



DIGIPEN INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

Code of Student Conduct
Campus and Academic Policies

2016–2017

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Institutional Mission and Values

VISION

To continue our growth as a world leader in higher education and research in the areas of digital media, simulation and interactive computer technologies.

INSTITUTIONAL MISSION

DigiPen Institute of Technology provides exemplary education and furthers research and innovation in science, engineering, arts, digital media, and interactive computer technologies. Building on a foundation of academics, applied learning, industry knowledge, and multi-disciplinary team-based collaboration, we inspire our students to pursue lifelong learning as well as scientific and creative exploration, and empower them to become leaders and originators on a global level.

CORE VALUES

The core values governing DigiPen's operation include the following:

- **SUCCESS** — Endorsing the life-long academic, career and personal achievements of our students, alumni, faculty and staff by broadening their knowledge horizons and transcending the conventional disciplinary boundaries with confidence.
- **EXCELLENCE** — Promoting excellence by providing rigorous studies combining solid academic foundation, innovative approaches, intellectual engagement, and collaboration among students, alumni, education and industry groups.
- **INNOVATION** — Encouraging discovery and creativity by seeking new, adaptable and responsive methods, and advancing the frontiers of knowledge.
- **ACADEMIC FREEDOM** — Establishing a collegiate atmosphere by encouraging intellectual inquiry, open exchange of scholarly ideas, and development of knowledge.
- **DIVERSITY** — Recognizing social, cultural, gender, race, age, and ability diversity by raising awareness, embracing differences, creating a supportive environment, and advocating mutual understanding and respect.
- **INTEGRITY** — Instilling a sense of social responsibility and personal accountability by upholding professional and ethical behaviors.

Code of Student Conduct

Students abiding by the Code of Student Conduct embody the mission and the core values of DigiPen Institute of Technology through their actions and behaviors, and adhere to campus policies and procedures.

This Code applies to all undergraduate students, all graduate students, and all students participating in academic or professional programs on campus. The Code generally applies to conduct that occurs on DigiPen's campus or at DigiPen-related events and activities. Behavior conducted off-campus may also result in disciplinary action against students when, in the judgment of DigiPen's administration, the conduct is considered in violation of the Code.

The Code requires students to cooperate with a reasonable request by DigiPen staff or faculty members (or emergency response or law enforcement personnel) acting in good faith and within the scope of their duties, including but not limited to, failure to cease the prohibited conduct, failure to produce identification, or interference with or failure to cooperate with an investigation by DigiPen.

Students are responsible for being informed about DigiPen Institute of Technology's Code of Student Conduct. DigiPen reserves the right without prior notice to change the rules, policies, or information in the Code of Student Conduct. New policies will be enforced 24 hours after notification of the change to students through email.

STUDENT MISCONDUCT

DigiPen Institute of Technology adheres to the belief that students learn and develop by taking responsibility for their actions. The disciplinary process is designed to help students understand how to succeed and recognize their impact as a part of a larger community. These skills are vital to becoming a professional leader in any industry. The Chief Operating Officer — International (or designee) and Student Affairs administration, acting on behalf of DigiPen Institute of Technology, determine whether or not an incident is considered a violation of the Code of Conduct and warrants disciplinary action.

DISCIPLINARY PROCESS

1. The Office of Student Affairs is notified of the alleged Code of Conduct violation, through the submission of an Incident Report form. Any member of the campus community has the ability to submit an Incident Report to the Office of Student Affairs. Incident Report forms can be obtained from any staff member, or submitted via the DigiPen Website.

