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About DigiPen

Institutional Mission

DigiPen’s mission is to provide an exemplary education and to further research in digital media, simulation, and interactive computer technologies by teaching the academic fundamentals and applied theory necessary for our students to lead, innovate, and advance these industries. Through the work of our students, faculty and staff, we strive to empower and inspire these industries on a global level.

Building on a strong foundation rooted in academics and industry experience, we challenge our students to apply their knowledge towards the creation of real-world products for the ever-advancing demands of a technological society. Embracing teamwork and creative exploration, our mission is to produce highly qualified leaders and originators who will instigate growth, productivity, innovation, and success in their professions and industries.

For more information, visit www.digipen.edu/disclosures.
Accreditation
DigiPen Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the United States Department of Education. DigiPen’s accreditation history is as follows:

- **2002**—DigiPen receives initial accreditation by the ACCSC, including approval for its Real-Time Interactive Simulation (BS) and Digital Art and Animation (BFA) degree programs.
- **2003**—DigiPen receives ACCSC approval for its Computer Engineering (BS) degree program.
- **2005**—DigiPen receives a renewal of accreditation by the ACCSC.
- **2006**—DigiPen is granted approval for its Master of Science in Computer Science degree program by the ACCSC.
- **2008**—DigiPen is granted approval for its Game Design (BA) and Game Design (BS) degree programs by the ACCSC.
- **2010**—DigiPen is granted approval to relocate to its current facility by the ACCSC.
- **2011**—DigiPen Institute of Technology Singapore was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA. DigiPen also receives ACCSC approval for its Master of Fine Arts in Digital Arts program (scheduled to begin in Fall 2012).
- **2012**—DigiPen is granted approval for its Digital Arts (MFA), Music and Sound Design (BA), and Engineering and Sound Design (BS) degree programs by the ACCSC.

Any person seeking information about the accreditation requirements or the applicability of these requirements to DigiPen may contact the ACCSC by mail at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, or by phone at 703-247-4212. The ACCSC’s website address is [www.accsc.org](http://www.accsc.org).

Authorization
DigiPen Institute of Technology is authorized by the Washington Student Achievement Council (formerly the Higher Education Coordinating Board) and meets the requirements and minimum educational standards established for degreegranting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes DigiPen Institute of Technology to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Program Improvement
DigiPen continually strives for the highest standards to produce well-qualified artists, designers, engineers, innovators and team leaders for the real-time interactive simulation, video game, and digital art and animation industries. To ensure the excellence and relevance of its degree programs, DigiPen appoints program directors with strong commanding experience in the field to oversee the design and execution of the program curricula. Academic department chairs also play an instrumental role in the course design and development and in ensuring consistency and quality through the delivery of the programs. Additionally, DigiPen regularly reviews its programs for rigor and continued relevance to the industries through the establishment of its Program Advisory Committees, which meet at least twice annually. Current Program Advisory Committee members are comprised of representatives from companies, such as Microsoft, Nintendo, Monolith, Valve, Gas Powered Games, and ArenaNet.

Admissions Code of Conduct
All Admissions personnel at DigiPen are trained to conduct themselves in an ethical and professional manner. DigiPen requires all Admissions personnel to review a code of conduct and agree to maintain its standards on an annual basis. The code of conduct includes practices that are in keeping with organizational policies and procedures, as well as relevant accreditation requirements, such as providing consumers with accurate information regarding DigiPen’s programs and offerings and prohibiting any staff members to place any undue pressure on prospective students.

For more information, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).
Financial Aid Code of Conduct
In response to the enactment of the Higher Education Opportunity Act in August of 2008, DigiPen’s Financial Aid Office has adopted the NASFAA (National Association of Student Financial Aid Administrators) Code of Conduct to help ensure ethical behavior and the highest level of professional practices. All DigiPen staff members responsible for the administration of federal and private educational loans are subject to the guidelines within the NASFAA Statement of Ethical Principles and the NASFAA Code of Conduct for Financial Aid Professionals.

For more information, visit www.digipen.edu/disclosures.

Student Body Diversity
Federal regulations require disclosure about our full-time enrolled student population as reported to the Integrated Postsecondary Education Data System (IPEDS). For the most current statistics about our student body diversity, please visit DigiPen’s website at: https://www.digipen.edu/disclosures/#c33961.

Additional data is available on the National Center for Education Statistics’ College Navigator website at nces.ed.gov/collegenavigator/.

Campus Information

DigiPen’s Facilities
DigiPen’s campus (9931 Willows Road NE, Redmond, WA 98052) encompasses over 100,000 square feet, with a library, cafeteria, and three auditoriums, computer labs and art studios for students, as well as additional classrooms for lectures and instruction. The campus is accessible to DigiPen students from 8:00 a.m. to midnight Monday through Friday and from noon to 8:00 p.m. on Saturday and Sunday. Core office hours for the Administration staff are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

For more information about DigiPen’s facilities, including its library and network services, visit www.digipen.edu/disclosures.

