transcript of the hearing will not be provided. Requests to listen to the audio recording of a hearing should be made to the dean of students.

Decision: After the hearing, the panelists will determine, based on a preponderance of the evidence, whether the respondent violated Institute policy. If a policy violation has been found, the panelists shall then recommend appropriate sanctions, up to and including suspension or expulsion from the Institute. The panel shall issue a written decision to the respondent and the dean of students within the Division of Student Affairs, generally within ten (10) business days of the hearing.

VI: Sanctions

As outlined below, sanctions may be issued by the dean of students or their designee, a conduct administrator, or panel upon finding a violation of Institute policy, or where the respondent has accepted a resolution by agreement.

Sanctions are not intended to be solely punitive and should be issued with thoughtfulness toward educational outcomes. Sanctions shall be crafted in consideration of (i) the seriousness of the conduct, (ii) the corrective and learning opportunities for the respondent, (iii) the prior conduct record of the respondent (if applicable), (iv) the safety and well-being of harmed individuals and the community, (v) the desirability of treating similar conduct similarly, and (vi) the behavioral standards and values of the Institute. Sanctions that may be imposed include, but are not limited to the following:

- **Written Warning:** A notice to the student in writing that continuation or repetition of conduct violations shall be a cause for further disciplinary action.
- **Censure:** A formal reprimand for violation of Institute policy, which is noted on a student's academic transcript. The notation may be permanent or for a specified period of time (see "Transcript Notation" below).
- **No-Contact Directive:** A directive ordering a student to refrain from any effort to contact, communicate, or interact with another individual or group. This includes, but is not limited to, in person, in writing, by phone, by email, by texts or other electronic messaging, through social media, or through a third-party acting on the student's behalf.
- **Educational Assignment:** An assignment to be completed by the student within a specified time period. The assignment will be structured with the goal of fostering continued learning in relation to the violated policies.

- **Mandatory Health Referral:** A mandated assessment with a qualified health professional to evaluate a student's well-being and promote responsible decision-making.
- **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Restriction of Privileges:** Exclusion from extracurricular activities or other privileges for a specified period of time (including permanent restrictions). This may include restrictions on access to certain areas of campus (persona non grata) or suspension of other rights and services typically afforded to Institute students.
- **Residential Probation:** A defined period of time during which further violation of policies by a residential student will result in more serious disciplinary sanctions. Residential probation may also affect privileges associated with the student's housing status.
- **Study-Abroad-Site Probation:** A defined period of time during which further violation of policies by a study-abroad-site student will result in more serious disciplinary sanctions. Study-abroad-site probation may also affect privileges associated with study abroad opportunities.
- **Residence Hall Reassignment:** Reassignment of a student to a different room or residence hall for the duration of the housing license.
- **Deferred Suspension from Institute Housing:** Cancellation of a student's future housing license for a defined period of time. Further violation of Institute policies will likely result in immediate suspension from housing.
- **Suspension from Housing:** Cancellation of a student's current housing license for a defined period of time.
- **Suspension from Study Abroad Site:** Termination of a student's participation at a study abroad program.
- **Dismissal from Housing:** Cancellation of a student's current housing license and permanent exclusion from residing in an Institute residence hall.
- **Institute Disciplinary Probation:** A defined period of time during which further violation of any Institute policy will result in more serious disciplinary sanctions. Institute disciplinary probation may also restrict a student from participation in specified Institute activities, as determined by the activity's sponsoring office or organization requirements.
- **Transcript Notation:** A notation affixed to a student's transcript indicating their involvement in a disciplinary proceeding. This is a separate sanction beyond the underlying sanctions and, where imposed, will be noted in any decision letter. The notation may be permanent or for a designated time period. Transcript notations include, but are not necessarily limited to, the following: (a) disciplinary censure, (b) suspended after the finding of a code of conduct violation, or (c) expelled after the finding of a code of conduct violation. Requests to remove a disciplinary transcript notation should be directed to the dean of students.

- If a student respondent withdraws from the Institute with a charge of a violation of the policy pending, a notation may be made on such student's transcript that they "withdrew with conduct charges pending." If a withdrawing respondent declines to complete the disciplinary process and the Institute elects, in its discretion, to defer scheduling a hearing until the respondent returns to the Institute, the notation of withdrawal will become permanent in the event that the respondent does not return within eighteen (18) months.
- Where the conduct found to have violated the Student Conduct Policy also constitutes a "crime of violence" as defined under New York State Education Law § 6444(6) and where the sanction(s) imposed included either a suspension or expulsion, or where a respondent withdraws with such charges pending and the disciplinary process is not completed, the Institute shall impose the transcript notations as described above. In such circumstances, expulsion notations are permanent, and suspension notations cannot be removed until at least one year following the conclusion of the suspension.

Suspension from the Institute: Termination of a student's enrollment and all related student privileges for a specified period of time, including study abroad sites and prohibition on participation in any Institute-sponsored event or activity, whether on or off campus. A suspended student shall be persona non grata, prohibiting access or entry to all Institute facilities.

Expulsion from the Institute: Termination of a student's enrollment and all related privileges with permanent exclusion from future enrollment, including study abroad sites and a prohibition on participation in any Institute-sponsored event or activity, whether on or off campus. An expelled student shall be persona non grata, prohibiting access or entry to all Pratt facilities. Note: Expulsion from the Institute may only be issued following a hearing panel process or, in extreme cases, by the dean of students.

Delay in Awarding Degrees: The Institute reserves the right to delay the awarding of any degree in instances where there is a pending student conduct process or other ongoing process for an Institute policy violation involving that student.

Withholding Awarding Degrees: The Institute reserves the right to withhold the awarding of any degree due to a responsible finding related to a violation of Institute policy.

