



Pratt

2024-25

**Student
Handbook**

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.

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and Dean of Students

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Community Standards and Student Policies:



[www.pratt.edu/
student-policies](http://www.pratt.edu/student-policies)

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Student Policies and Guidelines

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 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 social responsibility.

"Student" means an individual 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 their first semester's first day of classes. 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 to campus or rescind admission.

If Pratt Institute determines it is necessary to rescind admission, the incoming student will be provided notice and an opportunity to challenge the decision by notifying the chief conduct officer in writing. The Institute will designate an individual not otherwise involved in the case to consider the challenge to the removal and determine if the removal was reasonable.

The Institute believes that any action by one person that causes harm to another person should not be tolerated. 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 at QR code and link below:



www.pratt.edu/administrative-departments/student-affairs/office-of-institutional-equity-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 opinion. 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.”

Such is the spirit in which our Community Standards have been articulated and promulgated.

II: Academic Freedom and Protest

At Pratt Institute, we value open discussion and free discourse in our quest for truth. We encourage and protect debate and dissent as part of academic freedom. An actively engaged student body is essential to our educational mission. Free inquiry, expression, and association contribute to academic freedom and intellectual engagement.

These guidelines are not intended to discipline students or student organizations for exercising their academic freedom 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.

For more information on the Guidelines for Public Gatherings (Demonstrations, Protests, Vigils) please visit QR code and link below:



www.pratt.edu/resources/guidance-for-public-gatherings/#:~:text=The%20Institute%20supports%20the%20right.and%20gatherings%20that%20remain%20peaceful

III: Prohibited Conduct and Community Standards

Pratt Institute community members are expected to uphold/respect the integrity and/or 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. Therefore, Pratt Institute students are expected to refrain from the following:

- **Bullying:** Bullying, 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.
- **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.
- **Threat or intimidation:** Any form of physical or verbal intimidation, restriction, coercion, or altercation (fighting).

- **Physical assault:** Any deliberate action that does or might cause injury to another person.
- **Dangerous conditions:** Engaging in behavior deemed dangerous to self or others or creating conditions that cause potential danger to others.
- **Weapons:** Possession or use of any firearm (real or fake), explosive, firecracker, incendiary material, or other weapon.
- **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.
- **Disruptive activities:** Participation in or encouraging any effort to disrupt a class or other Institute function or prevent other students from accessing a class or other Institute function. This can include creating a public inconvenience, annoyance, alarm, or blocking access to a building or path.
- **Theft:** Theft of property or services including stealing, hiding, or defacing of library materials.
- **Property destruction:** Defacement, damage, destruction, or other misuses of property that belongs to the school or others, including buildings, grounds, and trees.
- **Unauthorized access:** Unauthorized use of keys or forcible entry to any Institute room or facility, or restricted area, including roofs.
- **Solicitation:** Commercial activities or soliciting, including canvassing 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.
- **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 the purpose of initiation into or affiliation with any organization.
- **NCAA violation:** Non-compliance with NCAA rules and regulations.
- **Law violation:** Violations of federal, state, and local laws committed by members of the Pratt community.
- **False information:** Providing false testimony or furnishing information to the Institute with intent to deceive.
- **Misrepresentation:** Misrepresenting oneself with the intent to obtain benefit including, but not limited to, embezzlement or fraud.
- **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.
- **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 cyber-stalking, 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.

- **Failure to comply:** Failure to comply with the instructions of Institute personnel, acting within the scope of their duties. Failure to abide by orders set forth by the Institute, including No Contact Orders and similar expectations. This includes failure to present valid Institute identification when Institute officials request that it be done. Please note that Pratt identification cards are the property of Pratt Institute, must be carried at all times, and must be presented for identification upon request by any official of Pratt Institute.
- **Unapproved posting:** Posting in unapproved areas as stated in the Posting Policy. Registered student organizations (RSOs) 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.
- **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, stalking, sexual coercion, and sexual exploitation) and unlawful discrimination or harassment based on any of the protected categories. Protected categories include race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), sex stereotypes, sex characteristics, gender, gender identity or expression, sexual orientation, age, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, or any other category or characteristic protected or any other protected category under applicable local, state or federal law. Discrimination, Harassment, and Sexual Violence is reported and resolved via the procedures detailed in the Title IX, Discrimination, and Anti-Harassment Policy. Please see below for link and QR code for policy:



www.pratt.edu/administrative-departments/student-affairs/community-standards-and-student-policies/title-ix-nondiscrimination-and-anti-harassment-policy/

