

# GENERAL REQUIREMENTS

## Deficiencies in Undergraduate Preparation

Domestic applicants with deficiencies in their undergraduate preparation of not more than 6 credits may be admitted, at the discretion of the department, on a nonmatriculating basis for not more than 18 graduate credits. These students may become matriculated upon completion of at least 8 graduate credits with a grade of B or higher. Applicants with deficiencies of more than 6 credits should apply as special students on the undergraduate level and may apply on the graduate level once these deficiencies are satisfactorily removed. Exceptions may be made in special circumstances; inquire through the office of graduate admissions.

## Graduate Record Examination

Although Pratt Institute does not require the Graduate Record Examination (GRE) for most programs, students who already have taken this examination should have the results forwarded to the Office of Graduate Admissions. The GRE is required for the Art History, the combined Art History/Library Science dual degree, and the Art and Design Education Initial Certification and Advanced Certificate. Pratt's institutional code is 2669.

## Accepted International Students

All international students enrolling on Pratt's campus must submit international student forms to the Office of International Affairs. International students include students who need an I-20 for the F-1 student visa as well as international students in other immigration statuses. Students will not be permitted to register for classes on campus until the forms are submitted. (U.S. permanent residents are not considered international students.) Students planning to take courses remotely do not have to request an I-20.

## Requesting the I-20

To request the I-20, first submit your enrollment deposit by April 15 online or two weeks after your acceptance, whichever is later. Then you will receive your OneKey, which is a login and password. This can take up to seven days to receive. After you receive your OneKey, read about the I-20 Request process at the link below.

### I-20 REQUEST PROCESS

## decisions and Deposit

Applicants for fall who have completed applications by the deadline are generally notified of the decision of the admissions committee by April 1. Applicants for spring are generally notified by November 15. Accepted students who plan to enroll in the fall semester are required to make a deposit of US \$500 by April 15 or within two weeks of acceptance, whichever comes later. Accepted students who plan to enroll in the spring semester are required to make a deposit of US \$500 by December 1 or within two weeks of acceptance, whichever comes later. The full amount of this nonrefundable deposit is deducted from the student's first semester tuition. Deposits should be paid online at Payments (<https://www.pratt.edu/about/offices/finance-and-administration/student-financial-services/payments/>). Also on this page are instructions for alternative payment methods. International students may use FlyWire at the same link, and must also alert [admissions@pratt.edu](mailto:admissions@pratt.edu) that they have sent a payment through wire transfer. A space will not be held for students who do not pay the deposit.

## English Exam for Enrolling Students

All international students must meet Pratt Institute's English requirement. The English exam determines if you meet the Institute's English requirement or if you will need Intensive English Program (IEP) courses to meet the requirement. If your TOEFL score is 100 iBT (or the equivalent on another accepted test) or higher, or if English is your native language and you are a citizen of a country with English as a national language, then you will not need to take the exam because you meet the English requirement. See Criteria for Waiving (<https://www.pratt.edu/liberal-arts-and-sciences/intensive-english-program/english-placement-exam/>) the exam.

Please note:

TOEFL waivers for the admissions process do not automatically waive the English Placement Exam requirement. Students who scored below 100 iBT on the TOEFL (or the equivalent on another accepted test) are strongly encouraged to enroll in the Summer Certificate Program (SCP) in English proficiency. Please refer to our IEP page (<https://www.pratt.edu/liberal-arts-and-sciences/intensive-english-program/>).

Students participating in the SCP will request an I-20 for the SCP and the degree program at the same time (choose SCP + Degree); therefore, you must apply for the SCP before requesting the I-20 from Pratt. Pratt will issue the I-20 for SCP first. Pratt will issue the I-20 for the degree after you complete the SCP. Some programs do not permit students to enter in the spring; you may be required to take the full year of English for that reason.

## Other Graduate Admissions Services

### Readmission

Graduate students must apply for readmission if they were not in attendance for two consecutive semesters (excluding summer session). Master of science students in the graduate School of Art and Design who attend four consecutive summer sessions do not have to apply for readmission each summer. If they do not attend one session of the four sessions offered, they must apply for readmission. Students applying for readmission must pay a \$50 readmission application fee. A graduate student who wishes to register after an absence of two or more consecutive semesters, excluding summer session, must apply to the Office of the Registrar for readmission. The form is available at Apply (<https://www.pratt.edu/graduate-admissions/apply/>) under Admissions Requirements. Deadlines for application are August 15 for the fall semester, December 15 for the spring semester, and May 1 for the summer session. A graduate student who was accepted for admission but never registered must reapply in writing to the Office of Graduate Admissions by emailing [admissions@pratt.edu](mailto:admissions@pratt.edu).

### Transfer Credits

The number of credits toward the master's degree that may be transferred from another recognized graduate institution varies within the schools and programs, but generally it will not exceed 25 percent of the total credits required. The First-Professional Master of Architecture program has a residency requirement of 66 percent, which permits 33 percent of transfer credits. Students interested in receiving graduate transfer credits should arrange for an appointment with their department chair. Credit will be allowed for graduate courses that are appropriate to the curriculum at Pratt and that a student has passed with a grade of B or higher. Transfer credit is provisional until the student has completed at least 15 semester hours of credit at Pratt. Credit for courses taken,

with permission, at another graduate school while matriculated at Pratt is limited to a maximum of 6 credits.