Degree Revocation: The Institute reserves the right to revoke a person's degree if the finding and/or assigned sanction from a student conduct process or other Institute policy violation would have caused the student to be ineligible to receive the degree at the time of the incident.

APPEALS

A respondent shall have the right to appeal a decision arising from a conduct conference or panel hearing. Grounds for an appeal are limited to the following: (a) a material procedural error, (b) previously unavailable and relevant evidence that could affect the outcome, and/or (c) the sanction being substantially disproportionate to the violation.

Unless otherwise specified by the decision maker, imposed sanctions shall be held in abeyance ("stay of sanctions") until any applicable appeal process has concluded.

The respondent must submit the appeal in writing to the dean of students. The dean of students will direct the appeal to an appropriate appeal officer as follows:

- For a conduct conference decision not resulting in suspension, the appeal must be submitted within three (3) business days from the date of the decision. The appeal will be reviewed by the dean of students, an assigned conduct administrator, or a conduct panel. The student shall receive a written decision from the appeal officer generally within fifteen (15) business days of the submission of the appeal.

For cases resolved by conduct administrators in the Office of Residential Life and Housing, Athletics, and Student Involvement, and those at the study abroad sites, appeals will be reviewed by the dean of students or their designee. For cases resolved by the dean of students, the appeals will be reviewed by the vice president for student affairs, their designee or a different conduct administrator. The student shall receive a written decision from the appeal officer generally within fifteen (15) business days of the submission of the appeal. If the appeal goes to an appeal panel, it may take longer.

- For a panel hearing decision, or any decision resulting in suspension or expulsion, the appeal must be submitted within five (5) business days from the date of the decision. Except as provided immediately below, the appeal will be reviewed by the dean of students, the vice president for student affairs, or a conduct panel. The student shall receive a written decision from the appeal officer generally within fifteen (15) business days of the submission of the appeal.

The appeal shall not consist of a new hearing and will be limited to the documentation considered at the hearing, the written decision, and additional appeal materials submitted by the respondent. The appeal officer may accept the decision without modification, accept the decision but modify the sanction imposed, or remand the case for further proceedings. If the appeal officer accepts the decision without modification or accepts the decision but modifies the sanction imposed, the matter shall be deemed final.

RECORD RETENTION

Student conduct records are maintained in accordance with the Institute's [Data Retention Policy](#). Students may request to view their student conduct records by contacting the Office of the Registrar.

VII: Code of Conduct Annual Review Process

The purpose of this policy is to promote education and procedural fairness for students. The Division of Student Affairs is committed to keeping this policy current and in line with current laws and best practices. The assistant vice president for student affairs and the dean of students, along with student conduct administrators and senior leadership at the Institute, will review the policies and procedures annually and make recommendations for any necessary modifications to the Student Code of Conduct and will engage the Board of Trustees as needed.

Effective Date: August 17, 2025

Supersedes: All Previous Versions of the Student Code of Conduct published August 2024

Medical Leave of Absence (MLOA)

Pratt Institute students who need to take a temporary leave due to a physical or mental health concern may apply for a Medical Leave of Absence (MLOA) through the Office of Student Support and Advocacy. An MLOA allows students to take time away from their academic work for one or two semesters for medical or mental health reasons. In these instances, time away from treatment and recovery can restore a student's functioning to a level that will enable them to return to Pratt. For more information, please contact studentadvocate@pratt.edu.

Emergency Contact/Parental Notifications

All parental or emergency contact notifications will comply with the Family Educational Rights and Privacy Act (FERPA) and are aimed at ensuring the safety and well-being of our students. We encourage all students to maintain ongoing communications about their successes and challenges. The Institute will not assume the role of liaison between family members.

Pratt Institute communicates directly with students regarding their health, status, and overall well-being. Students wanting to give access to their parents or family members are encouraged to complete a FERPA waiver. The Institute may contact parents even if there is no FERPA waiver if there is concern about the safety and well-being of a student as it pertains to:

- 1. Health emergencies:** Parents may be informed in the event of a serious health crisis or emergency and/or if a hospitalization or medical transport has occurred.
- 2. Threats to safety:** Parents may be notified if a student's behavior presents a threat to their own safety or the safety of others.
- 3. Legal and disciplinary matters:** Parents may be informed in instances involving legal issues such as if an arrest has occurred or if violations of the Community Standards/Code of Conduct have the potential to lead to dismissal. Conduct charge notices and related process documents are not, and will not, be sent to parents instead of students, and parents are not able to represent their students in disciplinary matters.

If you have any questions about this process or need support and guidance on how to speak to parents or emergency contacts, please contact the assistant vice president for student affairs and dean of students at studaff@pratt.edu.

Sexual Misconduct, Harassment, and Discrimination Bill of Rights

All Pratt community members have the right to:

- Make a report (or decline to report) to local law enforcement and/or state police;
- Have disclosures of sexual assault, domestic violence, dating violence, stalking, and all other forms of prohibited conduct treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the complaint resolution process and/or criminal justice process free from pressure by the Institute;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the Institute courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few representatives of the Institute as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the Institute, any student, the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the Institute;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a complainant or a respondent during any meetings and hearings under the policy and procedures; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or complaint resolution process of the Institute.

Student Affairs

Center for Career and Professional Development (CCPD)

The Center for Career and Professional Development (CCPD) provides lifelong access to career education, exploration, and support for students and alumni to develop their potential and contribute as creative practitioners with clarity and confidence. Our vision is for Pratt students and alumni to thrive and flourish in their career path.

Our services include individual appointments, workshops and webinars, industry portfolio reviews, and networking opportunities.

