

# TRANSCRIPTS

## General Policies

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

## Requesting Official Transcripts

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

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

- Name while attending Pratt Institute
- Last 4 digits of social security number or 7-digit Pratt ID number
- Date of birth
- Telephone number
- Dates of attendance and/or graduation date
- Destination information where transcript is to be sent

### Online

The easiest and most affordable way for students and alumni to order an official Pratt transcript is through the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/select/>). This requires a valid credit/debit card to place your order. Regular service (three to five business days) is \$7.50 per copy. Expedited services are available for an additional cost. You can upload additional forms to accompany your transcript if needed.

### By Mail

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

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

### In Person

Official transcripts may also be ordered in person at the Office of the Registrar, Myrtle Hall, 6th Floor, during registrar window hours. We can only accept cash or checks. (A credit card payment can be charged at the financial services window adjacent to the Registrar's window.) Requests for immediate processing and pick up are \$15 per copy. Requests to send

official transcripts by regular mail service leaves Pratt in three to five business days.

## Unofficial Transcripts

Currently enrolled students can view and print an unofficial transcript through OnePratt.

## Transcript Notation for Violent Offenses—Transcript Notation Process

As required by New York State Legislation Article 129-B, effective October 5, 2015, Pratt Institute will denote conduct outcomes on academic transcripts of students found in violation of any policy violation that is deemed a violent offense as defined by CLERY reportable crimes. Transcript notations are applied at the conclusion of the conduct proceedings and appeals processes.

The following are examples of language that may appear on an academic transcript:

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

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

## Transcript Notation Appeals Process

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

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

## Withdrawal Prior To Conduct Case Adjudication

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

## Organization Of Course Offerings

Courses numbered 100 through 499 are reserved for undergraduates. Graduate students will not receive credit toward graduation for taking these courses.

Courses numbered 500 through 599 may be open to both undergraduates with junior or senior class standing and graduate students. Courses in this range are considered either

1. Technical Elective
2. Qualifying
3. Graduate courses whose content complements advanced undergraduate studies

Credit earned within the 500-numbered courses by undergraduate students may not be applied toward a graduate degree. Graduate students enrolled in 500-level courses are expected to perform with greater productivity and capacity for research and analysis than their undergraduate colleagues enrolled in the same courses. Significantly more is expected of graduate students in course projects, papers, and conferences.

Courses numbered 600 and above are for graduate students only. A graduate course embraces highly developed content that demands advanced qualitative and quantitative performance and specialization not appropriate to undergraduate courses.

Courses numbered 9000 and above are elective internship courses.

## Semester Hour Credit

In accordance with federal regulations, a credit/semester hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement. Pratt Institute operates on a semester calendar and awards credit on a semester basis. Each semester is a minimum of 15 weeks. One credit is awarded for at least three hours of student work per week, or the equivalent amount of work over a different amount of time. Student work may take the form of classroom time, other direct faculty instruction, or out-of-class homework, assignments, or other student work. A minimum of one clock hour per week, or equivalent time in variable-length courses, represents classroom or direct instruction time.

To determine the appropriate amount of classroom time required for each course, Pratt follows the standards established by its accrediting agencies. Typically, for each credit hour awarded to lecture or seminar courses, the students receive 15 clock hours of direct instruction and are required to perform an additional 30 hours of out-of-class work. For each credit awarded to a studio course, undergraduate students typically receive 22.5 clock hours, and graduate students receive 15 hours of direct instruction and are required to complete a minimum of 30 additional hours of out-of-class work.

## Grading System

### Letter Grades That Affect the Academic Index

Grade	Quality Point	Evaluation
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Very Good
B	3.00	Good
B-	2.70	Good
C+	2.30	Above Average
C	2.00	Average
C-	1.70	Below Average (UG Only)

D+	1.30	Less Than Acceptable (UG Only)
D	1.00	Less Than Acceptable (UG Only)
F	0.00	Failure
WF	0.00	Failure Due to Lack of Attendance

Note: The +/- grading system and numerical values within went into effect as of the fall 1989 semester and is not acceptable for recording purposes for prior semesters. A+ and D- are not accepted as part of the grading system.

Spring 2020 semester only: Pass/Fail grading accepted due to COVID-19 pandemic.

### Grades That Do Not Affect the Academic Index

#### AUD (Audit)

Students must register for courses they plan to audit by contacting the Registrar's Office in person or by way of their Pratt email account.

#### CR (Credit)

Grade indicates that the student's achievement was satisfactory to assure proficiency in subsequent courses in the same or related areas. The CR grade does not affect the student's academic index. The CR grade is to be assigned to all appropriately documented transfer credits.

The CR grade is applied to credit earned at Pratt only if:

- the student is enrolled in any course offered by a school other than the one in which the student is matriculated, and had requested from the professor at the start of the term a CR/NCR option as a final grade for that term; and
- the instructor has received approval to award CR grades from the Office of the Provost. (This does not apply to liberal arts courses within the School of Liberal Arts and Sciences.)

#### INC (Incomplete)

Designation given by the instructor at the written request of the student and available only if the student has been in regular attendance, to indicate the student has satisfied all but the final requirements of the course, and has furnished satisfactory proof that the work was not completed because of illness or other circumstances beyond his or her control. The student must understand the terms necessary to fulfill the requirements of the course and the date by which work must be submitted. If the work is not submitted by the understood date of submission, the incomplete will be converted to a failure. If unresolved at the end of the following semester, the grade is changed to failure with a numerical grade value of 0.

#### IP (In Progress)

Designation used only for graduate student thesis, thesis project for which satisfactory completion is pending, or Intensive English course for which satisfactory competence level is pending.

#### NCR (No Credit)

Indicates that the student has not demonstrated proficiency. (See CR for conditions of use.)

P (Pass)

Indicates that the student has demonstrated proficiency and passed the class.

WD (Withdrawal From a Registered Class)

Indicates that the student was permitted to withdraw from a course in which he or she was officially enrolled during the drop period for that semester.

### Grade Point Average

A student's Grade Point Average is calculated by dividing the total Grade Points received by the total Credits Earned. Grade Points are computed by multiplying the Credits Attempted for each class by a numerical value, called Quality Points, earned for completing that class.

Take the following example in which an A, B+, and B- were earned for three 3-credit classes. Multiple the Quality Points by Credits Earned for each class to find the Grade Points earned. Divide the total Grade Points by total Credits Attempted to find the Grade Point Average, which is 3.33.

Grade	Quality PointsxCredits Earned	=Grade Points
A	4.00x3	12.00
B+	3.30x3	9.90
B-	2.70x3	8.10
		30.00

Grade Point Average = Grade Points (or Quality Points x Credits Earned) ÷ Credits Attempted.

Only credits evaluated with letter grades that earn quality points are used in GPA calculations. Final grades for credit transferred from other institutions to the student's Pratt record are not computed in the GPA.