Safety and Security

ANNUAL SECURITY REPORT
To comply with the Jeanne Clery Act, DigiPen generates an Annual Security Report to inform its student body, prospective students, faculty, and staff about crime prevention and statistics. This report is distributed via email no later than October 1 each year and is available on DigiPen’s website at www.digipen.edu/campus-information/facilities/campus-safety-and-security/.

THE CAMPUS SEX CRIMES PREVENTION ACT
The Campus Sex Crimes Prevention Act requires states to ask registered sex offenders if they are enrolled or employed at an institution of higher education. To search King County’s Sex Offender Database to see if there are any registered sex offenders living in your area, visit www.kingcounty.gov/safety/sheriff/SOSearch.aspx.

MISSING/UNRESPONSIVE STUDENT POLICY
DigiPen Institute of Technology considers the safety of our students to be essential in the creation and maintenance of an environment where learning is encouraged and supported. Any reports of a missing or unresponsive student should be directed to the Student Affairs Department in person or by telephone at 425-895-4431.

DigiPen’s assistance is restricted to campus and campus-related activities. FERPA may limit the information that DigiPen can share with the reporting party. In compliance with FERPA, DigiPen may contact next of kin or authorities if the missing student is deemed to be in distress.

DISCLOSURES RELATED TO ON-CAMPUS HOUSING
DigiPen does not provide on-campus housing. As such, the following related disclosures are not applicable: Annual Fire Safety Report and Fire Log.

DISABILITY SUPPORT SERVICES
DigiPen strives to ensure that all students are provided with an equal opportunity to participate in the college’s programs, courses, and activities. Students requiring special assistance must identify themselves to the Disability Support Service coordinator and provide current documentation supporting their disabilities. Students must assist in identifying the proper accommodations and negotiate these accommodations at the beginning of each semester. As outlined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, DigiPen
will provide reasonable accommodations and academic adjustments as long as these provisions do not fundamentally alter the nature of the programs or the academic requirements that are considered essential to the program of study.

For more information, visit www.digipen.edu/disclosures.

**Student Outcomes for DigiPen’s Programs**

In October of 2010, the U.S. Department of Education approved new regulations requiring institutions that participate in federal student financial aid programs to publicly disclose certain information about students who enrolled in programs that lead to gainful employment in a recognized occupation (which the Department refers to as “GE Programs”). As a Domestic Proprietary Institution offering undergraduate and graduate degrees, seven of DigiPen’s degree programs currently qualify as GE Programs. The following section lists the information required by the Department of Education pertaining to each degree program and clarifies what this information means to prospective students.

**Placement Rates and Types of Employment by Degree Program**

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of study. This information was compiled via surveys of alumni and their employers using personal contact and verification services such as the Work Number (www.theworknumber.com) and the National Student Clearinghouse (www.studentclearinghouse.org) as part of the employment verification process required by our accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC). The information below was collected between 2009 and 2011.

**Bachelor of Fine Arts in Digital Art and Animation**

Placement Rate: 78% employment rate for the 2004–2005 cohorts (47 out of 60 graduates).

Types of Employment: Graduates have found employment at various companies that produce animations and art for video games, entertainment, and education, such as ArenaNet, Signal Studios, Warner Brothers, and Bungie Studios. The job titles for these graduates include: Character Artist, 3D Artist, Graphic Designer, Cinematic Animator, Character Rigger, Concept Artist, and 2D Artist.

**Bachelor of Arts in Music and Sound Design**

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a four-year program is required to report its placement rate six years after the cohort began. The first cohort for this program will begin in Fall 2012.

**Bachelor of Arts in Game Design**

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a four-year program is required to report its placement rate six years after the cohort began. The first cohort for this program began in Fall 2008.

**Bachelor of Science in Game Design**

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a four-year program is required to report its placement rate six years after the cohort began. The first cohort for this program began in Fall 2008.

**Bachelor of Science in Computer Science in Real-Time Interactive Simulation**

Placement Rate: 89% employment rate for the 2003–2005 cohorts (217 out of 243 graduates).

Types of Employment: Graduates have found employment at various companies that produce software for video games or general use, such as Microsoft, Nintendo, Valve Software, ArenaNet, Warner Brothers, Blizzard, Bungie Studios and others. The job titles for these graduates include: Software Developer, Software Engineer, Tools Programmer, Software Development Engineer in Test, Programmer, Game Programmer, and AI Programmer.
BACHELOR OF SCIENCE IN ENGINEERING AND SOUND DESIGN

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a four-year program is required to report its placement rate six years after the cohort began. The first cohort for this program will begin in Fall 2012.