Contact info:

- 001 East Building, Monday–Friday, 9 AM–5 PM
- Who to contact outside of hours of operation: **Marisa LoBianco** at 917.692.7824

Key takeaways:

- Career strategists are available to review all professional documents for internship and job applications, including résumé, cover letter, and portfolio.
- Students have the opportunity to refine and practice at mock interviews.
- Students can attend workshops to build skills and network at events with employers and alumni.

[Learn More](#)

Counseling Center

The Counseling Center provides currently enrolled Pratt students confidential, and goal-oriented individual and group psychotherapy, assessment, consultation, and referrals to outside providers. We are staffed by licensed psychologists and clinical social workers, who specialize in working with young adults and have a wealth of experience in college mental health. In addition, a consulting psychiatrist is available for psychotropic medication evaluation.

Scheduling: The Counseling Center is located in **Cannoneer, Room 115**. Consultation appointments are available Monday–Friday, 9 AM–3 PM. If you would like to make an appointment, please email therapy@pratt.edu or call us at 718.687.5356.

- Counseling services are open and free to all matriculated undergraduate and graduate students.
- All services and communications are completely confidential.
- When requesting an appointment, please provide your current availability and Pratt student ID number.
- You will need to complete the forms for your appointment in Pratt's student health portal. You can register through the website below:
pratt.medicatconnect.com

Following an initial assessment, short-term goal-oriented individual therapy and/or group therapy with one of our staff therapists may be recommended, if that is the best option for you. Alternatively, a staff therapist may determine that your needs would be best served by a referral to an off-campus treatment provider.

Crisis and after-hours services: Students who need crisis counseling can contact us 24/7. During regular office hours, you can reach us by calling **718.687.5356**. After-hours immediate support is available by calling our main number, **718.687.5356**. Select option 3 to speak with a therapist immediately.

If you're concerned about your safety or having a mental health emergency, dial 988 and alert Pratt Campus Safety at **718.636.3540**.

Learning/Access Center (L/AC)

The L/AC collaborates to provide Institute-wide advice 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.

Current and prospective Pratt students who identify as having disabilities, including learning disorders, ADHD, neurodivergence, psychological/psychiatric conditions, chronic illnesses, physical/mobility conditions, blindness, low vision and hearing loss, as well as temporary disabilities, can register with the L/AC to determine and receive reasonable accommodations for the classroom, housing, and other campus settings. The L/AC also arranges elevator access, assistive technology, software, and materials in alternative formats. L/AC staff assist students in connecting with helpful Institute resources, advocate for students in implementing accommodations, and collaborate with campus department administrators regarding specific student needs. The L/AC also houses the Veteran Resource Center and works with the Accessibility Committee to advance accessibility at Pratt.

Mission: Pratt's Learning/Access Center (L/AC) facilitates full access for Pratt students with disabilities so they can freely and actively participate in all facets of Pratt life.

Services: Accommodations and advocacy for students with disabilities.

Contact info: Students making inquiries should contact lac@pratt.edu.

Hours of operation: Monday–Friday, 9 AM–5 PM; Summer: Monday–Friday, 9 AM–4 PM

Key takeaways:

- The L/AC is Pratt's office for students with disabilities who want to request academic and other campus-related accommodations.
- L/AC staff are happy to answer questions and problem solve with students, faculty, and staff about access needs.

[Learn More](#)

Institutional Equity and Title IX

Pratt is committed to fostering a welcoming, safe, nondiscriminatory, and harassment-free educational, living, and working environment for its community. The Office of Institutional Equity and Title IX is committed to facilitating an equitable response and resolution to all reported incidents of discrimination and harassment, which include dating violence, domestic violence, sexual assault, and sexual harassment.

Community members may also contact the Office of Institutional Equity and Title IX for resources and support for themselves or other community members experiencing sex or non-sex based discrimination or harassment; sexual or relationship violence; and pregnancy, parenting, or related conditions.

All community members are expected to uphold the standards detailed in the Title IX, Nondiscrimination, and Anti-Harassment Policy. This policy identifies and defines conduct prohibited under these policies, the procedures for reporting discrimination, harassment and sexual misconduct, and the process used to respond to these forms of prohibited conduct. This policy is available on the [Office of Institutional Equity and Title IX website](#).

Questions relating to the Title IX, Nondiscrimination and Anti-Harassment Policy or to report a violation of this policies, please contact Pratt's director of institutional equity and Title IX & Title IX coordinator or visit the website linked above.

Institutional Equity and Title IX Staff:

- **Michael Arno**
Director of Institutional Equity and Title IX and Title IX Coordinator
marno58@pratt.edu or titleix@pratt.edu
718.687.5171
- **Rollie O. Buchanan**
Assistant Director
rbucha60@pratt.edu
718.687.5436

The Institutional Equity and Title IX staff, including the Title IX coordinator, are typically available during normal business hours or by appointment.

To contact the Title IX coordinator or make a report after normal business hours, please contact the Office of Campus Safety:

- **Brooklyn Campus:** 718.636.3540/3541
- **Manhattan Campus:** 212.647.7776

Emergencies may be reported by calling 911 or contacting the Office of Campus Safety.

Recreation and Athletics

RECREATION

Pratt Rec offers a multitude of fitness classes, intramural offerings, tournaments, events, and various supportive measures to the Pratt Institute community, offering access, opportunity, development, and creativity for overall well-being within the Pratt community.

In addition, Pratt Rec offers various activity areas within the Activity Resource Center (ARC) located on the main Brooklyn campus. The ARC's activity areas and resources include a studio room, a fitness center (weights and cardio machines), a boxing and functional space, and basketball, tennis, and multi-use courts. Various Pratt Rec fitness classes and events occur as well in a multitude of rooms and spaces on the Pratt Manhattan campus (PMC).

