



**Redmond, Washington  
U.S.A.**

**CATALOG ADDENDUM  
FOR THE ACADEMIC YEAR**

**2011-2012**

Updated: June 30, 2011

## RULES AND REGULATIONS

### General Information

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#### **Student Network and Internet Usage Agreement**

*[New]*

##### *General Policies*

DigiPen's computer and network resources are provided exclusively for educational purposes. To ensure that these resources remain available for legitimate academic usage, DigiPen requires compliance with the following policies:

- Students are required to respect DigiPen property. Students may not abuse, damage, vandalize, steal, or in any way alter DigiPen property.
- Students may not install software, drivers, patches, or any other program on DigiPen's computers. Additional software may be requested through an instructor; it is the sole responsibility of DigiPen to decide if, how, and when any software is installed.
- Students are responsible for their own data and are encouraged to protect their work by utilizing the resources provided by DigiPen and by using a personal storage device such as a flash drive or laptop computer.
- Students may not attempt to access other individuals' private information or display any material offensive to students, faculty, or staff members.
- Students may not copy, publish, or make available any DigiPen property without written consent. This includes, but is not limited to, storing materials on any unauthorized network service or personal server.
- Commercial use of DigiPen computer or network resources is expressly and strictly forbidden. Any commercial activity will result in legal action against the offender.

DigiPen reserves the right to monitor, log, and inspect any data stored on any of DigiPen's computers or transmitted over the DigiPen's network without restriction or limitation in order to ensure compliance with the above policies. Students found to be in violation of these policies may be restricted from DigiPen's network and subject to disciplinary action.

#### **Internet Filter Policy**

Internet access through DigiPen's network is filtered to ensure that students are better able to access information and materials related to their education. All internet traffic from within DigiPen's network, including labs, classrooms, and administrative offices, are sent through a system of proxies, filters, and analyzers to protect school resources from outside disruption, prevent network abuse, and prioritize legitimate educational usage. If you have any questions or concerns about this policy, or you would like to report a problem with internet access, contact [helpdesk@digipen.edu](mailto:helpdesk@digipen.edu).

#### **Copyright Infringement and Peer-to-Peer File Sharing**

DigiPen prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code.

Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using DigiPen's network will also be referred to DigiPen's Discipline Committee and be subject to disciplinary sanctions, up to and including suspension from the Institute, under the Regulation of Conduct and Disciplinary Procedures.

#### **Military Active Duty Policies for Students and Military Dependents**

*[New]*

*Withdrawal and Readmission Procedures for Students Called to Military Active Duty*

##### **Withdrawal**

Students who are called to active duty should bring a copy of their activation orders to the Department of Student Affairs or the Registrar's Office and complete an Institutional Withdrawal form.

- If students are called to active military duty before the end of the second week of instruction, no course entries will appear on their transcripts for that semester, and they will be eligible for a full tuition refund.
- If students are called to active military duty after the end of the second week of instruction and before the end of the eighth week of instruction, they will receive a "W" for each course enrolled, and they will be eligible for a full tuition refund.
- If students are called to active military duty after the end of the eighth week of instruction, they will receive a "W" for each course enrolled, and they will be eligible for a full tuition refund. Students who have completed a substantial amount of their course work may request an "I" grade. An "I" will revert to a "W" if the student's active duty period is extended beyond the agreed upon length of the original agreement. Students who do not otherwise successfully complete their coursework in the agreed upon time shall receive an "F". Students who are assigned an "I" shall not receive a refund.

### **Financial Aid**

If students are receiving financial aid during the term in which they are called to active duty, financial aid must be repaid according to federal and state guidelines before a refund will be issued by DigiPen. The rules on these are not necessarily within the control of this institution. Students should consult with the Financial Aid Department concerning the impact of military call-up on financial aid conditions and eligibility. The U.S. Department of Education has directed the Direct Loan Program and colleges to provide relief from student loan obligations by postponing student loan payments for borrowers during the period of the borrower's active duty service.

If a veteran receiving Post 9/11 benefits withdraws before the semester is completed, all funding received from the US Department of Veteran Affairs would be returned to the student, and it is the student's responsibility to return any funds to the US Department of Veteran Affairs and pay any balance owed to DigiPen.

### **Readmission**

In compliance with the Higher Education Authorization Act, matriculated students who are called to active duty shall be entitled to readmission provided that the student followed the appropriate steps as outlined in the Withdrawal and Readmission Procedures for Students called to Military Active Duty (see above). This is provided that the cumulative length of the absence and of all previous absences from the Institute, by reason of service in the uniformed services, does not exceed five years, and, except as otherwise provided in this section, the student submits a notification of intent to re-enroll in the Institute.

The re-application fee is waived for students returning to DigiPen from active duty.

*Withdrawal Procedures for Students Who are Military Dependents Whose Families Must Move Due to Redeployment/Relocation*

### **Withdrawal**

Students who are military dependents and whose families must move due to redeployment or relocation, must provide a copy of their family mem-

bers' deployment/relocation orders to the Department of Student Affairs or the Registrar's Office and complete an Institutional Withdrawal form.

- Students who must move before the end of the second week of instruction shall receive no course entry on their transcript and will receive a 100% refund.
- Students who must move after the end of the second week of instruction and before the end of the eighth week of instruction shall receive a "W" for each course enrolled and receive a 100% refund.
- Students who must move after the end of the eighth week of instruction will receive a "W" for each course enrolled and receive a 100% refund.

### **Financial Aid**

Military redeployment/relocation may also affect a student's financial aid. Military dependents receiving Financial Aid during the term in which they are required to move, must repay their financial aid according to federal and state guidelines before a refund will be issued by DigiPen. The rules regarding financial aid may not necessarily be within the control of this institution. Students should consult with the Financial Aid Department concerning the impact of military redeployment/relocation on financial aid conditions and eligibility.

## **Tuition and Fees**

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### **Graduation Fee**

*[Updated 2011]*

This \$100.00 fee covers the cost of processing of the graduation application and degree audit. This fee must accompany the graduation application. This does not include the cost of graduation regalia for students who choose to participate in the graduation ceremony.