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

Placement Rate: 100% employment rate for the 2004–2005 cohorts (11 out of 11 graduates).

Types of Employment: Graduates have found employment at various companies that produce electronics, embedded systems, and hardware used for industrial and commercial purposes, such as Microsoft, Adeneo, Nintendo, IBM, and LasX Industries. The job titles for these graduates include: Control Software Engineer, Software Development Engineer in Test, and Embedded Software Engineer.

MASTER OF SCIENCE IN COMPUTER SCIENCE

Placement Rate: 96% employment rate for the 2006–2008 cohorts (22 out of 23 graduates).

Types of Employment: Graduates have found employment at various companies that produce software for video games or general use, such as Microsoft, Nintendo, ArenaNet, IGT, Bungie Studios and others. The job titles for these graduates include: Software Development Engineer, Software Engineer, Software Development Engineer in Test, and Game Programmer.

PART-TIME MASTER OF SCIENCE IN COMPUTER SCIENCE

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a three-year program is required to report its placement rate 4.5 years after the cohort began. The first cohort for this program began in Fall 2010.

MASTER OF FINE ARTS IN DIGITAL ARTS

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a two-year program is required to report its placement rate three years after the cohort began. The first cohort for this program will begin in Fall 2012.

PART-TIME MASTER OF FINE ARTS IN DIGITAL ARTS

There is no placement data as of July 2012. In accordance with the ACCSC’s formula for determining the reporting periods, a four-year program is required to report its placement rate six years after the cohort began. The first cohort for this program will begin in Fall 2012.

Occupational Profiles by Degree Program

In accordance with the U.S. Department of Education’s new regulations, we are required to list the name and U.S. Department of Labor’s Standard Occupational Classification (SOC) code of the occupations that each program prepares students to enter, along with links to occupational profiles on the Department of Labor’s O*NET website.

These occupational profiles are generated when cross-referenced with each program’s Classification of Instructional Programs (CIP) code. CIP codes are required by the Department of Education for every degree program to help the Department of Education track various outcomes for academic programs. CIP began in 1980 and is updated every 10 years. The most current CIP codes are based on data from 2000. Since many of our programs place our graduates in fields that developed in the last two decades, the occupations represented in the list may not fully reflect the content or objectives of our programs.

BFA IN DIGITAL ART AND ANIMATION

- Multi-Media Artists and Animators
- Video Game Designers

BA IN MUSIC AND SOUND DESIGN

- Music Composers and Arrangers
- Art, Drama, and Music Teachers, Postsecondary

BA IN GAME DESIGN

- Video Game Designers
- Multi-Media Arts and Animators

BS IN GAME DESIGN

- Video Game Designers
- Multi-Media Arts and Animators
### BS in Computer Science in Real-Time Interactive Simulation
- Computer Programmers
- Computer Science Teachers, Postsecondary
- Numerical Tool and Process Control Programmers

### BS in Engineering and Sound Design
- Software Developers, Applications
- Software Developers, Systems Software
- Architectural and Engineering Managers
- Engineering Teachers, Postsecondary

### BS in Computer Engineering
- Computer Hardware Engineers
- Computer System Engineers/Architects
- Engineering Managers
- Computer Software Engineers, Applications
- Computer Software Engineers, Systems Software
- Engineering Teachers, Postsecondary

### MS in Computer Science
- Computer Programmers
- Computer Science Teachers, Postsecondary
- Numerical Tool and Process Control Programmers

### MFA in Digital Arts
- Multi-Media Artists and Animators
- Video Game Designers

### Degree Program Placement Rate

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Placement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFA in Digital Art and Animation</td>
<td>72% employment rate for the 2004–2005 cohorts (76 out of 106 graduates)</td>
</tr>
<tr>
<td>BA in Music and Sound Design</td>
<td>N/A (see “Bachelor of Arts in Music and Sound Design” above)</td>
</tr>
<tr>
<td>BA in Game Design</td>
<td>N/A (see “Bachelor of Arts in Game Design” above)</td>
</tr>
<tr>
<td>BS in Game Design</td>
<td>N/A (see “Bachelor of Science in Game Design” above)</td>
</tr>
<tr>
<td>BS in Computer Science in Real-Time Interactive Simulation</td>
<td>89% employment rate for the 2004–2006 cohorts (244 out of 273 graduates)</td>
</tr>
<tr>
<td>BS in Engineering and Sound Design</td>
<td>N/A (see “Bachelor of Science in Engineering and Sound Design” above)</td>
</tr>
<tr>
<td>BS in Computer Engineering</td>
<td>100% employment rate for the 2004–2006 cohorts (14 out of 14 graduates)</td>
</tr>
<tr>
<td>MS in Computer Science</td>
<td>88% employment rate for the 2007–2009 cohorts (15 out of 17 graduates)</td>
</tr>
<tr>
<td>Part-Time MS in Computer Science</td>
<td>N/A (see “Part-Time Master of Science in Computer Science” on page 5)</td>
</tr>
<tr>
<td>MFA in Digital Arts</td>
<td>N/A (see “Master of Fine Arts in Digital Arts” on page 5)</td>
</tr>
<tr>
<td>Part-Time MFA in Digital Arts</td>
<td>N/A (see “Part-Time Master of Fine Arts in Digital Arts” on page 5)</td>
</tr>
</tbody>
</table>
Graduate and Professional Education

