

TRANSFER

Transfer Credit Prior To Matriculation

Transfer credit is granted for courses that are appropriate to the program curriculum at Pratt from a school accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education or the international equivalent.

Credits may be awarded for courses in which

1. a grade of B or higher is earned from domestic institutions (or 80 or higher from international institutions as determined by an official international credit evaluation service) and
2. the courses correspond to the specific course requirements of the applicant's program of study.

Grades lower than B (including B-) or less than 80 are not transferable. Grades of transfer credits are not included in the GPA.

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

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

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

Transfer Credit After Matriculation

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

Portfolio/Work Experience Credit

Based on previous work experience and/or portfolio, credit may be granted only for work experience gained before initial matriculation at the Institute. This is available to all graduate students in the School of Architecture, School of Art, and School of Design. When applying for admission, the student should indicate his or her intention to seek credits for work experience. Students must submit the following documentation for credit consideration:

- Résumé
- Professional portfolio
- Letters from employers detailing responsibilities and areas of expertise

To apply for portfolio/work experience credit, follow these steps:

1. Petition in person at the office of the appropriate chair before initial enrollment for classes. You will be advised as to the feasibility of your request and given a statement of intent to be completed. You should keep a copy of the document and be sure another is in your permanent file.
2. Present a copy of the Statement of Intent to the Registrar's Office with a \$100 deposit. The Office of the Registrar will give you an application form, which should be returned to that office after completion. When the entire process is complete, the Registrar's Office will apply the deposit to a fee schedule of 30 percent of the regular per-credit tuition rate per credit evaluated.
3. Submit documentation as described above to the appropriate departmental chair. Please allow one week for evaluation.
4. Return the application with the proper authorization to the Office of the Registrar to complete the process. You will be billed accordingly. Payment is due upon billing. Credits earned through this procedure are not included in the GPA. They will not count toward the Institute's minimum residency requirement.