2. A Student Affairs staff member gathers information to determine
 - a. if the allegations are warranted,
 - b. what, if any, policies were violated, and
 - c. the extent of the violations.
3. A Student Affairs staff member assesses the need for a disciplinary meeting.
 - a. One offense of any other policy violation may or may not result in a disciplinary hearing, however two notifications of any policy violation will automatically result in a hearing with the Appeals and Disciplinary Committee.
 - b. The student(s) involved are contacted through email, phone, and/or letter indicating the alleged violation and ongoing investigation. This contact information is gathered from the Student Profile in the SRS system.
4. Through the investigation a Student Affairs Officer will determine, based on the severity of the alleged violation, if the student(s) will have the disciplinary meeting with:
 - a. A Student Affairs Officer(s) (if the alleged violation does not have the possibility of resulting in suspension or expulsion), or
 - b. the Appeals and Disciplinary Committee (if the alleged violation does have the possibility of resulting in suspension or expulsion).
5. The disciplinary meeting will determine if a violation of any campus policy occurred.
 - a. If the student is not found to be in violation of any campus policy through the investigation or any disciplinary meetings, there will be no further action.
 - b. If the student is found to be in violation of any academic or campus policy at the disciplinary meeting, Student Affairs Officer(s) or the Appeals and Disciplinary Committee will determine the appropriate sanction(s). Sanctions can include, but are not limited to, community service, a failing grade, suspension, and/or suspension or expulsion from DigiPen.
6. The student will be notified in writing of the decision via email, phone or letter.
 - a. If found responsible for any policy violations, student will also be informed of all applied sanctions.
7. Student Affairs monitors any sanction(s) imposed on the student.
 - a. Students who fail to comply with the terms of their sanction are committing an additional policy violation. Students failing to comply could be subject to further disciplinary action.
8. All documentation of the violation(s) is kept on file with the Office of Student Affairs.

APPEALS PROCESS – STUDENT MISCONDUCT, NON-ACADEMIC

The student has the right to dispute the decision of the Student Affairs Officer and/or Appeals and Disciplinary Committee.

If the student wishes to make an appeal, the student must

- a. notify the Chief Operating Officer—International (or designee) of intent to appeal and
- b. must also provide a full explanation of the reasons for appealing in writing

... within one week of being notified of the decision. Exact contact information on the specific individual to appeal to is included in the decision letter sent to the student.

Appeal hearings can take place before the Chief Operating Officer—International (or designee). A member of the Appeals and Disciplinary Committee puts forth the reason for the original decision. As soon as possible after the hearing is completed, the Chief Operating Officer—International (or designee) will notify the student of the final decision in writing.

ACADEMIC CONDUCT POLICY

It is the policy of DigiPen that students are required to uphold the core values of DigiPen Institute of Technology with integrity in their academic conduct. Failure to practice good academic conduct will subject students to DigiPen's disciplinary process.

ACADEMIC DISHONESTY

Academic dishonesty, or cheating, occurs when a person represents someone else's work as their own or assists another person in doing so. Academic dishonesty will result in disciplinary action when present in any coursework, including exams, quizzes, homework, and projects.

Instances of academic dishonesty can include, but are not limited to,:

- When a student uses any prohibited reference or equipment in the completion of a task.
- Plagiarism, which can take the form of copying and pasting excerpts from an original source material and representing them as original work.
- Filling out another student's name on attendance sheets.

The sanction(s) for committing an act of academic dishonesty can vary, but may include expulsion.

DETERMINATION OF ACADEMIC DISHONESTY

Determinations of the type and severity, as well as legitimacy of a claim of an incident of Academic Dishonesty can be made by course instructors, department chairs, academic deans, and/or the Appeals and Disciplinary Committee.

DISCIPLINARY PROCESS

1. The Office of Student Affairs is notified of the alleged academic dishonesty violation, through the submission of an academic dishonesty form. Any member of the faculty or staff has the ability to submit this form to the Office of Student Affairs. Prior to submitting the form, the students listed will have the opportunity to review and sign the form.
2. A Student Affairs Officer gathers information to determine
 - a. if the allegations are warranted,
 - b. what, if any, policies were violated, and
 - c. the extent of the violations.
3. A Student Affairs Officer assesses the need for a disciplinary meeting.
 - a. One offense of academic dishonesty or any other policy violation may or may not result in a disciplinary hearing, however two notifications of any policy violation will automatically result in a hearing with the Appeals and Disciplinary Committee.