DigiPen graduates have enrolled in the following graduate and professional education programs upon graduating from our four-year programs:

- DigiPen Institute of Technology (Redmond, WA)—Master of Science in Computer Science
- University of California, Santa Cruz (Santa Cruz, CA)—Masters of Computer Engineering
- Brown University (Providence, RI)—Master of Science in Computer Science
- Trinity College (Dublin, Ireland)—Master of Science in Computer Science (Interactive Entertainment Technology)

This information was compiled via surveys of alumni and their employers using personal contact and verification services such as the Work Number (www.theworknumber.com) and the National Student Clearinghouse (www.studentclearinghouse.org) as part of the employment verification process required by our accrediting agency, the ACCSC. The information was collected between 2008 and 2011.

Notes

*The first cohort will be admitted to these programs in Fall 2012; there have been no graduates from these programs.
**The first cohort was admitted to the Part-Time Master of Science in Computer Science (PT MSCS) in Fall 2010; there have been no graduates from this program.
†There were three total graduates from the Master of Science in Computer Science program in 2010–2011.

Retention and Graduation Rates

DigiPen reports the First-To-Second Year Retention Rates for first-time bachelor’s degree-seeking students as well as the overall graduate rate or IPEDS graduation rate to the Integrated Postsecondary Education Data System (IPEDS) on an annual basis.

For the most current statistics for Retention and Graduation rates, please visit DigiPen’s website at: https://www.digipen.edu/disclosures/#c33955.

Additional data is available on the National Center for Education Statistics’ College Navigator website at nces.ed.gov/collegenavigator/.
Cost of Attendance by Degree Program
This section lists the total cost a student would incur to complete a program within the normal length of time indicated by the Institute, including tuition*, fees, and additional living expenses.

BFA IN DIGITAL ART AND ANIMATION, BA IN MUSIC AND SOUND DESIGN, BA IN GAME DESIGN, BS IN GAME DESIGN, BS IN COMPUTER SCIENCE IN REAL-TIME INTERACTIVE SIMULATION, BS IN ENGINEERING AND SOUND DESIGN, BS IN COMPUTER ENGINEERING
$160,436 for undergraduate students who begin in Fall 2012.

MS IN COMPUTER SCIENCE, MFA IN DIGITAL ARTS
$64,018 for full-time graduate students who begin in Fall 2012.

PART-TIME MS IN COMPUTER SCIENCE
$73,527 for part-time graduate students who begin in Fall 2012 (three-year course sequence).

PART-TIME MFA IN DIGITAL ARTS
$98,036 for part-time graduate students who begin in Fall 2012 (four-year course sequence).

*Note: tuition is subject to change with a minimum of six months’ notice.

Median Loan Debt
Median loan debt is based on the total amount of Stafford and other educational loans taken out by students. Median loan debt data are not reported for programs with fewer than 10 completers in order to protect student privacy.

The following information is for students who graduated between August 2010 and May 2011:

BS IN COMPUTER SCIENCE IN REAL-TIME INTERACTIVE SIMULATION
- Median Title IV Loan Debt: $5,500.00
- Median Private Loan Educational Debt: $0.00
- Median Institutional Financing Plan Debt: $0.00

BS IN COMPUTER ENGINEERING
- Median Title IV Loan Debt: $10,000.00
- Median Private Loan Educational Debt: $38,480.00
- Median Institutional Financing Plan Debt: $0.00

BFA IN DIGITAL ART AND ANIMATION
- Median Title IV Loan Debt: $6,875.00
- Median Private Loan Educational Debt: $0.00
- Median Institutional Financing Plan Debt: $0.00

MS IN COMPUTER SCIENCE:
- Median Title IV Loan Debt: $0.00
- Median Private Loan Educational Debt: $0.00
- Median Institutional Financing Plan Debt: $0.00

Academic Policies

FERPA
FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

THE ACT GRANTS SPECIFIC RIGHTS TO STUDENTS
- The right to inspect and review their education records.
- The right to seek amendment to those records and, in certain cases, append a statement to the records.
- The right to limit disclosure of personally identifiable information contained in their records.
- The right to file a complaint with the U.S. Department of Education.