We are dedicated to providing the experiences needed for all individuals to design their best project yet—themselves!

Hours of operation (Hours do change, so please go to goprattgo.com or get Pratt Rec App for all updates.)

- Monday–Friday: 6:30 AM–10 PM
- Saturday: 8 AM–8 PM
- Sunday: 8 AM–6 PM

Core principles

- Committed to the Pratt community and the overall well-being of students, faculty, and staff
- Engage and support partnerships with the campus community as well as the surrounding community to support access opportunities, active-experiences, and well-being initiatives for all
- Build and maintain safe spaces and inclusive experiences for all
- Promote and encourage student development and leadership through employment, mentorship, experiential learning, education, and opportunity

Social media

- **Twitter:** @prattrecwell
- **Instagram:** @prattrecwell
- **YouTube:** Pratt Institute Recreation and Wellness

ATHLETICS AND RECREATION DEPARTMENT

Pratt students have a unique dedication to their craft—whether on the field, on the court, or in the studio, they push themselves to continually sharpen their skills. As the Athletics & Recreation department, our goal is to give everyone the opportunity to actively participate in the Pratt community and lead a healthy lifestyle, whether through NCAA Division III athletics, intramural sports, or a range of other ways to play and engage in recreational activities.

Vision: Imagine, Create, Win

Mission statement: Pratt Athletics strives for excellence, providing our students with valuable opportunities to compete in NCAA D-III athletics. We recognize—and invest in—a model of competition that prioritizes learning critical life lessons through sports, including the development of leadership, social, and emotional skills. We also recognize that sports teams play a highly visible role in a university community and seek ways to actively build school spirit and enthusiasm among students, faculty, staff, and alumni.

Core values

- **Challenge:** Lead student-athletes toward a greater sense of self, understanding, and ability—in pursuit of full potential
- **Educate:** Center the student-athlete experience around leadership and professional development, community service, healthy living, and positive choices, as well as sports participation
- **Accountability:** Taking ownership of one's individual role to achieve a common team goal and success, being prepared for practice and competition, showing up on time, and supporting teammates
- **Community:** Serve as ambassadors for Pratt, fostering pride among students, faculty, staff, alumni, and the local community; support fellow Cannoneer teams; participate in service events to enhance outreach outside of Pratt
- **Respect:** Sportsmanship and inclusivity is valued on and off the playing surface. We actively work to establish an environment where individuals of all races, ethnicities, religions, gender expressions, sexualities, geographic backgrounds, cultures, ages, abilities, and socioeconomic groups feel welcomed.
- **Excellence:** Strive for high performance in all facets of one's life—athletics, academics, work, and other pursuits—recognizing the lifelong lessons gained by athletics participation.

Social media

- **Twitter:** Athletics (@GoPrattGo) and Recreation (@PrattRecWell)
- **Instagram:** Athletics (@GoPrattGo) and Recreation (@PrattRecWell)
- **Facebook:** www.facebook.com/goprattgo
- **YouTube:** Athletics (@GoPrattGo) and Recreation (@prattinstituterecandwellne6874)

[Learn More](#)

Residential Life and Housing

Be sure to read the How To's for Living on Campus received with your housing assignment. Please visit www.pratt.edu/myreslife or email reslife@pratt.edu for more information about the rights and responsibilities while living on campus.

We hope you take advantage of all the opportunities living on campus has to offer. Past students have met their best friends and partners, learned more about themselves than ever before, and made a lasting impact on the Pratt community in these halls. We can't wait to see what the experience holds for you!

[Learn More](#)

The mission of Residential Life and Housing is to efficiently and effectively administer a housing program in a learning-centered environment that challenges and supports students to:

- enhance self-understanding
- value community responsibility, and
- learn from their experiences.

Living on campus is remarkable and will have a tremendous impact on your Pratt experience. You will have the opportunity to make friends, experience fun and exciting ways to join the campus community, and learn a lot about yourself along the way.

It's normal to face challenges while living on campus. When this happens, our halls are full of staff ready to support and help you navigate them. Regardless of where you live, you will have both a resident advisor (RA) and a hall director (HD) to call upon.

Your RA is a student staff member who will host events, offer advice, and connect you to resources across campus. Your HD is a professional staff member who supervises the RAs, advises Hall Council, and assists when challenges grow a bit more complex.

The main Residential Life and Housing Office is located on the first floor of Willoughby Hall and is open Monday through Friday from 9 AM to 5 PM. Additional professional staff members work in this space and can assist when your RA or HD aren't available. When this office is closed, Residential Life staff are on duty and can be contacted through the following websites:

- [RA on duty](#)
- [Residential Life and Housing Directory](#)

Health Services

Contact info

- health@pratt.edu
- 718.399.4542, opt 1
- Willoughby Hall, Suite 117
- Fall & Spring Hours: 9 AM–5 PM | Summer Hours: 9 AM–4 PM

Health Services is the medical support resource on campus that provides in-person and telehealth appointments for all eligible students. We provide basic healthcare services, gynecologic care, LGBTQ+-specific concerns, STI testing and treatment, and support the wellness and well-being of the Pratt community.

Scheduling

Appointments are available Monday through Friday, during our regular office hours of 9 AM–5 PM. If you would like to make an appointment, please email health@pratt.edu or give us a call at 718.399.4542.

- Health services are open and free to all matriculated undergraduate and graduate students.
- All services and communications are completely confidential.
- When requesting an appointment, please provide your current availability and Pratt student ID number.
- You will need to complete the forms for your appointment in Pratt's student health portal before your appointment; [visit the website to register](#).

There is no charge for coming to Health Services. However, you must use your insurance to cover the costs of diagnostic tests, x-rays, lab tests, and other outside services. You are responsible for understanding your insurance coverage, including additional fees such as deductibles and co-payments.