- **Retaliation:** Any materially adverse action taken against an individual because they were involved in or participated in (or refuses 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 authorized by the Institute to provide aid, benefit, or service under the Institute's education program or activity, for the purpose of interfering with any right or privilege secured by this policy or by law. Adverse action does not include perceived or petty slights or trivial annoyances.

In general, the Institute will not interfere with a student's rights about conduct that occurs off-campus, online, over social media, or outside the context of a Pratt program or activity. However, the Institute may take student disciplinary action for conduct outside the campus context when it substantially disrupts normal operations or threatens the health, safety, or security of a member of our community. When conduct violates the Pratt Community Standards and federal, state, or local laws, a student may be subject to both student conduct action and public sanctions. Conduct that occurs off-campus, online, over social media, or outside the context of a Pratt program or activity should generally be subject only to the consequences of the applicable authority and/or public opinion. However, Pratt may take student disciplinary action for conduct occurring outside the campus context, which substantially disrupts the regular operation of Pratt or threatens the health, safety, or security of the Pratt community. When conduct constitutes violations of Pratt community standards and relevant laws, a student may be subject to Pratt student conduct action and public sanctions.

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:

- Failure to provide proof of vaccinations, comply with the use of face coverings, and failing to follow guidance on quarantine and isolation when applicable
- Tampering with or misusing fire alarms and/or other fire safety equipment
- Refusal to observe safety regulations or procedures, including environmental regulations
- Unreasonable noise outside of the community-established quiet hours
- Irresponsible use, storage, or charging of bicycles or other transportation vehicles, such as scooters or skateboards, indoors
- Reckless driving
- No animals are allowed on campus grounds except service animals. Pets are not permitted in residence halls with the exception of fish. The maximum aquarium capacity permitted is 15 gallons. Emotional support animals (ESAs) are allowed only within a student's living space and must be approved by the L/AC and

Residential Life and Housing. Please contact the L/AC to learn more about how to obtain this accommodation.

GUEST POLICY

As responsible community members, students and 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.

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 in a responsible manner.

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

SOCIAL MEDIA GUIDELINES

Community members can find the full policy regarding computer users rights and responsibilities on our website.

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 also 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 remains there forever. 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 way online.

Violations of these guidelines include using comments to spread misinformation or express bias, including about the Institute. The Institute monitors its social media accounts and moderates comments that clearly violate the Institute's Community Standards. The Institute uses careful consideration before deleting any comments.

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 before posting grievances online. Urgent concerns can be addressed 24 hours a day, 7 days a week, by contacting Campus Safety.

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 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.
- Community members who provide underage individuals with alcohol, along with anyone under the age of 21 found to possess, sell, or consume alcohol, will be subject to disciplinary action.
- 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 is 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, and residence hall common areas, except where special permission is granted.
- Students may only possess and use a controlled substance, including prescription medications, with a proper 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.
- 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.

IV: Registered Student Organizations

All registered student organizations (RSOs) at Pratt Institute are expected to abide by the Community Standards outlined above, as well as the guidelines in the Undergraduate and Graduate RSO Handbooks. 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 must 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 Community Standards.

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.

V: Reporting, Resolving, and Appeals

All members of the Pratt community are responsible for upholding the Community Standards and abide by the policies 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 dealing 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 Community Standards. Many Pratt policies provide a specific process for reporting and addressing policy violations. These include the following:

- Office of Institutional Equity and Title IX policies
- Academic Integrity Policies and Procedures

REPORTING VIOLATIONS

The Student Code of Conduct and the Community Standards processes are overseen by the chief conduct officer (assistant vice president for student affairs and dean of students) and the designated student conduct coordinators (director of residential life and assistant director for outreach and community standards or their designee) for the Institute to uphold the institution's policies and oversee the conduct process. The chief conduct officer manages conduct violations for all students, while the director of residential life handles residential hall infractions. The assistant director of outreach and community standards focuses on conduct violations for commuter students and infractions occurring outside the residence halls.