Students must fill out, sign, and submit a “Student Consent for Release of Records” form in order to allow anyone other than themselves access to their education records. (This includes information about tuition payment, grades, registration, and more.) This form is available in the Administration office and as a downloadable PDF on DigiPen’s website.

Satisfactory Academic Progress
DigiPen requires students to continue to make Satisfactory Academic Progress for as long as they are enrolled at the school. For more information about DigiPen’s Satisfactory Academic Progress policies, consult the Course Catalog or visit DigiPen’s website.
Transfer Credits
Credit earned by examination at other colleges or universities in the last 10 years may be transferred, provided such credit meets the guidelines used by DigiPen Institute of Technology. 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. For more information about DigiPen’s transfer credit policies, visit DigiPen’s website.

Articulation Agreements
DigiPen has an articulation agreement with Keimyung University in Daegu, South Korea.

Textbook Information
The list of textbooks required for each class is made available to students prior to the start of classes. A full booklist is posted on the website at www.digipen.edu/booklist, and can also be accessed via the Student Record System (SRS) at management.digipen.edu.

Financial Aid Policies

Financial Aid Award Package Policy
After determining a student’s eligibility for financial aid, the Financial Aid Office mails the student a Financial Aid Offer Letter listing the types and amounts of aid the student is eligible to receive. Awards may contain a combination of scholarships, grants, and loans depending on the individual student’s financial situation.

Financial Aid Award Offer Letters are made on a first-come, first-served basis, and some types of aid, such as State Grants and institutional scholarships, are limited. Students who send or transmit their FAFSA or Renewal FAFSA by April 15 may receive greater access to financial aid than students who do so after April 15. If a student completes his or her FAFSA and is subsequently selected for verification, he or she must also submit all required documents by April 15 to maintain priority status for financial aid awards.

Students are awarded financial aid based on their actual per-credit enrollment if they are registered; otherwise, financial aid funds are based on the student’s projected course load. In order for funds to disburse, students must be registered for the same number of credits that they were awarded aid for prior to the third week of the term.

Enrollment is recorded on the first day of the third week of the term, and students’ financial aid award offer letters will be revised accordingly (i.e., if a student is awarded financial aid to study full time, but the student’s enrollment is half time on the first day of the third week of the term, the student’s financial aid will be reduced to half time). This includes the Federal Pell Grant. Any student not enrolled at DigiPen by the third week of the term will lose his or her access to financial aid for that term.

“Part-time” is defined as 6 to 11 credits for undergraduate students and 6 to 8 credits for graduate students. Students who are receiving Direct Stafford Subsidized or Unsubsidized loans must maintain a minimum of 6 credit hours per semester.

The Financial Aid Department automatically accepts any grants and scholarships a student is eligible for on the student’s behalf; however, students must choose whether to accept or decline any loans. Students may do so by writing directly on the award offer letter and returning it to the Financial Aid department. If the subsequent award offer letter reduces the loan amounts according to the student’s wishes, the Financial Aid Department automatically accepts the loan on the student’s behalf.

Financial aid eligibility is contingent upon the student meeting Satisfactory Academic Progress (SAP) policies. For more information about these policies, visit www.digipen.edu/disclosures. If a financial aid award is based on any error in the student’s financial aid application, whether on the student’s or the Financial Aid department’s part, the award will be invalidated.

If students are completing the remainder of their program in a period of enrollment of less than a full academic year (i.e., if they are graduating in the fall), they will be offered a prorated loan. If a student withdraws from or ceases to attend all of his or her classes, or a student falls below full-time status, he or
she may be required to repay some or all of the funds he or she received.

Financial Aid is extremely limited during the summer term, and there is no guarantee of summer financial aid unless the student has remaining Federal Pell Grant and/or scholarship funds. Currently there is no State Grant assistance available for the summer term.

DigiPen reserves the right to review, adjust, or cancel financial aid awards at any time because of changes to federal, state, or institutional availability of funds.

**Student Rights and Responsibilities**

It is important for students to be aware of their rights and responsibilities regarding applying for and receiving financial aid funds from DigiPen. For a complete list of Student Rights and Responsibilities, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).

**Entrance and Exit Counseling**

Students are required to participate in Loan Entrance Counseling prior to their first loan disbursement, and Loan Exit Counseling prior to withdrawing, graduating, or dropping below half-time enrollment at DigiPen. Entrance Counseling is available at [www.studentloans.gov](http://www.studentloans.gov); exit counseling is available at [www.nslds.ed.gov/nslds_SA](http://www.nslds.ed.gov/nslds_SA/).

For more information about loan counseling, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).

**Verification**

Verification is the process by which the Financial Aid Department compares the information on a student’s Free Application for Federal Student Aid (FAFSA) with documents provided by the student to confirm the accuracy of his or her FAFSA. DigiPen’s policy is to verify all students that the Department of Education selects; this may include any student who is enrolled and is eligible to receive an award. In addition, the Financial Aid Department may verify any other student at its discretion.