## Financial Assistance

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### **Iraq and Afghanistan Service Grant (IASG)**

*[New]*

The Iraq and Afghanistan Service Grant (IASG) is non-need based aid. This grant is available to any undergraduate student who is not eligible for the Pell Grant and whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001. Recipients must either have been less than 24 years of age or enrolled in an institution of higher education at the time of their parent or guardian's death. If your parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, and you are eligible for the Pell Grant, you may qualify for an increase.

#### *Eligibility Requirements:*

- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Student must either have been 23 years of age or younger OR enrolled in an institution of higher education at the time of the parent or guardian's death.
- Student must meet all Title IV student eligibility requirements.
- The Department of Education will send a letter to each student informing the student of his or her possible increase in eligibility for federal Student Aid funds.

#### *Annual Award Amounts:*

Applicants with an Estimated Family Contribution (EFC) that is not Pell eligible are qualified to receive an award under the IASG program. The amount of the IASG award is the same as the maximum Pell Grant for the award year, adjusted for the student's enrollment status and cost of attendance. All other federal student aid will be awarded based on the student's calculated EFC. Students may not receive both a Pell Grant and an IASG award. Students may receive the IASG for only one school at a time.

### **Opportunity Grant**

*[New]*

The goal of the Opportunity Grant is to help low-income adults reach the educational tipping point and beyond in high-wage, high-demand careers. Reaching the tipping point allows the least prepared individuals to complete 45 credits, receive a credential, and increase job skills and knowledge through career pathways. For eligibility requirements and application, please visit: [www.digipen.edu](http://www.digipen.edu).

### **Washington State Need Grant Program (WSNG)**

*[Updated 2011]*

Washington State Need Grants (WSNG) are awarded to every undergraduate student who qualifies. WSNG recipients agree that the Higher Education Coordinating Board (Washington State agency that issues the grant) and DigiPen reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances, which will affect the student's eligibility for the WSNG. For eligibility requirements, please visit: [www.digipen.edu/financial-aid](http://www.digipen.edu/financial-aid).

### **Direct Stafford Loans for Undergraduate and Graduate Students**

#### *Direct Subsidized Stafford Loans*

*[Updated 2011]*

Direct Subsidized Stafford Loans are awarded based on demonstrated financial need. The federal government pays the interest while you are in college and during the six-month grace period after you graduate, leave school, or enroll as less than a half-time student. The government also pays your interest costs during deferment. To qualify, you must meet all the requirements for federal student financial aid and have your eligibility for a Pell Grant determined.

#### *Direct Graduate PLUS Loans*

*[Updated 2011]*

The Direct Graduate PLUS loan enables graduate students access to a low-interest, federally backed student loan, guaranteed by the U.S. government. The maximum interest rate for the Direct Grad PLUS loan is 9 percent. The Direct Grad PLUS loan can be used to pay for the total cost of education less any financial aid you have already been awarded. Also, like the undergraduate version, eligibility for the Direct Graduate PLUS loan is largely dependent on the borrower's

credit rating and history, as opposed to the purely financial need-based Direct Graduate Stafford loan.

#### *Other Loans*

*[Updated 2011]*

Other financial aid options include private bank loans. Also known as alternative/private loans, these loans can help you pay for college if you are still short after exhausting all your resources, federal loans, and other college financial aid. Private loans usually carry higher interest rates and fees than federal loans and typically are based on creditworthiness. A number of commercial lenders offer private loans.

#### **Satisfactory Academic Progress for Financial Aid**

*[Updated 2011]*

##### *Warning*

The history of the student's academics from all periods of enrollment, in spite of enrollment status, will be reviewed at the end of each semester term to determine if the student is maintaining the standards established in the SAP policy. This includes all courses attempted regardless of whether Financial Aid was received. Students who fail to meet the SAP standards will be placed on Financial Aid warning for the next semester term. Students placed on Financial Aid warning are eligible for Financial Aid during the warning term. If the student does not meet the SAP standards by the next SAP evaluation, future financial aid will be terminated effective with the next term of enrollment. Students whose Financial Aid is terminated may appeal to the Financial Aid Appeals Committee for reinstatement of Financial Aid.

##### *Appeals for Undergraduate and Graduate Students*

A student who loses eligibility for financial aid may have opportunity to appeal to the Financial Aid Appeals Committee, aside from the loss of eligibility due to time frame. Appeals must be submitted in writing to the Director of Financial Aid outlining any extenuating circumstance(s) that influenced the student's academic performance. Extenuating circumstances are those events that are beyond the student's control, e.g. serious injury, illness or mental health condition, death of an immediate family member, and other extenuating circumstances beyond the student's control. The appeal should include a description of the extenuating

circumstance, documentation of circumstance, and the manner by which the deficiency will be resolved. Each appeal will be considered on a case-by-case basis. Individual cases will not be considered as precedent. Financial aid cannot be reinstated for a prior semester. Your appeal should be submitted within 21 days of the beginning of the semester you want aid reinstated.

The Financial Aid Appeals Committee will review the appeal within two weeks of its receipt to determine whether the financial aid disqualification or suspension is justified. Students filing an appeal will be advised in writing of the decision at the student's home address and/or campus e-mail account. The committee's decision is final, and it cannot be appealed to a higher level. If your appeal is approved, reinstatement of aid is dependent on availability of funds. In addition, a student whose appeal is approved will receive financial aid on probationary status for the next term of enrollment. The student is encouraged to take advantage of counseling, tutoring, and the academic support center.

##### *Reestablishing Financial Aid Eligibility*

A student whose appeal has been denied for reinstatement of their Financial Aid or a student who does not have an extenuating circumstance that warrants an appeal can only regain eligibility by complying with the SAP policy. If the student has resolved the SAP deficiencies that resulted in the termination of Financial Aid eligibility, the student should contact the Financial Aid Office and request a SAP evaluation. The SAP evaluation will be documented and placed in the student's Financial Aid file.