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 to be connected to a conduct officer, please email reslife@pratt.edu (for residential hall violations) or Student Affairs for all other matters at studaff@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.

After hours, 24/7 crisis counseling is available 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.

Alleged infractions of the Conduct Code or Residential Life policies that occur in residence halls by a resident or a nonresident are referred first to the director of residential Life or their designee. The student conduct coordinator may apply two types of adjudication models to the potential violation, which are described below. Staff in Residential Life may be designated as adjudicators for conduct conferences within Residential Life. Other staff may be designated to adjudicate cases, as appropriate, based on training, capacity, and potential policy infractions.

GENERAL PROCESS EXPECTATIONS AND RIGHTS

All students alleged to have violated Pratt Community Standards, the Student Code of Conduct, or other policies will be communicated with through their Pratt email address. The Institute expects all students to review and respond to their emails promptly. Adjudication will proceed in a reasonable fashion following notice sent by the Institute to a student's email account. Failure to 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.

All students have the right to bring a support person to any meeting about a student conduct process. A support person is limited to supporting and advising the student they are accompanying privately and in a nondisruptive manner. No person can represent any student in the process or speak for them. Disruptive parties may be asked to leave the meeting or the process. Students may choose any party to support them in their meetings, but meetings are not scheduled around the needs of a specific support person. Support persons cannot present questions about the substance on behalf of the student.

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 is able to 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.

CONDUCT CONFERENCE

In cases where the alleged prohibited conduct involved a violation by an individual that did not involve another individual directly affected by the incident and, as a result, would only result in probation or warning, a conduct conference is appropriate. The student conduct coordinator or their designee will email the student, stating that they have allegedly violated the Student Conduct Code, and provide a time by the student's academic calendar no sooner than five (5) business days. In this meeting, the conduct coordinator, housing staff, or their designee, will meet with the student who may have violated this code. In this meeting, the student will have the opportunity to present information to the conduct coordinator, discuss the incident report, and discuss any additional information. After this meeting, the conduct coordinator will contact any additional parties with information that helps decide whether there was a violation of the preponderance of evidence standard. Failure to appear for this campus conduct conference may result in a decision based on available information, which may lead to a determination of responsibility, imposition of sanctions in absentia, and forfeiture of the right to appeal.

INVESTIGATION PROCESS

In cases in which multiple parties are involved, which include alleged threats or harm to others or campus property, or for cases that otherwise may result in an outcome of removal from housing or the campus for any amount of time, the conduct coordinator will initiate the conduct investigation process. This process collects fact-based information and evidence about the alleged violation or incident. The information, including witness interview summaries, will be synthesized into a report after the investigation, and the next steps will be determined based on a determination by the conduct coordinator or their designee. The potential adjudication processes are defined below.

- **Single adjudicator:** In cases where the student respondent is the only participating party in the investigation process or when any involved complainant also agrees with this process, the investigator can make recommendations for finding outcomes and sanctions if a responsible finding is applicable. The student respondent can accept the recommended outcomes or choose to have the case reviewed in one of the two decision-maker processes. The case will be final if the student

accepts responsibility and the outcomes. The only opportunity for appeal will be if new information not reasonably known to the parties that may affect the outcome is available during the appeal window. The appeal process is described below.