For more information about verification, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).

**Net Price Calculator**


**Satisfactory Academic Progress for Financial Aid**

For information regarding Satisfactory Academic Progress for Financial Aid, including when and how DigiPen reviews students’ academic performance, the consequences of failing to make Satisfactory Academic Progress, how to appeal the termination of financial aid, and how to reestablish eligibility for financial aid, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures). Please note that the Satisfactory Academic Progress policy for the Washington State Need Grant Program differs from the Department of Education’s Satisfactory Academic Progress policy.

**Terms and Conditions Under the Direct Loan Program**

DigiPen participates in the William D. Ford Direct Loan Program. There are two general types of loans in this program: Direct Subsidized Loans, for which the government pays the interest while you are in college and during the grace period (six months after the student graduates or falls below half-time attendance); and Direct Unsubsidized Loans, for which you are responsible for paying all the interest on the loans, during college and after. Though it is not required, student may choose to make payments on the interest portion of the Unsubsidized loan.

You may receive both types of loans at the same time. Depending on financial need and level of study, students may receive a Subsidized or Unsubsidized loan, or a combination of both. To receive loan funds, you must be enrolled at least as a half-time student. Students who wish to receive their Direct Subsidized and/or Unsubsidized loans must complete a Master Promissory Note (MPN).

For more information please visit [www.studentloans.gov](http://www.studentloans.gov).

**FEDERAL DIRECT MASTER PROMISSORY NOTE (MPN)**

If you decide to accept and choose the Federal Direct Subsidized and/or Unsubsidized Stafford loan in your
financial aid award offer letter, you must complete the steps below. All Undergraduate and Graduate students must complete the MPN in order to receive Federal Direct loans.

**Step 1:** Login to the student portal at [www.studentloans.gov](http://www.studentloans.gov) and complete your federal government requirement: Entrance Counseling.

**Step 2:** After completing Entrance Counseling, you must complete the Federal Direct Loan Master Promissory Note (MPN) also available at [www.studentloans.gov](http://www.studentloans.gov).

Please be prepared to have your required U.S. Department of Education issued PIN number to complete the electronic MPN. This is the same PIN number that was used to complete the signature on the FAFSA.

If you misplaced your PIN number or have questions regarding this process please visit: [www.pin.ed.gov/PINWebApp/pinindex.jsp](http://www.pin.ed.gov/PINWebApp/pinindex.jsp).

**NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

All information related to a Title IV loan (any of the following Federal Direct Loan Programs: Subsidized, Unsubsidized, PLUS and Grad PLUS loans) will be reported to the National Student Loan Data System (NSLDS), whether the borrower is a student or parent. NSLDS will be accessible by guarantor agencies, lenders, and institutions determined to be authorized users of the data system. Students and parents may obtain access to this website at [www.nslds.ed.gov](http://www.nslds.ed.gov) to track individual loans.

**OTHER LOAN FEES**

For Direct Loans that are first disbursed between July 1, 2012, and June 30, 2013, there is a fee of up to 1% of the loan, deducted proportionately from each loan disbursement. For Parent PLUS and Grad PLUS loans that are first disbursed between July 1, 2012, and June 30, 2013, there is a fee of up to 4% of the loan, deducted proportionately from each loan disbursement.

**LOAN REPAYMENT AND REQUIRED EXIT COUNSELING**

Direct Loans are borrowed money that must be repaid, with interest, very much like a car note and home mortgages. These loans are a legal obligation that you’ll have to repay. Exit counseling is a requirement before you withdraw, graduate or drop below half-time attendance. During counseling you will understand your rights and responsibilities as a student loan borrower and we will assist with helping you understand how to manage your loans. For more detailed information see Entrance and Exit Counseling or visit [www.nslds.ed.gov](http://www.nslds.ed.gov).

### ANNUAL DIRECT STAFFORD SUBSIDIZED AND UNSUBSIDIZED LOAN LIMITS

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Annual Loan Limit</th>
<th>Total Annual Limit for Independent Students and/or Those Eligible for Additional Unsubsidized Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Undergraduate</td>
<td>$5,500 (maximum of $3,500 subsidized)</td>
<td>$5,500 + $4,000 additional unsubsidized loans</td>
</tr>
<tr>
<td>Second Year Undergraduate</td>
<td>$6,500 (maximum of $4,500 subsidized)</td>
<td>$6,500 + $4,000 additional unsubsidized loans</td>
</tr>
<tr>
<td>Third, Fourth, and Fifth Year</td>
<td>$7,500 (maximum of $5,500 subsidized)</td>
<td>$7,500 + $5,000 additional unsubsidized loans</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$20,500</td>
<td>$20,500 unsubsidized loans</td>
</tr>
</tbody>
</table>