#### **Washington State Need Grant Satisfactory Academic Progress Policy**

*[Updated 2011]*

To be eligible for financial aid, federal regulations require students to make satisfactory progress in an eligible degree or certificate program. Students must be in good academic standing with DigiPen Institute of Technology, and the policy applies to all semesters of enrollment, regardless of receiving financial aid. All credits attempted at DigiPen will be considered when determining students' academic progress.



If students do not meet the requirements, they will be placed on financial aid probation or suspended from financial aid. If placed on probation, students must make satisfactory progress in their next semester of enrollment or their financial aid eligibility will be terminated. Eligibility can be reinstated using one of the options in this policy.

Please note that the Washington State Need Grant Satisfactory Academic Progress Policy operates differently than that of the Financial Aid Satisfactory Academic Progress Policy. For detailed information, please contact the Financial Aid Office or visit [www.digipen.edu](http://www.digipen.edu).

### **Return of Title IV Funds Policy / Institutional Refund Policy**

*[Updated 2011]*

#### *II. The Return of Title IV Funds*

This policy applies to all Financial Aid recipients who withdraw, drop out, leave without notice, or otherwise fail to complete 60% of the payment period for which they received Title IV funds (grants and/or loans).

1. The term “Title IV Funds” refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs administered by the Institution: Unsubsidized Direct Stafford loans, Subsidized Direct Stafford loans, Direct PLUS loans, Direct Graduate PLUS loans, and Pell Grants.
2. A student’s withdrawal date is the last date of attendance as determined by the Institution’s attendance records.
3. The calculation required determines a student’s earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The school calculates the amount of Title IV assistance earned by the student by dividing the number of days the student attended in the payment period by the number of days in the payment period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.
4. Until a student has passed the 60% point of a payment period, only a portion of the student’s aid

has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the payment period.

5. In accordance with Federal Regulations refunds are allocated in the following order:
  - Unsubsidized Direct Stafford loans
  - Subsidized Direct Stafford loans
  - Direct PLUS loans
  - Direct Graduate PLUS loans
  - Federal Pell Grants
6. Institutional and Student responsibility in Regard to the Return of Title IV Funds:  
The responsibility to repay unearned Title IV aid is shared by DigiPen and the student. For example, the calculation may require DigiPen to return a portion of the federal funds to the Title IV programs.

Once DigiPen has calculated the amount to return, DigiPen will return the funds within 45 calendar days. DigiPen will return the loan funds electronically to the Direct Loan program.

In addition, the student may also be obligated to return funds based on the calculation. A student returns funds to the Direct Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal grant may be required to repay 50% of the funds received.

#### ***Institution’s Responsibility***

- DigiPen makes this policy readily available by request to any enrolled and/or prospective students by request to the Financial Aid Office. In addition, the Financial Aid Office makes readily available the written refund requirements.
- Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students.

- Returning any Title IV funds that are due to the Title IV programs.

### ***Student's Responsibility***

The student's responsibilities in regard to the Return of Title IV Funds include:

- Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the Return of Title IV funds calculation.
  - Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will stay eligible for Title IV funds. If the student does not take any action within the 45 days of being notified, DigiPen will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.
7. Post-Withdrawal Disbursements:
- If a student receives less federal student aid than the amount earned, DigiPen must offer a post-withdrawal disbursement. DigiPen is required to make a post-withdrawal disbursement within 180 days of the date the institution determines the student withdrew.
- Upon completion of the Return of Title IV funds calculation, if it is determined a post withdrawal is due to the student and/or parent, DigiPen will notify the student and/or parent in writing.
8. DigiPen will make readily available a summary of the Return of Title IV requirements to any enrolled and/or prospective student by request to the Financial Aid Office.

## Applying to DigiPen

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### **Graduate Application Process**

*[Updated 2010]*

All Master of Science in Computer Science applicants should complete their application by July 1 to guarantee timely evaluation of their application. Any applications completed after July 1 may not be evaluated for the current application year. All graduate applicants must submit the following:

1. DigiPen's Application for Admission. The preferred submission method is online, but all applications will be given equal consideration.
2. \$35.00 application fee. If an applicant is denied admission to the program, DigiPen will refund the application fee.
3. Official Graduate Record Examination (GRE) scores for the General Test.\* All graduate applicants must complete the GRE General Test and arrange for the testing agency to send those scores directly to DigiPen Institute of Technology. GRE code: 4193. Students applying to DigiPen's Master of Science in Computer Science should note that an acceptable score for the combined GRE verbal and math portions should be at least 1000 or higher. All applicants with an undergraduate degree in any major other than Computer Science or Computer Engineering are required to submit scores for the GRE Subject Test in Computer Science as well. An acceptable score for the GRE Computer Science subject test is 700 or higher. In special cases of highly qualified applicants, we will consider those who do not meet this minimum acceptable score but who have other overriding strengths in the areas of specialization relevant to this program.
4. Official transcripts from ALL colleges and universities attended. International students should submit attested copies or certified true copies of all academic records. See more about this requirement in the "International (Non-U.S. Resident) Applicants" sec-



tion if an applicant has transcripts and other official documentation in languages other than English.

- Applicants must provide evidence of their completion of a bachelor's degree with a recommended minimum 2.5 cumulative GPA; for international students, DigiPen will determine the minimum academic performance standards based on the educational system of the individual applicant.
  - Official transcripts from all colleges and universities attended must be sent directly by the issuing institutions. Alternatively, applicants may send their transcripts if they are SEALED in envelopes and STAMPED across the seal by the Registrar.
5. Two letters of recommendation. These MUST be written by individuals who are familiar with your academic background and/or work ethic, (i.e. an instructor, guidance counselor, or employer). Recommendation letters from family members will not be considered. Each letter MUST be sealed, signed, and dated by the author, and each must contain a contact phone number. Please download the recommendation letter templates online at <https://management.digipen.edu/srs-app/>; alternatively, references may write their own letters without using the templates.
  6. Statement of Purpose. Guidelines for the Statement of Purpose will be included on the Application for Admission.
  7. Other official documentation, if applicable. This includes, but is not limited to, TOEFL scores, copy of Permanent Resident card, etc.