## Nonmatriculated/Special Students

Nonmatriculated (nondegree) students may take courses for graduate credit, provided that their department approves the registration, but they may not be admitted to candidacy for a degree without first gaining admission to a graduate degree program. No more than a total of 18 credits may be taken by a student with nonmatriculated/special status (no more than 6 credits per semester). The nondegree form and procedures can be found at Non-Degree Students (<https://www.pratt.edu/about/offices/office-of-the-registrar/registration/non-degree-students/>).

### MAILING ADDRESS

Office of the Registrar  
Pratt Institute  
200 Willoughby Avenue  
Brooklyn, NY 11205  
[reg@pratt.edu](mailto:reg@pratt.edu)  
Tel: 718.636.3664

## Withdrawal after Deposit

Applicants who decide not to enroll after submitting a deposit must notify the Admissions Office by submitting the online withdrawal/deferral form at the Deposited Graduate Student page (<https://www.pratt.edu/graduate-admissions/apply/accepted-graduate-students/deposited-graduate-students/>) or by emailing [admissions@pratt.edu](mailto:admissions@pratt.edu) as soon as possible. Deposits are not refundable.

## Deferring

Students may request a deferral to the next available term by submitting the online deferral form at [www.pratt.edu/admissions/applying/apply-graduate/accepted-students/deposited-students-grad/](http://www.pratt.edu/admissions/applying/apply-graduate/accepted-students/deposited-students-grad/) (<http://www.pratt.edu/admissions/applying/apply-graduate/accepted-students/deposited-students-grad/>). If you are unable to access our form for any reason, please contact Natalie Capannelli at [ncapanne@pratt.edu](mailto:ncapanne@pratt.edu) as soon as possible. The deposit must be submitted for a deferral to be approved. Up to one full year of deferral is permitted.

## Title IX Statement

### TITLE IX STATEMENT

It is the policy of Pratt Institute to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the Institute's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. Pratt Institute has designated its Title IX Coordinator as Judith Williams Cadet to coordinate Pratt Institute's compliance with and response to inquiries concerning Title IX.

### TITLE IX CONTACT INFORMATION

Judith Williams Cadet  
Title IX Coordinator  
200 Willoughby Avenue  
Willoughby Hall 1, Room 104  
Brooklyn, NY 11205  
phone: 718.687.5369 | fax: 718.399.4239  
[titleix@pratt.edu](mailto:titleix@pratt.edu)

A person may also file a written complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX online (<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>) or calling 800.421.3481.

### Academic Policies

#### Attendance Policy

The Attendance Policy ([https://www.pratt.edu/uploads/attendance\\_policy\\_clean\\_13\\_feb\\_17.pdf](https://www.pratt.edu/uploads/attendance_policy_clean_13_feb_17.pdf)) outlines Pratt's commitment to students' engagement with their program of study as central to their success.

#### Academic Integrity Policy

At Pratt, students, faculty, and staff do creative and original work. For Pratt to be a space where everyone can freely create, our community must adhere to the highest standards ([http://www.pratt.edu/tiny\\_mce/plugins/imagemanager/files/Academic\\_Integrity\\_Policy\\_Revised\\_April\\_2020.pdf](http://www.pratt.edu/tiny_mce/plugins/imagemanager/files/Academic_Integrity_Policy_Revised_April_2020.pdf)) of academic integrity.

#### Intellectual Property Policy

The Intellectual Property Policy (<https://www.pratt.edu/student-life/student-affairs/office-of-the-vice-president-for-student-affairs/student-policies/other-policies/intellectual-property/>) sets forth Pratt Institute's policy regarding the Ownership and Use Rights of Intellectual Property created by members of its community.

#### Human Rights Policy

The Institute is committed to the recognition and preservation of each individual's human rights and does not discriminate or tolerate harassment on the basis of gender, race, color, religion or creed, marital status, age, sexual orientation, status as a veteran, political beliefs, disability, citizenship, genetic information, and national or ethnic origin with respect to the rights, privileges, programs, and activities generally accorded or made available to all members of its academic community. Such rights, privileges, programs and activities include, but are not limited to, employment at the Institute, admissions, financial aid, scholarships, access to housing, educational programs, co-curricular activities, and participation in athletic programs.

#### Sexual Harassment Policy

Pratt Institute's mission is to educate men and women to become creative, responsible, professionals who will contribute fully to society. The Institute upholds values and standards that support that mission, and maintains high expectations regarding the conduct of its students, faculty, staff, and administrators. Therefore, the Institute is committed to providing a learning and working environment in which all interpersonal relationships are based upon respect and dignity and are free from sexual harassment. It is the Institute's policy that sexual harassment in any form will not be tolerated. Administrators, staff, faculty, and students are all responsible for taking reasonable and necessary action to prevent and eliminate sexual harassment. This policy applies to all members of the Pratt community, who are encouraged to promptly report conduct that could be in violation of this policy. Persons found to be in violation of this sexual harassment policy shall be subject to appropriate disciplinary action up to and including termination of employees, and suspension or expulsion of students.