Annual loan limits include $2000 Direct Unsubsidized loans that are available to all loan recipients.
### AGGREGATE LOAN LIMITS

**Year of Study** | **Subsidized** | **Total (Subsidized and Unsubsidized)**
--- | --- | ---
Dependent Undergraduates (excluding dependent students who parents cannot get a Parent PLUS Loan) | $23,000 | $31,000 (no more than $23,000 of which may be subsidized)
Independent Undergraduates and Dependent undergraduates whose parents cannot get a PLUS loan. | $23,000 | $57,500 (no more than $23,000 of which may be subsidized)
Graduate/Professional Students | $65,500 | $138,500 (no more than $65,500 of which may be subsidized)

Additional unsubsidized loans are available to independent students (both undergraduate and graduate) as well as dependent students whose parent is unable to borrow through the Federal Direct Parent PLUS loan program due to adverse credit history.

### INTEREST RATES BY LOAN TYPE

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>First Disbursement Date</th>
<th>Fixed Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Subsidized for new loans</td>
<td>Between 7/1/2011 and 6/30/2013</td>
<td>3.4%</td>
</tr>
<tr>
<td>Undergraduate Subsidized for existing loans</td>
<td>Between 7/1/2010 and 6/30/2011</td>
<td>4.5%</td>
</tr>
<tr>
<td>Undergraduate Unsubsidized for new and existing loans</td>
<td>Disbursed on or after 7/1/2006</td>
<td>6.8%</td>
</tr>
<tr>
<td>Graduate Subsidized and Unsubsidized for new and existing loans</td>
<td>Disbursed on or after 7/1/2006</td>
<td>6.8%</td>
</tr>
<tr>
<td>Direct PLUS and Grad PLUS for new and existing loans</td>
<td>Disbursed on or after 7/1/2006</td>
<td>7.9%</td>
</tr>
<tr>
<td>Direct PLUS and Grad PLUS for existing loans</td>
<td>Disbursed from 7/1/1998 to 6/30/2006</td>
<td>3.16%</td>
</tr>
<tr>
<td>Existing loans for new variable rate with in-school, in-grace, or in deferment status</td>
<td>Disbursed from 7/1/1998 to 6/30/2006</td>
<td>1.76%</td>
</tr>
<tr>
<td>Existing loans for new variable rate for loans in repayment</td>
<td>Disbursed from 7/1/1998 to 6/30/2006</td>
<td>2.36%</td>
</tr>
</tbody>
</table>

These changes apply to Direct Subsidized loans first disbursed on or after July 1 of each year through June 30 of the following year. This change does not affect any prior loans made to borrowers; the terms and interest rates of those loans remain the same.
**SAMPLE REPAYMENT SCHEDULE**

<table>
<thead>
<tr>
<th>Initial Debt When a Student Enters Repayment</th>
<th>Monthly Payment</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500</td>
<td>$50</td>
<td>$4,471</td>
</tr>
<tr>
<td>$5,000</td>
<td>$58</td>
<td>$6,905</td>
</tr>
<tr>
<td>$7,500</td>
<td>$83</td>
<td>$10,357</td>
</tr>
<tr>
<td>$10,500</td>
<td>$121</td>
<td>$14,500</td>
</tr>
<tr>
<td>$15,000</td>
<td>$173</td>
<td>$20,714</td>
</tr>
<tr>
<td>$40,000</td>
<td>$460</td>
<td>$55,239</td>
</tr>
</tbody>
</table>

*Standard Repayment Plan (not to exceed ten years)*

Payments are calculated using the fixed interest rate of 6.8 percent for student borrowers. You can also find a repayment calendar at [www.finaid.org/calculators/loanpayments.phtml](http://www.finaid.org/calculators/loanpayments.phtml).

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**TERMS AND CONDITIONS FOR FEDERAL LOAN DEFERMENTS**

A deferment is a temporary suspension of payments on a student financial aid loan. Deferments are entitlements so as long as a student is eligible for a deferment, and provide the necessary documentation; the Direct Loan Program is required to issue the deferment. If a student is granted a deferment the Federal Government will pay all interest on any Direct Subsidized loan. However, the student is responsible for any interest that accrues on a Direct Unsubsidized loan, and should the student decide not to pay the interest while on deferment that interest will capitalize onto the loan. Deferments can be granted for students that are in-school, unemployed, economic hardship and/or active duty in the military.

In addition, if a new student enrolls at DigiPen, with loans from a prior school, the Financial Aid Department can assist the student in applying for an in-school deferment. With this type of deferment, the loan payments will defer any federal financial aid loan payments while the student is enrolled at DigiPen at least half-time.