- **Written hearing process:** When a student respondent does not accept the recommended finding outcome and applicable sanctions, a separate decision-maker will review the investigation report and the respondent's written response. The decision-maker may be one or more parties designated by the Institute to adjudicate the case based on the preponderance of the evidence, considering the investigation report, all collected information and evidence, and the response from the respondent and complaint, if applicable. Once an investigation report has been finalized and a decision-maker has been assigned, the party or parties will have 10 business days to respond to the report in writing to be considered by the decision-maker(s). The decision-maker(s) will determine the finding outcome and any applicable sanctions within 10 business days of receipt of the investigation report. The outcome may be the same as that recommended by the investigator or may be increased or decreased based on the review of the behavior's information, precedent, and seriousness. The outcome of this decision will be communicated to the respondent. In very limited circumstances, a complainant may also be informed of applicable case outcomes that apply to them directly. No other information will be shared in this case with any other parties involved, including complainants, witnesses, and reporting parties, without an educational need to know to ensure compliance with outcomes. After the decision-making process, the respondent will have the opportunity to appeal the outcome. The appeal process is described below.
- **Live hearing process:** In cases in which a student respondent does not accept the recommended finding outcome and applicable sanctions, and the case involves a direct complainant who the alleged violation may have harmed, the case will progress to a live hearing with one or more hearing officers. The investigation report and the complainant and respondent's written responses will be reviewed by a separate hearing officer or officers. The hearing officer(s) may be one or more parties designated by the institute to adjudicate the case based on the preponderance of the evidence, considering the investigation report, all collected information and evidence, and the response from the respondent and complaint, if applicable. Once an investigation report has been finalized and a decision-maker has been assigned, the party or parties will have 10 business days to respond to the investigation report in writing to be considered by the hearing officer(s). The case will then progress to a live hearing, either held virtually or in person. At this hearing, the parties will have the opportunity to respond to questions presented by the hearing officer(s), and have questions considered to be presented to the other parties involved. These questions must be presented in writing by the parties, and will only be asked if the hearing officer(s) deem the question relevant. Parties in this process may be accompanied by a support person. The role of the support person is limited to assisting their party in a nondisruptive manner to the proceedings. No party can or will be represented by another person, nor will questions be presented by the support party directly. Parties may also have the opportunity to make a limited opening and closing statement in the live hearing. At the conclusion of the live hearing, the hearing

officer(s) will determine the finding outcome and any applicable sanctions, within 10 business days of receipt of the investigation report. The outcome of this decision will be communicated to the respondent, and in very limited circumstances, a complainant may also be informed of applicable case outcomes that apply to them directly. No other information will be shared in this case with any other parties involved, including complainants, witnesses, and reporting parties, without an educational need to know to ensure compliance with outcomes. At the completion of the live hearing process, the respondent will have the opportunity to appeal the outcome. The appeal process is described below.

APPEALS

At the conclusion of the above adjudication models, an appeal may be considered. The notice of outcome will include instructions on how to submit the written appeal. Appeal requests must be submitted within five (5) business days of the date of outcome notice, regardless of the day the notice was retrieved. Appeal requests are reviewed within ten (10) days of receipt of the request; any delays will be communicated to the requesting party. To be considered, the appeal must meet one or more of the following grounds, and the party must indicate the grounds on which they want the appeal considered, along with any information that needs to be considered in reviewing the grounds.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the Institute's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The conduct coordinator, investigator(s), or adjudicator, including a hearing panel member, had an actual conflict of interest or demonstrated bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- The sanction is objectively unreasonable in light of the facts and circumstances.

The appeals process is documentary only, and no hearing is held. Students who are submitting a request for appeal must also include all information they wish to be considered at the time of the request. No further outreach will be conducted to clarify or further collect information for consideration of the appeal. Failure to submit such information at the time of request will not constitute new information or grounds for further appeal.

The appeal will be reviewed by the designated appeal officer, who will not be the hearing officer(s), decision-makers(s), or have otherwise decided on the outcome of the case. The appeal officer may be the conduct coordinator, provided they did not hold another outcome-based decision in the matter. The appeal officer will decide whether the grounds cited by the appellate party have been met with the provided information. If the grounds have not been met, the appeal request will be denied with no further opportunity to appeal. If one or more of the selected grounds have been

met, the appeal officer will determine the final steps to remediate the issues brought forth in the appeal. The appeal officer may remit the case back to the investigation or adjudication officer(s), or to a new decision-maker. The decision in this case will be decided upon, and the party will be notified of that decision and the rationale, and the case will be closed with no further appeal. The outcome of the appeal, including the rationale for the decision, will be provided in writing ten (10) business days from the date submissions were due from the parties.

For students who fail to participate in the conduct process, the only ground upon which they may appeal is error in the process such that they were logistically unable to access the process. Failure to respond to outreach by the Institute, failure to retrieve emails delivered by the Institute, and failure to attend scheduled meetings will not constitute errors in this process.