- b. The student(s) involved are contacted through either email, phone, and/or letter indicating the alleged violation and ongoing investigation. This contact information is gathered from the Student Profile in the SRS system.
4. Through the investigation a Student Affairs Officer will determine, based on the severity of the alleged violation, if the student(s) will have the disciplinary meeting with:
 - a. A Student Affairs Officer(s) (if the alleged violation does not have the possibility of resulting in suspension or expulsion), or
 - b. the Appeals and Disciplinary Committee (if the alleged violation does have the possibility of resulting in suspension or expulsion).
5. The disciplinary meeting is held to determine if a violation of any campus policy occurred.
 - a. If the student is not found to be in violation of any academic or campus policy through the investigation or any disciplinary meetings, there will be no further action.
 - b. If the student is found to be in violation of any academic or campus policy at the disciplinary meeting, Student Affairs Officer(s) or the Appeals and Disciplinary Committee will determine the appropriate sanction(s). Sanctions can include, but are not limited to, community service, a failing grade, suspension, and/or suspension or expulsion from DigiPen.
6. The student will be notified in writing of the decision via email, phone or letter.
 - a. If found responsible for any policy violations, the student will also be informed of all applied sanctions.
7. Student Affairs monitors any sanction(s) imposed on the student.
 - a. Students who fail to comply with the terms of their sanction are committing an additional policy violation. Students failing to comply could be subject to further disciplinary action.
8. All documentation of the violation(s) is kept on file with the Office of Student Affairs.

APPEALS PROCESS – ACADEMIC DISHONESTY

- The student has the right to dispute the decision of the Appeals and Disciplinary Committee.
 - » If the student wishes to make an appeal, the student must
 - a. notify the Dean of Faculty (or designee) of intent to appeal and
 - b. must also provide a full explanation of the reasons for appealing in writing

... within one week of being notified of the decision. Exact contact information for the specific individual to appeal to is included in the decision letter sent to the student.

- » Appeal hearings can take place before the Dean of Faculty (or designee). A member of the Appeals and Disciplinary Committee puts forth the reason for the original decision. As soon as possible after the hearing is completed, the Dean of Faculty (or designee) will notify the student of the final decision in writing.
- The student has the right to dispute the disciplinary decision of the Dean of Faculty (or designee) for all decisions resulting in suspension or expulsion.
 - a. If the student wishes to make an appeal, the student must notify the Chief Operating Officer—International in writing within one week of being notified of the decision, and must provide a full explanation of the reasons for appealing.
 - b. The Dean of Faculty (or designee) puts forth the reasons for the original decision. As soon as possible after the hearing is completed, the Chief Operating Officer—International will notify the student of the final decision in writing.

FILING A COMPLAINT REGARDING A DISPUTE

If the student has any other type of dispute with DigiPen, the student 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 filed to the Chief Operating Officer—International. If the student is still not satisfied with the decision, the student may appeal to the President of the Institute. If the student is still not satisfied with the decision, the student may appeal to the Executive Director of the Washington Student Achievement Council at:

WASHINGTON STUDENT ACHIEVEMENT COUNCIL

P.O. BOX 43430

OLYMPIA, WA 98504-3403 USA

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

FILING A COMPLAINT WITH ACCSC

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting 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 school 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 | WWW.ACCSC.ORG

Campus Policies

This handbook does not include all DigiPen campus policies. Students are responsible for being informed of all campus policies also outlined in the Student Enrollment Agreement, the Course Catalog, and the DigiPen website.

ANTI-HARASSMENT POLICY

DigiPen prohibits harassment of any kind between faculty/staff and students, between students and students, between faculty/staff/students and others, on the basis of race, sex, gender, gender identity, gender expression, color, national origin, ancestry, religion, physical or mental disability, veteran status, age or any other basis protected by federal, state, or local law. DigiPen policy prohibits inappropriate conduct and reserves the right to sanction students for behaviors that it deems inappropriate, even though the instance of harassment may not reach the legal standard for harassment.