For additional information or to obtain a deferment form, please visit [www.studentloans.gov](http://www.studentloans.gov) or contact the Financial Aid Department at financialaid@digipen.edu.

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**Withdrawal from the Institute**

If at any time, a student decides to leave DigiPen Institute of Technology, it is absolutely necessary for him or her to see the Financial Aid Office or to make an appointment with the Financial Aid Office for an exit interview prior to leaving the Institute. This applies to students who are withdrawing and/or transferring to another institution. Failure to meet for an exit interview may increase the risk of defaulting on student loans, as well as incurring a potential liability to DigiPen for not maintaining compliance with a federal requirement. Students who withdraw may be subject to the return of Title IV Funds.

**Return of Title IV Funds Policy and Institutional Refund Policy**

For a complete list of DigiPen’s Institutional Refund Policies, including the return of Title IV funds, officially withdrawing from DigiPen, and examples of returning both Title IV and institutional funding, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).

**Institutional Cancellation and Refund Policies**

For information about DigiPen’s Institutional Cancellation and Refund policies, including tuition refund schedules, reimbursement requests, and exceptions to DigiPen’s policies, visit [www.digipen.edu/disclosures](http://www.digipen.edu/disclosures).
Federal Student Financial Aid Penalties for Drug Law Violations

Federal law states that any student who has been convicted of an offense under any federal or state law that involves the possession or sale of a controlled substance during a period of enrollment in which the student was receiving financial aid assistance shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Period of Ineligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of a Controlled Substance: First Offense</td>
<td>One year</td>
</tr>
<tr>
<td>Possession of a Controlled Substance: Second Offense</td>
<td>Two years</td>
</tr>
<tr>
<td>Possession of a Controlled Substance: Third Offense</td>
<td>Indefinite</td>
</tr>
<tr>
<td>Sale of a Controlled Substance: First Offense</td>
<td>Two years</td>
</tr>
<tr>
<td>Sale of a Controlled Substance: Second Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that complies with the criteria prescribed in the federal regulations and includes two unannounced drug tests or the conviction is reversed, set aside, or otherwise nullified.
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 website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at 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.

These and other policies are part of DigiPen’s “Student Network and Internet Usage Agreement” available on DigiPen’s website.

Drug and Alcohol Policy

I. STATEMENT OF POLICY

DigiPen Institute of Technology forbids the manufacture, possession, distribution, and use of alcohol and illicit drugs on Institute Property.

II. APPLICABLE LEGAL SANCTIONS

Illicit drug purchase, possession and use are crimes under state (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone under 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

III. HEALTH RISKS

Numerous health risks are associated with the use of illicit drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

IV. AVAILABLE UNIVERSITY SERVICES

Students and employees seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (www.adhl.org) at 800-562-1240 or the Student Affairs Director at 425-895-4431 for referral information.

V. SANCTIONS

Disciplinary sanctions will be imposed on students and employees for violations of DigiPen’s policy governing illicit drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

VI. FURTHER INFORMATION

For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact the Student Affairs Director at 425-895-4431.

Vaccination Policy

DigiPen does not require specific immunization or vaccinations for its students. The State of Washington requires DigiPen to educate its students about Meningococcal Disease and vaccination. Information related to the causes, symptoms, mortality, treatment, and prevention (including vaccination) is available to download from the American College Health Associations website at www.acha.org/Publications/docs/ACHA_RIPI_Mar2011.pdf. This information is also available in the Student Affairs office.

Voter Registration

DigiPen maintains voter forms on campus in the main Administration office and near the Student Affairs office on the second floor. For detailed information about voter registration in Washington State, visit wei.secstate.wa.gov/osos/en/voterinformation/Pages/RegistertoVote.aspx.
Contact Information

To learn more about any of the information listed in the Student Consumer Information Guide, or to request a printed copy of the Course Catalog or Annual Security Report, please contact:

**Meighan Shoesmith** | Senior Vice President of Administration
smeighan@digipen.edu • 425-895-4409

**Kim King** | Financial Aid Director
kimking@digipen.edu • 425-895-4446

**Gordon Dutrisac** | Student Affairs Director
gdutrisa@digipen.edu • 425-895-4431
Institutional Mission

DigiPen’s mission is to provide an exemplary education and to further research in digital media, simulation, and interactive computer technologies by teaching the academic fundamentals and applied theory necessary for our students to lead, innovate, and advance these industries. Through the work of our students, faculty and staff, we strive to empower and inspire these industries on a global level.

Building on a strong foundation rooted in academics and industry experience, we challenge our students to apply their knowledge towards the creation of real-world products for the ever-advancing demands of a technological society. Embracing teamwork and creative exploration, our mission is to produce highly qualified leaders and originators who will instigate growth, productivity, innovation, and success in their professions and industries.

For more information, visit www.digipen.edu/disclosures.