For students who accept responsibility for a violation, they may only appeal on the ground of new information not previously available to them.

When an appeal is submitted, any sanction is placed on hold until the appeal is resolved. Interim measures remain in effect and supportive measures remain available while the appeal is pending.

RECORD RETENTION

Student conduct records become a part of the student's educational record for the duration of the record retention policy. As such, no information provided by employees, staff, or faculty that are considered in determining an outcome of an alleged policy violation will be kept confidential from the student themselves, with the limited exception as determined by consultation with the Office of Institutional Equity and Title IX, Campus Safety, or other offices to protect the safety of others. Thus, after the conclusion of a conduct investigation, or after collection of relevant information from the respondent, a student is able to review the files related to their case. Student conduct records are protected under the Family Educational Rights and Privacy Act (FERPA), and are only shared with individuals with an educational need to know, such as to ensure compliance with sanctions. If a student is under 18 years of age at the time when a serious penalty is imposed, parents or legal guardians will be notified. A serious penalty defined as suspension or dismissal from either the residence hall or the Institute.

In 1999, FERPA was amended to allow, and, in fact, encourage the Institute to inform parents or legal guardians of students under the age of 21 who have been involved in disciplinary action in which the use of alcohol and/or other drugs was a factor. In this regard, the student conduct officers make determinations on a case-by-case basis.

Records are retained in a secure, confidential database for seven (7) years, and are able to be requested for review, within a reasonable period of time, by the student during that time. Expulsion or Dismissal records will be retained in a secure, confidential database permanently.

TRANSCRIPT NOTATION

As required by New York State Legislation Article 129B, 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 Act reportable crimes. Crimes of violence are criminal homicide, rape,

incest, fondling, robbery, aggravated assault, burglary, motor vehicle theft, and arson. 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 students expelled are permanent and cannot be appealed.

Transcript notations for a student suspended or who chooses to withdraw pending conduct investigation will remain on a transcript for a minimum of one (1) 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 for a suspension or withdrawal will be removed after seven (7) years.

SUSPENSION AND WITHDRAWAL 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 or their designee the following:

- A statement describing the incident and what was learned over your time away from the Institute
- Documentation of successful completion of an in-/outpatient program or therapy to address the conduct

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).
- 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.

VI: Sanctions

The following are sanctions that may be imposed. Please note: Under the housing license, any student removed from campus housing due to a student conduct decision will be ineligible for a refund of room fees and responsible for all amounts owed.

- **Written warning:** A written warning indicates that a student has committed a violation of Institute policy and that continued or repeated violations of Institute policy will result in further student conduct action.
- **Restitution:** Restitution for violations against Institute property may include the restoration or replacement cost of the lost or damaged property.
- **Special restriction or loss of privileges:** Students may be restricted from participating in specified events or activities, entering specific areas of the

campus, or entering specific facilities and/or offices. Students' access to specific services may also be restricted.

- **Residential probation:** Students may be placed on residential probation for a specified period of time. During this time, students can continue residing in Institute housing. However, violations of Institute policy during the probationary period may result in additional and more significant sanctions, including, but not limited to, housing suspension or expulsion.
- **Institution probation:** Students may be placed on Institute probation for a period of time. Violations of Institute policy during the probationary period may result in additional and more significant sanctions. Upon completing the probation period, the student may be required to attend periodic meetings with an Institute official. The terms of the probation will be tailored to fit the individual circumstances. They may include a recommendation for additional conditions to be met before the end of the probationary period.

Students placed on Institute probation may not hold student staff or student leadership positions for the duration of the probationary period. Student supervisors or advisors will contact any students in these positions who a student conduct matter may impact.

- **Institute service:** Students may be assigned projects, programs, and services to the Institute or affiliated entities. Institute service will work at a stipulated location within the Institute and with a stipulated supervisor. The assistant vice president for student affairs and dean of students, or designee, will arrange and administer Institute service sanctions. Failure to complete the assigned Institute service or educational project within the specified time period may increase the assignment or result in additional sanctions.
- **Educational and restorative sanctions:** Based on the concerns being addressed, additional sanctions may include alcohol/drug/behavioral assessment or satisfactory attendance at a substance education course, prevention workshop, program, or group, or the completion of other projects.
- **Suspension from the residence halls/apartments:** A student may be required to move out of the residence halls for a given period. The student may apply to be readmitted to the residence halls following the suspension period. No preference shall be given to such students in the readmission or re-entry process. Any individual under suspension from the residence halls is prohibited from entering all campus residential facilities. Any individual violating these terms of suspension from the campus residential facilities may be suspended from the Institute and subject to prosecution under the law.