Crisis and after-hours services

If you're concerned about your safety or having a health emergency, dial 911 and alert Pratt Campus Safety at 718.636.3540. Students who need after-hours healthcare have the option of seeking help at a few local urgent care clinics or emergency rooms.

For medical issues after hours [click here](#) for a list of urgent care and emergency rooms near Pratt.

For mental health crises, a student can contact the Counseling Center 24/7. During regular office hours, you can reach the office via email (therapy@pratt.edu) or by calling. After-hours crisis support is available by calling the office's main number 718.687.5356. Select option 3 to speak with a therapist immediately.

[Learn More](#)

Resilience, Wellness, and Well-Being

Contact info

- rww@pratt.edu
- Willoughby Hall, Suite 117
- Fall and spring hours: 9 AM–5 PM; summer hours: 9 AM–4 PM

About us

The Resilience, Wellness, and Well-Being (RWW) Center at Pratt is dedicated to creating a culture where the entire Pratt community can flourish and thrive through our focus on connection, engagement, support, and well-being.

Programs and services:

- Food access, including the Pratt Pantry, Farm to Campus produce market, resources in and near NYC, and tips to save money and shop smarter.
- Resilience and stress reduction training and development through the COM-POSE series and Meditation Incubator.
- Ongoing programs such as coffee/tea breaks, cooking classes, and more that can be found on our calendar or **Instagram** and **Twitter** @HealthyPratt.
- The Art of Well-Being one credit course through the School of Continuing and Professional Studies (talk to your academic advisor).
- Community Meditation practices through Mindful Pratt offered virtually throughout the week. If you're interested in joining the mailing list or leading a regular practice, you can reach out to sharvey@pratt.edu.

Appointments

Health coaching and resilience and positive change individual meetings to improve well-being can be set up through Starfish.

- [RWW Center](#)
- [Health Promotion Calendar](#)
- [Book an appointment](#)

Student Involvement

Starting with Orientation, the Office of Student Involvement is here to support your social experience at Pratt Institute. With each social, cultural, and educational program we sponsor and support, our goal is to help you build connections that will shape your experience at Pratt and stick with you long after you graduate.

The mission of the Office of Student Involvement is to foster engagement, development and belonging for Pratt students. From admission to graduation, our office provides opportunities for students to hone their paraprofessional and social skills through programming and training led by students and professional staff.

Getting involved with student life on campus is a great way to enhance your Pratt experience. Student Involvement offers a variety of ways to get involved, from our Engage and our SWAG program to events hosted by our Program Board or held in the Student Union. You can join a club, and enjoy service opportunities through the Community Engagement Board, and even host a show on our campus radio station.

Student Involvement also provides opportunities to engage in student leadership. The Connections Leadership course opens up a variety of opportunities, including serving on Orientation staff or on the Student Government Association (SGA). If you find yourself enjoying the programs we host, Connections will give you a chance to shape them in the future by applying to work on the Community Engagement Board, Program Board, or at the front desk of the Student Union.

The main office of Student Involvement is in the Main Building, room 008, and we are open Monday–Friday, 9 AM to 5 PM. You can also find our staff in the Student Union Monday–Thursday, 8 AM–7 PM, and Friday, 8 AM–5 PM. Students at Pratt Manhattan can find Student Involvement on the 7th floor.

- [Learn More](#)
- [Book an appointment](#)

Student Success Center

The Pratt Student Success Center provides comprehensive academic support services, including subject-matter tutoring, academic coaching, time management, that are available to all Pratt students. The Student Success Center has peer mentor tutors who can give you guidance in your academic, studio, and technical work.

Services

- **Studio Tutoring** | Examples: foundations assignments, studio drawings and rendering, knitting, critique practice, and more
- **Software Tutoring** | Examples: Adobe Suite, Rhino, Revit, AutoCAD, Unity, and more
- **Subject Tutoring** | Examples: sociology, physics, finance classes, and more

Academic coaching is a holistic approach to academic support to ensure students develop the skills they need to succeed in college—and beyond! You will work one-on-one with a peer mentor tutor to create a plan to help you work efficiently and effectively:

- Time management
- Study skills
- Reading skills
- Brainstorming
- Planning out projects

Contact info

- Our office is located on the first floor of East Hall.
- To find out more or to schedule an appointment for all of our services, please contact us by phone at 718.687.5156 or email us at success@pratt.edu.
- Current students can also [raise your hand in Starfish](#). Faculty and staff can raise an Academic Support Referral for students [in Starfish](#).

Hours of operation

- **Academic Year Hours:** Monday–Friday, 9 AM–5 PM
- **Summer Hours:** Monday–Friday, 9 AM–4 PM
- In addition to in-person and virtual appointments during our regular hours, we often can provide virtual tutoring sessions and academic coaching in the **evenings and on weekends**.

Who to contact outside of hours of operation

- **Please raise your hand in Starfish, leave a message** at 718.687.5156, or email us at success@pratt.edu.

Our staff

- **Heather Shpiro, PhD** | Director of Student Success
Phone: 718.687.5205 | Fax: 718.687.5317
hshpiro@pratt.edu | Pronouns: she, her, hers
- **Valeria Resendiz** | Administrative Assistant for Student Success
Phone: 718.687.5156 | Fax: 718.687.5317
vresendi@pratt.edu | Pronouns: she, her, hers
- **Dani Bormes** | Assistant Director of Student Success
Phone: 718.687.5126 | Fax: 718.687.5317
dbormes@pratt.edu | Pronouns: they, them, theirs

Key takeaways

- At the Student Success Center, we can help you with academic support, including time management coaching and/or tutoring.
- We provide FREE studio, software, and subject tutoring.
- We can also connect you to resources regarding nonacademic challenges.
- [Visit our website to learn more](#)
- **Instagram:** @pratt_ssc

Student Support and Advocacy

Overview of office

The Office of Student Support and Advocacy works to help students overcome obstacles that stand in the way of personal and academic success at Pratt Institute. Student Support and Advocacy supports students in crisis and resolves student concerns.