ANTI-DISCRIMINATION POLICY

DigiPen Institute of Technology is committed to maintaining a diverse community in an atmosphere of mutual respect for and appreciation of differences.

DigiPen Institute of Technology does not discriminate in its educational and employment policies on the basis of race, color, creed, religion, national/ethnic origin, sex, gender, gender identity, gender expression, sexual orientation, age, or with regard to the basis outlined in the Veterans' Readjustment Act and the Americans with Disabilities Act.

SEXUAL MISCONDUCT POLICY

These resources are available for students following an incident of sexual misconduct:

ON-CAMPUS RESOURCES

CONFIDENTIAL RESOURCES

Confidential resources are DigiPen employees with whom an individual can have a privileged communication. Privileged communications cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. DigiPen's confidential resources are listed as follows:

DigiPen Counseling

Kay Widmer, MS, LMHC

Director of Counseling Services

kwidmer@digipen.edu

(425) 629-5015

NON-CONFIDENTIAL RESOURCES

Responsible Employees (also known as “Mandated Reporters”)

DigiPen’s responsible employees are required to report all details of an incident (including the identities of both the complainant and respondent) to DigiPen’s Title IX Coordinator. To file a report of an incident of sexual misconduct, please contact a responsible employee.

Most members of the DigiPen community are considered responsible employees and are therefore obligated to report to DigiPen any information they receive about sexual misconduct. Employees who are categorized as responsible employees include (but are not limited to):

- DigiPen’s Title IX Coordinator
- Student Affairs staff
- All faculty members
- Members of DigiPen’s general administration staff
- Resident Assistants
- Students employed in their work-related positions

Talking with any of these individuals constitutes a report to DigiPen. DigiPen commences the Title IX investigative procedures, described later in this chapter, in response to all reports of sexual misconduct.

OFF-CAMPUS RESOURCES

DigiPen provides this directory as a resource for students in crisis. DigiPen is not officially partnered with any of the following off-campus resources.

Redmond Police

8701 160th Avenue NE
Redmond, WA 98052
Main Phone: 425-556-2500

Redmond Hospital

8980 161st Avenue NE
Redmond, WA 98052
Main Phone: 425.899.2273

King County Sexual Assault Resource Center 24 Hour Resource Line:

888-998-6423

National Sexual Assault Hotline:

1 (800) 656-HOPE (4673)

STATEMENT OF POLICY

DigiPen is committed to maintaining a positive emotional and physical environment in which all students have an equal opportunity to achieve success. DigiPen will not tolerate any acts of harassment or non-consensual sexual activity. Intimidation, harassment, and sexual misconduct violate the standards of acceptable behavior and academic freedom of all students on campus and in the DigiPen community.

DEFINITION OF TERMS

CONSENT

Consent is a voluntary agreement to engage in sexual activity; someone who is incapacitated cannot consent; past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

CONFIDENTIAL RESOURCES

Confidential resources are DigiPen employees who are required to maintain near-complete confidentiality. Speaking with these employees is referred to as a privileged communication. Privileged communications cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person.

INCAPACITATION

Incapacitation exists (but is not limited to) when a person is unaware, blacked out, unconscious, unable to make rational/reasonable decisions, and/or otherwise physically or mentally helpless to give effective consent.

Incapacitation does not excuse the accused party.

RESPONSIBLE EMPLOYEE (OR MANDATED REPORTER)

A responsible employee is a DigiPen employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes non-consensual, unjust, and/or abusive sexual advantage of another individual for advantage or benefit of anyone other than the individual being exploited. The behavior may also constitute as rape, sexual assault, and/or sexual harassment. Examples include, but are not limited to:

- inducing incapacitation with the intent to rape or sexually violate another person,
- knowingly transmitting an STD
- prostituting another student
- taking non-consensual video, audio taping, or still photography of sexual activity and/or full or partial nudity,
- allowing others to observe an act of consensual sex without the knowledge or consent of the consenting partner.