EXCEPTION: If the student needs to access offices/services in residential facilities, the student must contact the director of residential life for approval and then follow appropriate instructions for access.

- **Expulsion from residence halls/apartments:** A student may be required to leave the residence halls completely and permanently. Any student expelled from the campus residential facilities is prohibited from entering all campus facilities.

Any individual found violating these terms, such as expulsion from the campus, may be subject to prosecution under the law.

EXCEPTION: If the student needs to access offices/services located in residential facilities, the student must contact the chief conduct officer or their designees for approval and then follow appropriate instructions for access.

- **Suspension from the Institute:** Upon suspension from the Institute, a person loses all the rights and privileges of a student of the Institute for a stipulated period and is prohibited from using or entering the campus or its facilities. Any suspended individual found on campus during the suspension period will be subject to arrest. Any student suspended will be blocked from registering for classes and must schedule a meeting with the chief conduct officer or their designee before registering/returning to the University.

EXCEPTION: If the student needs to access offices/services located in Institute facilities, the student must contact the chief conduct officer or their designee for approval and then follow appropriate instructions for access.

- **Expulsion from the Institute:** Upon expulsion from the Institute, a person loses all of the rights and privileges of a student and is prohibited from using or entering the campus or its facilities. Any expelled individual found on campus will be subject to arrest. Expulsion from the Institute will result in a notation on the student's academic record. After ten years, an expelled student may petition for reinstatement.

EXCEPTION: If the student needs to access offices/services located in Institute facilities, the student must contact the chief conduct officer or their designee for approval, then follow appropriate instructions for access.

- **Restriction from personal contact:** A student may be restricted from having any personal, verbal, electronic (email, instant message, text message, social media, etc.), written, phone, cell phone, or third-party contact with another person. Intentional contact with the other party is a violation of Institute policy and may result in additional student conduct action.

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 dean of students, along with student conduct officers and senior administrators, will review the policies and procedures annually and make recommendations for any necessary modifications to the Student Code of Conduct.

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, networking opportunities, and mindfulness education.

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.

QR code and link to website:



www.pratt.edu/administrative-departments/student-affairs/center-for-career-and-professional-development/

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: Consultation appointments are available Monday–Friday, from 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 QR code and website below:



pratt.medicalconnect.com

Following an initial assessment, goal-oriented individual therapy or group therapy with one of our staff therapists may be recommended. 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 via email (therapy@pratt.edu) or by calling us. After-hours crisis 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 911 and alert Pratt Public 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.

QR code and link to website:



[www.pratt.edu/
administrative-departments/
student-affairs/
learning-access-center/](http://www.pratt.edu/administrative-departments/student-affairs/learning-access-center/)

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 through the QR code and website below:



[www.pratt.edu/administrative-
departments/student-affairs/
office-of-institutional-equity-
title-ix/](http://www.pratt.edu/administrative-departments/student-affairs/office-of-institutional-equity-title-ix/)

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

- **Teresa Cal**

Assistant Director of Outreach and Community Standards

tcald@pratt.edu

718.687.5369

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 Public Safety:

- **Brooklyn Campus:** 718.636.3540/3541

- **Manhattan Campus:** 212.647.7776

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

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.

Over a third of students at Pratt are technically international students by immigration classification, representing 75 different passports! 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.