- Coordinates care with student campus resources, including the Learning/ Access Center, Counseling Services, and Health Services, and assists in connecting students with community resources
- Coordinates services and follow-up during and after hospitalization or medical leave of absence and works closely with parents and other family members to provide information, support, and advocacy
- Connect students to reporting resources and provide support for those students who may have been the victim of harassment, discrimination, or sexual misconduct
- Connect students to financial resources, food insecurity resources, and housing insecurity resources
- Works closely with faculty and staff regarding students of concern; advocates for students about personal or medical issues that are interfering with academic performance

Contact info

- **Email:** studentadvocate@pratt.edu
- **Phone:** 718.399.4546
- **Hours:** Monday–Friday, 9 AM–5 PM
- **Location:** ISC Building, Rooms 202/203
 - Students can make a remote or in-person appointment with a student advocate and care coordinator [through Starfish](#).

Student Support and Advocacy Staff

- **Martha Cedarholm**
Director of Student Support and Advocacy
mcedarho@pratt.edu
718.399.4546
- **Emma Phillips**
Assistant Director of Student Support and Advocacy
ephill11@pratt.edu
718.687.510

Academic Affairs

Academic Integrity

Academic integrity at Pratt means using your own and 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.**

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.

Detailed information and procedures for academic integrity violations are explained in the [Academic Integrity Policy](#).

Attendance

Consistent attendance is essential for the completion of any course or program and is a precondition for passing a course. Attendance alone cannot count as a specific portion of a student's grade, though class participation may be counted as part of a student's grade. A student's final grade may be lowered as a result of absences, at the discretion of the instructor and as specified on their syllabus. Repeated absences may result in a failing grade. While students will not be penalized for absences prior to their official enrollment in a course, students are responsible for making up any missed assignments during the add/drop period, at the instructor's discretion.

For full details, see [Pratt's Attendance Policy](#).

Students can make a remote or in-person appointment with a Student Advocate and Care Coordinator [through Starfish](#).

Course Evaluations

At the end of each semester, students are asked to provide feedback about each of their courses and instruction. This process is extremely valuable in maintaining and improving the quality of education at Pratt. All surveys are anonymous, and aggregate results are shared with each faculty member after grades have been submitted.

Online course evaluations are accessible via Canvas, onePratt, and directly at survey.www.pratt.edu in the final weeks of each semester.

Registrar

The Registrar's Office provides transcripts, issues enrollment verifications, and assists with registration. The registrar also enforces policies and procedures set forth by the Institute that relate to academic records, registration, graduation, course scheduling, course enrollment, and grade reporting, as well as interpreting Institute and governmental policies for faculty, staff, students, parents, and the general public.

The Registrar's Office is located on the 6th floor of Myrtle Hall and can be reached at reg@pratt.edu (remember to use your Pratt email) or 718.636.3663.

If you would like to visit in person, please contact us during business hours, Monday–Friday, 9 AM–5 PM, or make an appointment in advance through onePratt (navigate to Academics, scroll to the bottom of the page, and click “Schedule an Appointment”).

Advising

Undergraduate advisors are a part of the support system available at Pratt, and we welcome your questions and conversations. We are uniquely positioned to help you plan your schedule, define and reach your educational goals, and properly satisfy graduation requirements. Advisors are also your first point of contact for any general questions about navigating policies and procedures or finding the right campus support resource. Entering first-year students are assigned an advisor based on their declared major. Your advisor's availability and appointment booking can be viewed through your Starfish Student Success Network. If you have questions regarding advising or are unsure who your academic advisor is, you can **email us at adadvise@pratt.edu.**

Advisors are located in Myrtle Hall and Higgins Hall (Architecture).

Graduate students receive advising through their departments. Please contact your department office for more information.

Interdisciplinary Studies

The Center for Interdisciplinary Studies highlights Pratt's commitment to interdisciplinary and integrative learning. Courses, programs, and initiatives provide students opportunities to engage outside their departments and to customize their learning through independent study and minors of their choosing.

For more information, contact Amir Parsa at aparsa@pratt.edu or Renae Govinda at rgovinda@pratt.edu.

Office of International Affairs (OIA)

The Office of International Affairs (OIA) team is primarily responsible for international student services. We are the Designated School Officials (DSOs) at the Institute. We work with students on legal status documentation, travel, visas, employment authorization, and more.

Most international students have F-1 international student immigration status at Pratt. F-1 students hold an I-20 record in the Department of Homeland Security's SEVIS database, sponsored by OIA. OIA provides the relevant services and reporting required by the U.S. government. We have a few students on other statuses based on their individual circumstances.

If you are an F-1 international student, you must make sure to inform yourself of your responsibilities. OIA is here to help, but ultimately, following the rules, procedures, and deadlines requires your understanding and action. Most of the problems we find students experience about immigration are based on a lack of understanding or paying attention. Therefore to prevent problems or stress related to your immigration status, informing yourself by reading OIA's website and emails is important. We want you to avoid any extra stress about immigration where possible because we understand immigration status is inherently very stressful.

Besides immigration requirements, OIA offers pre-arrival support such as our OIA Arrival Guide and FYI Learning Hub. We oversee the Pratt International Student Association (PISA) leadership team and other OIA Ambassador student

employees, to provide student-centered programs and resources. We also provide visiting scholar services, faculty/staff training, and lead our International Education Week celebration. We always value your feedback on our offerings and how we can support our extremely global community.