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, non-consensual touching, bribery, demands for sexual favors, threats of physical and/or emotional harm, exposing one's self, undue attention, unwanted embraces or bodily contact, sexual gestures, and verbal abuse. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; and/or
2. such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; and/or
3. such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers; and/or
4. such behavior may be an unwanted series of events or an unwanted single encounter that causes a reasonable individual worry, trouble, or concern.

SEXUAL MISCONDUCT

Sexual misconduct includes all instances of sexual exploitation, sexual harassment, and non-consensual sexual intercourse (also sometimes referred to as rape and/or sexual assault).

HOSTILE ENVIRONMENT

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, and objectively offensive that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from DigiPen's educational programs or activities.

NON-CONSENSUAL SEXUAL INTERCOURSE (OR RAPE/SEXUAL ASSAULT)

Non-consensual sexual intercourse consists of any sexual intercourse (including, but not limited to anal, oral, urethral, or vaginal), however slight, with any body part or any object, by a person upon another person, without consent. Non-consensual sexual activity occurs if a person is forced to have sexual intercourse, or if sexual intercourse occurs under circumstances in which a person is unable to consent to such activities.

Sexual intercourse may include but is not limited to vaginal, oral, urethral, or anal penetration by any body part or any object. The perpetrator may be known or unknown to the victim. The force necessary can be any amount (or threat) of force which places the victim in fear of injury or in fear of their life. The perpetrator need not use a weapon nor must they physically abuse the victim to make the victim fearful of injury or in fear of their life. The terms “acquaintance rape” and “date rape” refer to the above-described behavior perpetrated by someone known to the complainant. Non-consensual sexual intercourse also includes knowingly transmitting a Sexually Transmitted Infection to another person.

RETALIATORY HARASSMENT

Retaliatory harassment is intentional action taken by an accused individual or allied third party that harms an individual as reprisal for reporting sexual misconduct or for participating in an investigation of sexual misconduct.

DigiPen prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). Retaliation will not be tolerated by DigiPen.

TITLE IX

Title IX is a law that protects against gender discrimination and provides for equal opportunity for students to pursue education and have equal and safe access to all of a school’s programs and facilities and protects these environments from becoming hostile environments. It is mandated through the Office of Civil Rights in the US Department of Education that institutions receiving federal funds or providing federal financial aid to students must adhere to Title IX’s rules and provisions.

TITLE IX COORDINATOR

DigiPen Institute of Technology officer charged with investigating all complaints of violations of the Sexual Misconduct Policy.

DigiPen’s Title IX Coordinator

Marshall Traverse, Dean of Students
mtraverse@digipen.edu
(425) 629-5034

REPORTING AN INSTANCE OF SEXUAL MISCONDUCT

To report an instance of sexual misconduct, students should contact any responsible employee of DigiPen.

DigiPen encourages the complainant of sexual misconduct to talk to a responsible employee so that the complainant can get the support they need and so DigiPen can begin the Title IX investigation procedures.

CONFIDENTIALITY

Different employees on campus have different abilities to maintain a complainant's confidentiality.

1. Confidential resources are required to maintain near complete confidentiality; talking to a confidential resource is sometimes called a privileged communication (e.g. Counselor).
2. All other employees (excluding those with privileged communication) are considered responsible employees (sometimes also called mandated reporters) and are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report from these employees constitutes a report to DigiPen and obligates DigiPen to commence the Title IX investigative procedures.

REPORTING TO RESPONSIBLE EMPLOYEES

The following employees (or categories of employees) are DigiPen's responsible employees:

- Student Affairs Staff, Faculty, Administration and Resident Assistants

A responsible employee must report to a Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the complainant. Responsible employees are required to report any potential violation of the sexual misconduct policy to a Title IX Coordinator. If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, DigiPen will consider the request, but cannot guarantee that it will be honored. While reporting the details of the incident to a Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the complainant's request for confidentiality. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling DigiPen's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement. When a complainant tells a responsible employee about an incident of sexual misconduct, the complainant has the right to expect DigiPen to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The responsible employee takes the report of sexual misconduct, fills out an Incident Report, and then submits that Incident Report to the Title IX Coordinator.