*\*Effective December 2010, graduates of DigiPen's Bachelor of Science in Real-Time Interactive Simulation program are exempt from taking the GRE to apply to the Master of Science in Computer Science program.*

### **Waiver Credit, AP Examinations, CLEP, and Other Credit**

#### *Transfer Credit*

*[Updated 2011]*

Credit earned by examination at other colleges or universities in the last ten years may be transferred, provided that such credit meets the guidelines used by DigiPen. The Registrar will evaluate college credits earned elsewhere with respect to graduation requirements at DigiPen. Developmental classes, orientation classes, or classes in which a student receives a "Pass" are not eligible for transfer credit consideration. Courses transferred or waived are entered on transcripts, but no grades or quality points are awarded.

Transfer credit may be accepted subject to the following conditions and restrictions:

1. The course(s) offered for transfer must be taken at an accredited institution, and these courses must appear on official transcripts from the institution.
2. The course(s) must be comparable in academic quality to DigiPen courses; transfer credit will be denied for courses not meeting this standard. Accordingly, current students are strongly urged to seek transfer approval from their advisor and the Registrar using the form provided for this purpose prior to enrollment in any course for which transfer approval might be sought.
3. Transfer credit will be considered for courses in which the grade of "B-" or better is recorded.
4. Courses transferred to a student's major may also require a validation examination in order to be accepted.
5. "Credit" or "Pass" grades will not be accepted for transfer.

If a course is accepted for credit, it will be counted as a transfer credit. No grade points from such transfer courses will be calculated in the DigiPen grade point average (GPA). However, grades transferred for courses taken in residence at institutions with which

DigiPen has direct, formal institutional exchange agreements are exempt from this policy and will be recorded. Credit hours from another institution that are accepted towards the student's educational program must count as both attempted and completed hours. Courses transferred may not be used to substitute improved grades for passing grades earned at DigiPen.

## Standards of Progress

### Semester Credit Hour

The semester credit hour is the basic unit of credit awarded at the Institute. The academic value of each course is stated in semester hour credits. As a rule, one semester credit hour of academic credit is given for at least 15 hours of classroom contact, at least 30 hours of supervised laboratory time, at least 30 hours of documented independent study activities, or at least 45 hours of internship or work-related experience.

In addition, undergraduate students typically will be expected to spend two hours in preparation outside of class for each hour of lecture. Additional outside work may be required for laboratory or studio classes. During the summer session, the student earns semester credit hours for class contact hours that are equivalent to those provided in the fall and spring semesters. Whenever "semester hour" is used in this Catalog, it is synonymous with "semester credit hour" (SCH). A classroom contact hour is 53 minutes in length.

### Grading System

The following system applies to undergraduate students; for information on the grading system for graduate programs, please refer to the Master of Science in Computer Science program section and the Master of Fine Arts in Digital Arts program section..

The following grading system is in use and, except where otherwise specified, applies to both examinations and term work. The weight of a final examination grade is a matter individually determined

by each instructor. See the following Grade Point Average section for additional information.

Grade	Description	Quality Points	Explanation of Minimum Grade Requirement
A	Excellent	4.0	
A-	Excellent	3.7	
B+	Good	3.3	
B	Good	3.0	
B-	Good	2.7	
C+	Fair	2.3	
C	Fair	2.0	minimum grade required to earn credit for graduate students
C-	Fair	1.7	minimum grade required to earn credit for undergraduate students to earn credit
D	Poor	1.0	minimum grade required for undergraduate students to earn credit in non-core courses for their majors
F	Failure	0	

The following grades do not affect the GPA:

#### *AU - Audit*

Indicates that the student attended the course without expectation of credit or grade.

#### *IP - In Progress*

Indicates that the grade was not available from the instructor at the time the transcript was printed.

#### *I - Incomplete*

This grade is used when circumstances beyond a student's control prohibit the student from taking the final exam or completing course work. It is not a grade given to students who need to retake a course because the student has fallen substantially behind. Students will not be given an "I" grade for unacceptable reasons, including, but not limited to, the need to rewrite a paper, the demands of a time-consuming job, the desire to leave town for a vacation or family gathering, the desire to do

well on tests in other courses, etc. Students who want to repeat a course can drop it prior to the end of the eighth week of classes, and they will receive a “W” (see “Withdrawal” below). Otherwise, the instructor will assign the appropriate final grade (“D” or “F” for example).

Arrangements for the “I” grade and its completion must be initiated by the student and agreed to by the instructor. An Assignment of Final Grade for Completion of an Incomplete (I) Form must be completed each time a grade of “I” is assigned. On the form, the instructor will specify to both the student and the department the work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to work remaining to be done when the final grade is computed.

If make-up work requires classroom or laboratory attendance in a subsequent term, the students should not register for the course again; instead, the student must audit the course and pay audit fees. If the make-up work does not require classroom or laboratory attendance, the instructor and student should decide on an appropriate plan and a deadline for completing the course. When the student completes the course, the instructor will submit a change of grade to the Registrar’s Office. Should the work not be completed within the agreed upon time frame, the Institute will assign a grade of “F.”

These procedures cannot be used to repeat a course for a different grade. An “I” grade will not be assigned to a student who never attended class; instead, instructors may assign a failing grade.

#### *W - Withdrawal*

Indicates withdrawal from the course before the end of the eighth week of classes or withdrawal from the Institute. The grade of “W” will not be assigned to any student who has taken the final examination in the course. An instructor may not withdraw a student from a course.

#### *P - Pass*

Given for internship, seminar, and thesis courses.

#### **Grade Reports**

Reports of the final grade in each course will be made available online to students soon after the close of

each semester. However, grade reports may be withheld from students who have delinquent accounts with the Administration Office, Security, or Library.

#### **Grade Point Average**

The academic standing of each student is determined on the basis of the grade point average (GPA) earned each semester. The GPA is determined by using the quality points assigned to each course grade a student earns. The quality point value for each grade earned during a semester is multiplied by the number of credit hours assigned to that course as listed elsewhere in this catalog. The sum of these points is the total number of quality points earned during the semester. This sum is divided by the number of credit hours attempted (hours from courses with grades of “A” through “F”) to obtain the GPA.