Contact info

- **Location:** Myrtle Hall, 2nd floor
- **Hours:** Same as official Pratt office hours
- **Email:** OIA@pratt.edu
- **Reception:** 718.636.3674
No immigration or case advising is provided on the phone.

The [OIA home page](#) includes: OIA's complete contact information, OIA Student Portal, and ways to get advising from OIA, such as our Daily Zoom Drop-In.

Study Abroad

At Pratt, we believe knowledge is boundless. We encourage all of our students to explore their education internationally through our many exciting study abroad programs and partnerships. With opportunities all over the world, it is easy to find a location that will strengthen your creativity and provide you with a once-in-a-lifetime learning experience. We invite you to browse the study abroad website for more information. Our office is happy to help find the right opportunity for you.

To apply for study abroad and exchange, visit Pratt's TerraDotta portal. You will use your Pratt Onekey to login. There, you will be able to search available programs based on location, major, year, semester, and more. You can also log in to TerraDotta to check the status of

your application and access necessary documents. **If you have any questions about using TerraDotta, please email studyabroad@pratt.edu.**

Writing and Tutorial Center

The Writing and Tutorial Center offers free tutoring in writing, speaking, art history, math/science, and graduate thesis to all current Pratt students, regardless of program or status.

Appointments are strongly recommended and can be scheduled in-person at our office in North Hall 101, by calling **718.636.3459** during office hours, emailing wtc@pratt.edu, or messaging us at www.facebook.com/prattwritingcenter. Limited tutoring is also available at the Pratt Manhattan building on 14th Street. Please use the above contact methods to receive more information.

Graduate Student Engagement Fund (GSEF)

The Pratt Institute Graduate Student Engagement Fund (GSEF) encourages and supports individual graduate students, and small graduate student teams, with grants for research-based scholarly and/or creative projects that enhance students' professional development and enrich the greater Pratt community. Funding is dedicated to collaborative and cross-disciplinary initiatives at the Institute, including studio projects, research, and interdisciplinary alliances.

[Learn More](#)

Campus Safety and Preparedness

The Department of Campus Safety provides 24-hour campus protection and maintains contact with the local police department (88th Precinct Brooklyn and 6th Precinct Manhattan). Police visit the campus at the request of the Department of Campus Safety to investigate crimes.

The Department's primary goals are to protect the lives and property of the campus community and deter criminal activity. Campus Safety officers enforce Pratt Institute rules, regulations, and policies. Campus Safety officers are not police officers and have the same arrest powers as any other private citizen. Campus Safety officers have the right to detain individuals until police arrive on the scene to execute a formal arrest.

Reporting Incidents

Students, faculty, staff, and guests of Pratt Institute are encouraged to report emergency, suspicious, or criminal activity to the Department of Campus Safety.

- Victims of, or witnesses to, any criminal activity may report an incident by calling the **Department of Campus Safety at 718.636.3540/3541, or by dialing 3540/3541 from a Brooklyn campus phone.**
- The number for the **security desk at the Manhattan campus is 212.647.7776.** You will either be asked to come to the booth to file a report or an officer will be dispatched to your location. **For off-campus emergencies, please call 9-1-1 for Police, Fire, or EMS.**
- You can also text the director at **347.497.0959 with any immediate but non-emergency concerns related to officer conduct and Campus Safety operations.**

Pratt Emergency Alert Text and Email Messaging:

Signing up for the Pratt Emergency Alert System is the critical first step to ensure you get vital information about building or campus emergencies, campus closings, and weather emergencies.

Sign-up is quick and easy:

- **Log in to one.pratt.edu**
- Click **Safety and Wellness** in the top navigation
- **Update** your preferences, emergency contacts, and your alternate email and phone under the **Pratt Alert System** section.

You may return anytime to update your contact information. The Pratt Alerts system will be used for emergencies and school closings only. Your information will not be used or shared for any other purpose.

Pratt Safe App:

The free mobile campus safety app developed by the Department of Campus Safety provides the following safety and security services:

- 911-calling capability for life-threatening situations
- Push notifications
- Mobile blue light: simultaneously send your location and call Pratt Campus Safety
- Reporting of incidents or tips via in-app forms or voice calls
- Resources include Office of Institutional Equity and Title IX, Health Services, and the Counseling Center

Mobility Assistance:

Campus Safety and the Learning/Access Center have partnered to assist students, faculty, staff, and visitors requiring mobility assistance via golf cart or campus vehicle. This 24-hour-per-day service can be used on campus or between campus buildings.

- Contact Campus Safety at **718.636.3540** to request this service. This service is **not** available to or from your off-campus residence. The L/AC can provide more details about requesting this service.

Diversity, Equity, and Inclusion

The Office of **Diversity, Equity, and Inclusion (DEI Office)** at Pratt Institute is dedicated to creating a vibrant and inclusive campus community. It recognizes that diversity is fundamental to the institution's mission and vision. Through strategic initiatives, the DEI Office collaborates with students, faculty, staff, alums, and the external community to implement transformative programs, practices, and policies that uphold the principles of diversity, equity, and inclusion.

Ensuring that every community member is welcomed, valued, respected, and empowered, the DEI Office promotes a culture of inclusion and belonging essential for a dynamic learning, living, and working environment. These efforts create a campus community where all voices are heard and diverse perspectives drive academic and social advancement. The DEI Office supports creativity and innovation, inspiring meaningful change toward building a more just and caring world.

The DEI Office oversees the **Center for Equity and Inclusion (CEI)**, a dedicated and affirming space. The CEI educates, empowers, and engages the campus community through interactive and interdisciplinary social justice-centered programs and events that encourage leadership development, promote self-awareness, and enhance critical thinking, inspiring innovative solutions to address social inequalities and drive social change.