QR code and link to website:



www.pratt.edu/administrative-departments/student-affairs/office-of-international-affairs/

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)

QR code and link to website:



www.goprattgo.com

Residential Life and Housing

Be sure to read the Living Guide received at move-in and on onePratt, and the Residence Hall License received with your housing assignment. Please visit www.pratt.edu/reslife 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! Scan the QR code or go to the website to learn more:

QR code and link to website:



www.pratt.edu/administrative-departments/student-affairs/residential-life-and-housing/residence-halls/

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 QR code and website on the next page:

RA on duty — QR Code and website:



www.pratt.edu/ra-duty

Residential Life and Housing Directory — QR code and website:



[www.pratt.edu/reslife/
residential-life-staff-directory/](http://www.pratt.edu/reslife/residential-life-staff-directory/)

Health Services and Resilience, Wellness, and Well-Being

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; register using the QR code or link to the website below:



pratt.medicatconnect.com/

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 Public 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 scan the QR code below for a list of urgent care and emergency rooms near Pratt.



[https://www.pratt.edu/
administrative-departments/
student-affairs/health-services/](https://www.pratt.edu/administrative-departments/student-affairs/health-services/)

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.

Check us out online:



[https://www.pratt.edu/
administrative-departments/
student-affairs/health-services/](https://www.pratt.edu/administrative-departments/student-affairs/health-services/)

Contact info

- rww@pratt.edu
- 718.399.5108
- 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 COMPOSE 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 QR code and website:**



www.pratt.edu/administrative-departments/student-affairs/resilience-wellness-and-well-being-center/

- **Health Promotion Calendar QR code and website:**



calendar.google.com/calendar/u/0/embed?src=healthpromotion@pratt.edu&ctz=America/New_York

- **Book an appointment—QR code and website:**



pratt.starfishsolutions.com/starfish-ops/instructor/service-Catalog.html#/service/28273

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 or 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.

- **Student Involvement website and QR code:**



www.pratt.edu/administrative-departments/student-affairs/student-involvement/

- **Book an appointment—website and QR code:**



pratt.campuslabs.com/engage/

Student Success Center

The Pratt Student Success Center provides comprehensive academic support services, including subject-matter tutoring and academic coaching and time management, that are available to all Pratt students. The Student Success Center has peer advisors 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 advisor to create a plan to help you work efficiently and effectively:

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

Contact info

- 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.
- **QR code to Starfish:**



<https://pratt.starfishsolutions.com/starfish-ops>

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 leave a message at 718.687.5156 or email us at success@pratt.edu.

Our office

- **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.
- **QR code and website:**



www.pratt.edu/administrative-departments/student-affairs/student-success/

- **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 through QR code and link below:



[pratt.starfishsolutions.com/
starfish-ops/instructor/service-
Catalog.html#/service/24943](http://pratt.starfishsolutions.com/starfish-ops/instructor/service-Catalog.html#/service/24943)

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
718.687.5104

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:



www.pratt.edu/policies/academic-integrity

Attendance

Consistent attendance is essential for the completion of any course or program. Attending class does not earn students any specific portion of their grade, but is the precondition for passing the course, while missing class may seriously harm a student's grade. Pratt Institute respects students' requirements to observe days of cultural significance, including religious holidays, and recognizes that some students might need to miss class to do so. In this, or other similar circumstance, students are responsible for consulting with faculty ahead of time about how and when they can make up work they will miss. Reasonable accommodations for students with documented disabilities will continue to be provided, as appropriate.

For full details, see Pratt's Attendance Policy:



www.pratt.edu/policies/attendance-policy

Students can make a remote or in-person appointment with a Student Advocate and Care Coordinator through Starfish through this link:



pratt.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html#/service/24943

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.

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. There are three deadlines this academic year: October 15, 2024; March 14, 2025, and May 2, 2025.

More information can be found here:



www.pratt.edu/gsef

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 Public 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 Public 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)** is committed to sustaining a welcoming and nurturing environment where diversity is valued and celebrated, equity is prioritized and actively pursued, and inclusion is an integral lived experience, promoting a profound sense of belonging for all Pratt campus community members.

The DEI Office is dedicated to cultivating a campus community that nurtures intellectual, artistic, and creative growth to contribute meaningfully to shaping a more just, caring, and innovative world. We actively promote a diverse, equitable, and inclusive learning, living, and working environment where everyone is welcomed, supported, valued, and respected as integral members of the Pratt campus community.

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.

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.

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

- **DEI website:** www.pratt.edu/about/diversity-equity-inclusion/
- **CEI website:** www.pratt.edu/administrative-departments/office-of-diversity-equity-inclusion/center-for-equity-inclusion/