The cumulative GPA consists of all courses completed at DigiPen. If multiple attempts were made for the same course, only the grades earned in the two most recently completed attempts are calculated in the cumulative GPA. Course grades of “AU,” “I,” “W,” “S,” “U,” and “P” are non-punitive grades, so they are not calculated in the overall GPA since they carry no quality points.

The following example will help you calculate your grade point average:

Course	Credits	Grade	Points
CS 100	3	A	12.0 (3 x 4.0)
CS 100L	1	A	4.0 (1 x 4.0)
MAT 100	4	A-	14.8 (4 x 3.7)
CS 105	3	B	9.0 (3 x 3.0)
ENG 110	3	D	3.0 (3 x 1.0)
CS 120	3	B+	9.9 (3 x 3.3)
CS 120L	1	A-	3.7 (1 x 3.7)
<b>Totals</b>	<b>18</b>		<b>56.4</b>

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 56.4 divided by 18 for a 3.13 GPA.

### Satisfactory Progress

Federal Regulations mandate that Institutions of Higher Education create a Satisfactory Academic Progress (SAP) standard for students receiving financial assistance under the federally supported Title IV programs. The point of SAP standards are to measure a student's progress toward the completion of their education program. The Financial Aid Office is responsible for ensuring that all students receiving federal Financial Aid are meeting these standards by conducting an evaluation at the end of each term.

The SAP standards established in this policy apply to all Title IV Financial Aid programs administered by the Institution. This includes Unsubsidized FFEL loans, Subsidized FFEL loans, FFEL PLUS loans, FFEL Grad PLUS loans, Federal Pell Grant, Federal Academic Competitiveness Grant, and the National Science and Mathematics Access to Retain Talent Grant.

The Institute's SAP policy is the same for all students, regardless of whether they are receiving federal financial aid or not. To be eligible for any of the types of Financial Aid listed above, a student must be:

- Matriculated
- Meeting the terms of the this SAP policy

A SAP policy is comprised of two standards: qualitative and quantitative. The qualitative standard measures academic performance by the cumulative grade point average. The quantitative standard measures the total number of academic credits earned within the specified time periods and satisfactory pace towards completion. Financial Aid recipients must meet all of these standards to qualify for aid.

A program of study must be completed within a reasonable period of time for a student to be eligible for graduation; that is, the credit hours attempted cannot exceed 1.5 times the credit hours or more than 1.5 times the recommended time required to complete the program. For example, the BFA program normally takes 144 credits to complete. Students in this program have up to 216 credits to complete their program.

In addition, frequent withdrawals from courses or from the Institution, failed or repeated courses, changes of major, or taking courses that are not related to the student's degree program could put the student's financial aid eligibility at risk. All attempted hours at the Institution and accepted transfer credits will count toward the maximum time frame for SAP. Students who have completed sufficient hours to finish their degree program are no longer eligible for financial aid. For financial aid recipients, if it is determined that a student will not be able to complete their degree within the maximum allowable time frame, eligibility for student financial aid may be revoked.

### *Changing Majors and Satisfactory Academic Progress (SAP)*

All courses that are deemed transferable to a student's new degree program are considered when calculating a student's satisfactory progress (SAP). Courses that are not part of the new major are not used.

Students should refer to the section Change of Major and Graduation for information about how to change majors.

### Undergraduate Students

A student must be in “good academic standing” based on the cumulative grade point average of all courses taken at DigiPen Institute of Technology to meet the qualitative standard. Good academic standing is as follows:

Milestone – Undergraduate	Minimum GPA Requirement
Up to 50% of program <ul style="list-style-type: none"> <li>77 attempted credits for CSRTIS, CE, or BSGD</li> <li>73 attempted credits for BAGD</li> <li>72 attempted credits for BFA*</li> </ul>	1.8 or better cumulative GPA
Over 50% of program <ul style="list-style-type: none"> <li>78-153 attempted credits for CSRTIS, CE, or BSGD</li> <li>74-146 attempted credits for BAGD</li> <li>73-143 attempted credits for BFA*</li> </ul>	2.0 or better cumulative GPA
100% of program <ul style="list-style-type: none"> <li>154 attempted credits or greater for CSRTIS, CE, or BSGD</li> <li>147 attempted credits or greater for BAGD</li> <li>144 attempted credits or greater for BFA*</li> </ul>	2.0 or better cumulative GPA

\* An attempted credit is defined as any credit that is awarded a final letter grade (“A” to “F”). Credits earning a “W” or “I” are not considered attempted credits for the purpose of calculating GPA. Credits earning a “W” or “I” are considered attempted credits for the purpose of calculating pace.

### Graduate Students

Graduate students who take the undergraduate-level classes to make-up an admission deficiency must earn a “B” (or better) for such a class to meet the minimum requirement. During the course of graduate study at DigiPen, students are required to maintain a cumulative GPA of 3.0 at the graduate level. If the cumulative GPA falls below the required standard, the student will be placed on academic warning. Students on warn-

ing must earn 3.0 GPA or better in their graduate-level classes in subsequent semesters until the cumulative GPA reaches 3.0 or above. Students who fail to attain a 3.0 in graduate-level classes during their academic warning will be academically terminated. Terminated students may apply for readmission after a 12-month suspension.

Milestone – Graduate	Minimum GPA Requirement
<ul style="list-style-type: none"> <li>MSCS</li> <li>MFA in Digital Arts</li> </ul>	3.0 or better cumulative GPA

Graduate students who fail to complete their program within 1.5 times the attempted credits will be placed on academic warning. Students on warning shall work with their graduate advisors to develop a completion plan that outlines the quickest path to completion. Failure to meet the terms of this plan will result in academic termination.

### Appeals

Appeals involving extenuating circumstances may be addressed to the Chair of the Student Appeals and Discipline Committee for action and resolution.