Locations and hours

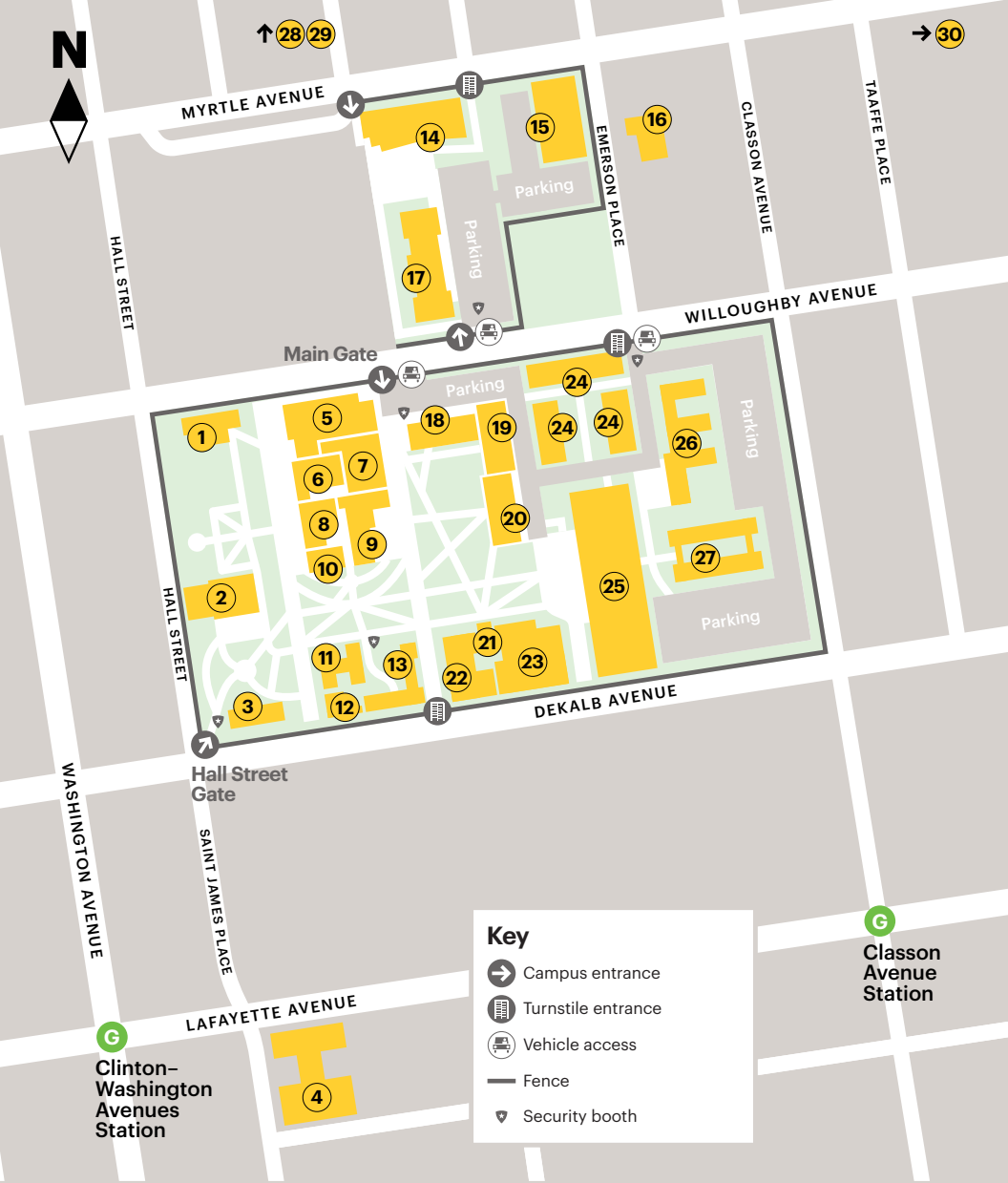
- **DEI Office:** First floor of the Main Building, Brooklyn campus
- **CEI:** Room 004, Lower level of the Main Building, Brooklyn campus. Open Monday through Thursday, from 9:30 AM to 9:30 PM, and Friday, from 9:30 AM to 5:00 PM.

Contact information:

- To learn more about the DEI Office, email diversity@pratt.edu.
- For information on the CEI, email cei@pratt.edu.

Visit the DEI Office and CEI websites to learn more, and follow the DEI Office and CEI on **Instagram** @pratt.dei and @prattcei to stay updated on upcoming dialogues, history and cultural events, exhibitions, workshops, and training opportunities open to all Pratt community members.

- [DEI Office](#)
- [Center for Equity and Inclusion](#)



Pratt Brooklyn Campus: Building Listing

- | | | |
|-----------------|----------------------------------|--|
| 1 ISC Building | 11 Esther Lloyd Jones Hall (ELJ) | 21 Juliana Curran Terian Design Center |
| 2 Library | 12 Thrift Hall | 22 Pratt Studios |
| 3 DeKalb Hall | 13 Pantas Hall | 23 Steuben Hall |
| 4 Higgins Hall | 14 Myrtle Hall | 24 Pratt Townhouses |
| 5 North Hall | 15 Film/Video Building | 25 ARC Building |
| 6 Memorial Hall | 16 Emerson Place Residence | 26 Stable Hall |
| 7 Student Union | 17 Willoughby Hall | 27 Cannoneer Court |
| 8 Main Building | 18 Chemistry Building | 28 Grand Avenue Residence |
| 9 East Hall | 19 Machinery Building | 29 Research Yard |
| 10 South Hall | 20 Engineering Building | 30 Pfizer Building |