

Transfer of Credits

Residency Requirement:

Pratt requires that every student complete at least 48 semester credits at this institution and the last 32 credits must be taken in final sequence to earn any undergraduate degree. This requirement limits the number of transfer credits allowed to transfer into any undergraduate program. For instance the Bachelors of Fine Arts programs require 134 credits so the maximum number for credits allowed to transfer is 86. The Bachelors of Architecture program requires 170 credits, so the maximum allowed to transfer into this program is 122.

Evaluation of Credit: In order to receive credit for the first year in your major, you must submit work from the courses in Pratt's first year program. For example, in Art and Design: to place as a sophomore, you must have taken classes similar to the [foundation year curriculum](#) to receive credit and you must submit work from each studio. To receive credit for the sophomore year, you must include examples from your major if you took major classes that reflect Pratt's second-year. **Architecture** portfolios should reflect work from Pratt's [first year](#) in order to place as a second year student. The [curriculum](#) for each major is available online. The level of work in the transfer portfolio in addition to credits in courses taken are used to determine placement in Pratt's programs. Failure to show work from particular classes will affect the level of placement. Submit up to 40 images on slideroom at <https://pratt.slideroom.com> Your final credit evaluation will be completed when we have your final grades in your last semester.

Post- Matriculation: Once enrolled, students are expected to complete their undergraduate programs here at Pratt. Students will sometimes be given special permission to take credits outside of the institution if equivalent courses are not offered at Pratt. Students are only allowed to take a maximum of 6 credits outside of Pratt after enrolling, of which a maximum of 3 credits can be liberal arts. Students can only take these additional courses if they will fit within Pratt's residency requirement. Students wishing to petition to take outside credit can obtain the required form from the Office of the Registrar. The form must have all of the required permissions and be submitted to the Office of the Registrar prior to the student enrolling in other institutions.

Pre-Matriculation: All students requesting transfer credit(s) must submit official transcript(s) from **all** colleges attended. Credit evaluations will be completed only after acceptance. Students seeking transfer credit for professional courses in art and design or architecture are required to submit a portfolio reflective of their coursework completed in prior college(s) as part of the admissions application. After acceptance, the transfer student receives an estimate by the Office of Admissions of the credit that can be expected for work done at previous college(s). Additional documents may be requested by the Office of Admissions (bulletin, course hours, syllabi, etc.) in order to complete the estimated evaluation; however additional transcripts for credit evaluation will not be accepted once the first semester begins.

Transfer of studio credit and placement in the program is determined by what courses were previously taken, how those courses match to required courses in the program, and the strength of the student's portfolio. The quality of the work in the student portfolio will be reviewed as well as the credits to award transfer credit. It is important for applicants to show examples of work from all of their studio courses in their admissions portfolio. Failure to do so may result in credit not being awarded for those courses without work. See section under Portfolio for more information on what to submit.

Transfer credit is only awarded for courses taken at regionally accredited colleges and universities or the international equivalent. Courses taken at unaccredited or nationally accredited institutions will not be accepted with the exception of schools with which Pratt has articulation agreements. Pratt also accepts credit for Advanced Placement (AP) and College Level Equivalency Program (CLEP) tests with acceptable scores. Official copies of score reports must be sent to Pratt so that a complete credit evaluation may be done at acceptance.

Credit may only be given for courses appropriate to the curriculum at Pratt. A grade of C or better from domestic institutions and a numeric evaluation of 70 or better from international institutions will be considered acceptable for transfer to the Pratt record. Grades lower than a C (including C–) or less than 70 are not acceptable for transfer credit evaluation.

The Pratt program is planned with the appropriate art and design academic advisor using the estimate as a guide for the required work to be completed. After all final official transcripts have been received, a complete evaluation of transfer credit will be sent to the student. (Transfer students in Interior Design are required to bring their portfolio to their academic advisor during registration.) All final and official college and high school transcripts (indicating date of graduation) must be submitted to the institute prior to enrollment. Failure to submit these documents on time may result in loss of transfer credit. Transfer credit is not included in the scholastic index and grade point average. If less than 50 percent of a student's credits are earned at Pratt, the student will not be considered for honors.

Preliminary evaluations for transfer applicants are usually completed within a few weeks after the admissions decision has been made if the admissions office has all of the student's transcript and documentation. As soon as the final transcript is received by the admissions office, it is sent over to the registrar's office for the final credit evaluation, which is mailed out to students (by end of July). The academic advisers receive copies of the final evaluation and adjust courses accordingly. The applicant can contact the admissions office with questions about his or her evaluation after he or she has received the transfer credit evaluation in the mail.

International students may be required to submit additional class hour documentation to determine an American semester hour equivalent or have their credentials evaluated or have their international credit hours evaluated by an official international credit evaluations services like [World Education Services \(WES\)](#). Pratt will accept international credit evaluations performed by any member of the [National Association of Credit Evaluation Services \(NACES\)](#).