### Passing Classes and Graduation

#### Undergraduate Students

All undergraduate students must have a cumulative GPA of at least 2.0 to graduate.

#### Graduate Students

During their course of study, graduate students must have an overall 3.0 GPA to graduate.

### Academic Warning

**Please also review the Satisfactory Academic Progress for Financial Aid**

Students who fail to maintain the required minimum cumulative GPA or who fail to complete their academic program within the maximum attempted credits allowed or fail to maintain satisfactory pace will be placed on Academic Warning.

#### Failing to Meet Minimum GPA Requirement

Students who fail to maintain the required minimum cumulative Grade Point Average (GPA) will be placed on Academic Warning the semester following the one where their cumulative GPA falls below the minimum



required GPA. Students are removed from Academic Warning as soon as their cumulative GPA is above the minimum required GPA. Students who earn a 2.0 during the semester while they are placed on Academic Warning but do not raise their cumulative GPA above the minimum requirement will continue on Academic Warning until their cumulative average meets the minimum requirement. While on Academic Warning, students may be restricted to a maximum course load of 15 credits of which 50% must be core courses as defined in the course catalog. These students must achieve a GPA of 2.0 or higher during the semester while on Academic Warning. Failure to satisfy these requirements will result in academic expulsion, and expelled students must wait 12 months before they can reapply for admission.

Students with a cumulative GPA of 0.5 or lower are not eligible for Academic Warning and become academically ineligible to continue. They will not be allowed to re-register for a period of one academic year. Any student in this circumstance may reapply for admission after a 12-month period. For financial aid recipients, please also refer to the Financial Aid section of the catalog for information regarding the SAP policy for financial aid.

#### *Failing to Complete Program Within the Maximum Time Frame*

Students who fail to complete their degree program within the maximum attempted credits allowed, as defined under the satisfactory progress policy, will be terminated by the institution. Terminated students may reapply for admission after a 12-month period.

#### *Failing to Maintain Satisfactory Pace Towards Completion of the Program*

Students are required to complete their program within 150% of the published length of the educational program, as measured in semester credit hours. A detailed recommended sequence of courses is available for each program (see the Degree Programs section).

Satisfactory pace is measured when a student begins the program. Transfer credits, course withdrawals and course incompletes are included in the satisfactory pace calculation. The calculation resets if a student changes major with all transferred credits being considered

earned credits. In regard to course repetitions, only the grades earned in the two most recent attempts of a course are calculated in a student's pace. Please also refer to *Repeating Courses* in the *Standards of Progress* section of the catalog. Remedial courses are not considered as part of the satisfactory pace calculation.

To ensure that students maintain satisfactory pace toward completing the program within the 1.5 timeframe, students must successfully complete (earn a passing grade) a minimum number of credits each semester that they are enrolled. Students are required to maintain a minimum pace requirement of 67%. Students opting to take classes during the Summer Semester will be required to meet the specific pace requirements for their major.

An institution calculates the pace at which the student is progressing by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

$$\text{PACE} \times 100\% = \frac{\text{CUMULATIVE NUMBER OF CREDITS EARNED}}{\text{CUMULATIVE NUMBER OF CREDITS ATTEMPTED}}$$

#### SAMPLE PACE CALCULATION

	Credits	Final Grade	Grade Points
ANI 350	3	A-	11.10 (3X3.7)
ART 228	3	F	0.00
CG 305	3	W	0.00
INT 390	5	P	3
SOS 115	3	C+	6.90 (3X2.3)
	<b>17</b>		

CUMULATIVE SEMESTER ATTEMPTED CREDITS	14.00
CUMULATIVE SEMESTER ATTEMPTED CREDITS (PACE)	17.00
CUMULATIVE CREDITS EARNED	14.00
GRADE POINTS	18.00
GPA	<b>2.00</b>



## SAP CALCULATION

$$\frac{\text{EARNED CREDITS 11}^\wedge}{\text{ATTEMPTED CREDITS 17}^*} = 64\% \text{ (PACE)}$$

^ Earned credits include: A-, C+ and P

\*Attempted Credits for Pace included: A-, F, W, P, and C+

The calculation of pace is based on the total cumulative credits earned divided by cumulative credits attempted. Therefore, the pace calculation for the above example is 11 divided by 17 resulted in a 64% pace.

Students failing to maintain satisfactory pace for their program will be placed on Academic Warning. Such students will work with their academic advisors to establish an academic plan to help them get back on pace to graduate within 150% of the published length of the educational program, as measured in semester credit hours. Failure to meet the terms of this academic plan may result in academic suspension and the student would not be eligible to reapply for admission for 12 months. For financial aid recipients, please also refer the Financial Aid section of the catalog for information regarding the SAP policy for financial aid.

Please contact the Student Affairs office if you have any questions regarding how pace is calculated or whether you are making satisfactory pace for the program in which you enrolled.

### Grade Changes and Appeals

Only the faculty member who administered the grade may make grade changes. In cases where the faculty is not available to consider a grade change, the department chair, in consultation with the Dean of Faculty, may make such a change.

Grade appeals must be made within 14 days of final grades being issued. Using the Grade Appeal Form, appeals are made in writing to the course instructor or the department chair if the instructor is unavailable. Students may appeal to the department chair and then the Dean if a satisfactory resolution is not achieved.

### Repeating Courses

Students may repeat any course in which they did not receive a passing grade (below a "C-" in a core course, below a "D" in a non-core course), as long as they are in good standing with the Institute and eligible to continue their studies. All grades and attempted classes remain on a student's transcript. However, only the grades earned in the two most recent attempts of a course are calculated in a student's GPA. Courses in which a student has earned a passing grade may be repeated as audit courses only.

### Course Overload

During a given semester, sophomores, juniors, and seniors may be enrolled in a maximum of 21 credits. Freshmen should check their majors for specific semester maximums. Students seeking special permission to take more than the maximum credits in a given semester should use the Override Form and get approval from their academic advisor.

### Attendance

Students more than 15 minutes late to class will be marked as absent for that entire class. Students may not leave class early without instructor permission. Students absent from all classes without explanation for a period of two consecutive weeks or more are considered to have withdrawn from the Institute as of their last date of attendance.

### Withdrawing from Individual Classes

To withdraw from individual classes, a student must complete the appropriate withdrawal form, either in person or online.

### Withdrawing from the Institute

To formally withdraw from the Institute, a student must submit a completed Withdrawal Notice Form to the Office of the Registrar. Withdrawal Notice Forms may be obtained from Student Affairs or Financial Aid.

Upon withdrawing from DigiPen, the student shall immediately return all materials in his or her possession relating to the program, whether created by the student or other students, or provided by the Institute.

### Hardship Withdrawal

Students may seek a hardship withdrawal when one of three conditions prevents a student from completing all courses: death of a close family member, catastrophic illness in the family, or injury or illness that incapacitates the student. Hardship withdrawals may be sought any time after the last date to withdraw from classes, as listed in the Academic Calendar, but not after all materials for a course have been completed (i.e., after submitting the final exam or final assignment). The Hardship Withdrawal Form, a personal statement, and appropriate documentation (i.e., death certificate, obituary, letter from a state-licensed physician or mental health professional) must be provided to support all requests to Student Affairs. Once all documents are received, Student Affairs will forward the documents to the Hardship Withdrawal Review Committee.

If the committee grants a hardship withdrawal, the student will receive “W” grades in all classes and is ineligible to receive a grade or an incomplete in any class in that semester. The student will be withdrawn from DigiPen, effective his or her last day of attendance. Regular refund and all Financial Aid policies apply. Students seeking readmission must abide by DigiPen’s readmission policy.

### The “W” Grade

If a student withdraws from individual classes or the Institute, please note:

1. If withdrawing before the end of the second week of instruction, no course entries will appear on the student’s transcript for that semester.
2. If withdrawing after the end of the second week of instruction and before the end of the eighth week of instruction, the Registrar will assign a final grade of “W” for each course in which the student was enrolled.
3. At the end of the eighth week of instruction of the semester, withdrawn students will receive final grades for each course in which they were enrolled.

### Dean’s Honor List Requirements

Prepared at the end of each fall and spring semester, the Dean’s Honor List officially recognizes and commends students whose semester grades indicate distinguished academic accomplishment. Both the quality and quantity of work done are considered.

You must meet the following qualifications to be a recipient of this honor:

1. You must be matriculated.
2. You must be registered full-time in credit-bearing courses during the Fall or Spring Semester.
3. Full-time students must complete 12 or more credits in one semester.
4. Only passing grades (“A,” “B,” “C,” and “D”) in credit-bearing courses are counted for eligibility.
5. No failing grades: a grade of “F” in any course makes the student ineligible, regardless of other grades.
6. Minimum GPA of 3.5 is required.
7. Any courses that do not count towards the degree are excluded.
8. AP, Internship, and Independent Study credits are excluded.
9. Pass/Fail credits are NOT to be counted when calculating qualifying credits.
10. Incomplete grades will be evaluated after they are made up. The student must have qualified for the Dean’s Honor List before and after the Incomplete grade was made up.

The student’s cumulative grade-point average is not considered; only the grade-point average for that particular semester is relevant

### Process for Grievances and Appeals

#### *Concerns over Academic Standing*

Students who would like to file an appeal against a decision regarding their academic standing in a particular

course should discuss the matter with their instructor. If a satisfactory resolution is unattainable, students may file an appeal with the head of the department for that course. If the resultant solution is still unsatisfactory, then students may file an appeal with the Dean of Faculty. Students may appeal grades and review exams no later than two weeks after transcripts are issued. The Administration reserves the right to destroy any examination papers after the two-week appeal period. However, academic records will be kept indefinitely.

#### *Appeal for Refund of Tuition*

Students who would like to file an appeal against a decision regarding their tuition refund shall file a written request to the Office of the Registrar. If dissatisfied with the decision of the Registrar, students may file a second appeal with the Chief Operating Officer. If they are still dissatisfied, students may appeal to the President of the Institute. If still unsatisfied with the decision, students may appeal to the Executive Director of the Higher Education Coordinating Board of the State of Washington at:

Higher Education Coordinating Board of the State of Washington  
P.O. Box 43430  
Olympia, WA 98504-3430

#### *Other Disputes*

Students who feel that they have any other type of dispute with the Institute should file a complaint with the relevant Department Chair or supervisor. A copy of this complaint shall be given to those involved with the dispute. If the student is not satisfied with the decision of the Department Chair or supervisor, a second complaint may be submitted to the Chief Operating Officer. If the student is still dissatisfied with the decision, he or she may appeal to the President of the Institute. If the student remains unsatisfied with the decision, he or she may appeal to the Executive Director of the Higher Education Coordinating Board of the State of Washington.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If students do not feel that the Institute has adequately addressed a complaint or concern, they may consider con-

tacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the Institute for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd.  
Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available at the Institute and may be obtained by contacting Meighan Shoesmith, Sr. Vice President of Administration. If you are unsure of whom to speak to regarding a complaint, please contact Meighan Shoesmith at the following address:

Meighan Shoesmith  
Sr. VP, Administration  
DigiPen Institute of Technology  
9931 Willows Road NE  
Redmond, WA 98052  
Tel: (425) 558-0299

#### **Transcripts**

If a student's financial obligation is not fulfilled, the Institute is authorized to do the following until the owed monies are paid: withhold the routine release of the student's academic records or any information based upon the records, and withhold the issue of the student's transcripts. Should you have any questions, please contact the Administration office at (425) 558-0299.

To request an official transcript, students should complete a transcript request form (available online at [www.digipen.edu](http://www.digipen.edu), or from the front office) and either mail or fax it to the Administration office. Requests are usually processed within three business days. Unofficial grade reports can be viewed or printed anytime using the Student Record System (SRS) online.

## Exams

All students are required to be in attendance at the times scheduled by the Institute for final exams. Instructors are not required to make arrangements for individuals to take final exams at a different time than the rest of the class. Should a student miss an exam, it is the student's responsibility to notify the instructor within 24 hours of the missed exam. In the event that a student fails to provide such notification to an instructor, or if the Institute does not find the reasons for missing an exam justifiable, the student will be given a failing grade for the exam(s).

Should a student miss a final exam and notify his or her instructor within 24 hours of the missed exam, the Registrar shall review the individual circumstances. Only documented emergencies will be considered acceptable reasons for missing exams. Exam retakes shall be allowed at the sole discretion of the Registrar and Department Chair. Examples of unacceptable reasons for missing an exam include the demands of a time-consuming job, the desire to leave town for a vacation or family gathering, the desire to do well on tests in other courses, etc.

A retaken exam shall be different than the original one taken by the students, and the timing of it shall be at the sole discretion of the individual instructor. In all cases, retakes shall be administered no later than one week after the original, missed exam.

## Student Internships

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### Overview of Internships

*[Updated 2011]*

Student internships are monitored, on-site work or service experiences for which students earn credit. Juniors, seniors, and Master's students who meet the prerequisites and are in good academic standing are eligible for internships.

Internships can be arranged for any setting related to a student's career goals. The internship usually takes place in a professional workplace under the supervision of an experienced professional, whereby a high degree of responsibility is placed on the student. Internships can be part-time or full-time, paid or unpaid. They can vary in

duration and location. For example, interns have worked at companies in Washington, California, Texas, and New York. They must be approved in advance by the Institute.

### *Objectives of Internships*

*[Updated 2011]*

Through an internship program, students establish and meet intentional learning goals through actual product development experience, while actively reflecting on what they are learning throughout the experience. The goals for the internship may include:

- Academic learning - applying knowledge learned in the classroom to tasks in the workplace.
- Career development - gaining knowledge necessary to meet minimum qualifications for a position in the student's field of interest.
- Skill development - an understanding of the skills and knowledge required in a specific job category.
- Personal development - gaining decision-making skills, critical thinking skills, and increased confidence and self-esteem.

Since internships have a strong academic component, students are carefully monitored and evaluated for academic credit. In accordance with the ACCSC Conversion Formula, one semester credit hour of academic credit is awarded for 45 hours of internship/work experience. Typically, a five-credit internship taken during the fall, spring, or summer semester means that the student will spend no less than 225 hours in the experience. Students may register for up to two semesters of internship credit (e.g., RTIS students may not register for more than 10 internship credits, and MSCS students may not register for more than 6 internship credits).

The element that distinguishes an internship from a short-term job or community service is the intentional "learning agenda" that the intern brings to the experience. In support of a positive experience for the student and the employer, the Internship Coordinator assists in assuring that the work experience meets both the student and organizational needs, with priority given

to the student's interests and to the assurance that the experience will result in learning outcomes acceptable to his or her degree program. More detailed information about student internships can be found in the Internship Guidelines available in the Student Affairs Office.

## Change of Major and Graduation

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### Graduation Requirements

*[Updated 2011]*

Degrees will be granted at the end of the semester in which students complete the final requirements. For example, if a student receives an "I" grade in a course required for graduation in his or her final semester, he or she will not graduate until the semester in which the "I" is replaced by a letter grade. During that semester, the student must reapply for graduation.

A program of study must be completed within a reasonable period of time for a student to be eligible for graduation. The Institute defines "reasonable time" as the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. Students who do not complete their studies during this maximum time frame will be placed on academic warning and will have to complete their program requirements under the conditions of their academic warning. For more information, please see the *Academic Warning* section.

## DEGREE PROGRAMS

### Master of Science in Computer Science

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#### Satisfactory Progress

*Please also review the Satisfactory Academic Progress for Financial Aid*

#### Minimum GPA Requirements

Graduate students are required to maintain a cumulative GPA of 3.0 or better. If a student's cumulative GPA falls below 3.0, then he or she will be placed on academic warning. Students on warning must earn a 3.0 GPA in their graduate-level classes in subsequent semesters, until the cumulative GPA is 3.0 or better. Students who fail to attain a 3.0 in graduate-level classes while on aca-

demically warning will be terminated. Terminated students may apply for readmission after a 12-month period.

#### *Failing to Complete Program Within the Maximum Time Frame*

Students who fail to complete their program within 55 attempted credits will be placed on academic warning. These students will work with their graduate advisor to develop an academic completion plan that outlines the quickest path to completion. Failure to meet the terms of this plan will result in academic termination.

#### *Failing to Maintain Satisfactory Pace Towards Completion of the Program*

Students are required to complete their program within 150% of the normal length of their program, as measured in semester credit hours. The normal time frames for the Master of Science in Computer Science full-time and part-time graduate programs are 2 years and 4 years, respectively. See Recommended Sequence of Courses at the end of the Master of Science in Computer Science section.

Satisfactory pace is measured when a student begins the program. Transfer credits, course withdrawals and course incompletes are included in the satisfactory pace calculation. The calculation resets if a student changes major with all transferred credits being considered earned credits. In regard to course repetitions, only the grades earned in the two most recent attempts of a course are calculated in a student's pace. Please also refer to Repeating Courses in the Standards of Progress section of the catalog. Remedial courses are not considered as part of the satisfactory pace calculation.

To ensure that students maintain satisfactory pace toward completing the program within the 1.5 timeframe, students must successfully complete (earn a passing grade) a minimum number of credits each semester that they are enrolled. Students are required to maintain a minimum pace requirement of 67%. Students opting to take classes during the Summer Semester will be required to meet the specific pace requirements for their major.



An institution calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Students failing to maintain satisfactory pace for their program will be placed on Academic Warning. Such students will work with their academic advisors to establish an academic plan to help them get back on pace to graduate within 150% of the normal length of the program, as measured in semester credit hours. Failure to meet the terms of this academic plan may result in academic suspension, and the student would not be eligible to reapply for admission for 12 months. For financial aid recipients, please also refer to the Financial Aid section of the catalog for information regarding the SAP policy for financial aid.

Please contact the Student Affairs office if you have any questions regarding how pace is calculated or whether you are making satisfactory pace for the program in which you enrolled.