THE TITLE IX INVESTIGATION PROCESS

The Title IX officers (Title IX Coordinator, Title IX investigators) are charged by Title IX with investigating all complaints of violations of the Sexual Misconduct Policy.

1. Complainant contacts a responsible employee of the DigiPen community to report the incident.
 - Any student in the DigiPen community who believes they have been the victim of sexual misconduct as defined by the Sexual Misconduct Policy is encouraged to bring the matter to the attention of a responsible employee.
2. The responsible employee reports the incident to the Title IX Coordinator (or designee).
 - The Title IX Coordinator oversees DigiPen’s review, investigation, and resolution of reports of sexual assault and harassment.
3. The Title IX Coordinator determines whether the conduct in question is a violation of the Institute’s Sexual Misconduct Policy or regulations under Title IX.
4. If the conduct is found to be a violation of the Sexual Misconduct Policy, the Title IX Coordinator (or designee) initiates a prompt, thorough, and impartial investigation by trained Title IX Investigators. The Title IX investigation occurs independently of any criminal investigation initiated by the complainant.
 - DigiPen may designate an investigator of its choosing, provided that the investigator has specific training and experience investigating allegations of misconduct. DigiPen will provide annual training for all investigators. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.
5. Investigation can last 30-60 days of receiving the complaint. This timeframe may be extended depending on the complexity of circumstances of each case.
 - The investigator(s) conduct the investigation in an appropriate manner considering the circumstances of the case. The investigation typically includes interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the investigator(s) provide an opportunity for both parties to present witnesses and other evidence. The interviews are supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation is thorough, impartial, fair, and all individuals are treated with appropriate sensitivity and respect. The investigation is

conducted in a manner that is respectful of individual privacy concerns. The parties involved are notified when the investigation has commenced.

- Information gathered during the review or investigation is used to evaluate the responsibility of the respondent, provide for the safety of the complainant and the DigiPen campus community, and impose sanctions as necessary to address the effects of the alleged conduct. Where there is sufficient information alleged, if proven, that would constitute a violation of policy, DigiPen has the discretion to institute on-campus judicial resolution proceedings against the respondent. At its sole discretion, DigiPen may remove a member of the community temporarily until the investigation is completed.
6. Title IX Investigators report the investigation findings to the Title IX Coordinator (or designee) and Chief Operating Officer—International (or designee).
 - At the conclusion of the investigation, the investigator(s) and the Title IX Coordinator will prepare a report setting forth the facts gathered. The investigation report is presented to the Chief Operating Officer—International (or designee). Upon receipt of the investigation report, DigiPen will notify all parties that the investigation is complete and provide information about next steps in the process.
 7. An Adjudication Hearing is held with the Title IX Coordinator and Chief Operating Officer—International (or designee). The Title IX Coordinator and the Chief Operating Officer – International (or designee) determine the sanctions.
 8. Chief Operating Officer—International (or designee) decides on appropriate measures to resolve allegations.
 - Based on the information gathered in the initial Title IX assessment and/or investigation, the Chief Operating Officer—International (or designee) acting on the behalf of DigiPen will take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects. The decision is made using preponderance-of-the-evidence (i.e. more likely than not). The Chief Operating Officer—International (or designee), acting on behalf of DigiPen, makes a determination based on the present facts about the safety of the complainant and the potential risk to other students.

Potential Outcomes Include (but are not limited to):

- **Judicial Charge:** The Chief Operating Officer—International (or designee), acting on behalf of DigiPen, is the administrator who determines whether or not the incident warrants a judicial charge. A student does not initiate a charge against another student, but may press charges using local, state, or federal procedures.
- **Imposing Sanctions:** If deemed necessary, DigiPen may contact the respondent and may impose sanctions which include, but are not limited to: interim suspension from DigiPen and/or DigiPen Housing LLC; permanent expulsion from DigiPen, and/or a No Contact Order.

- Insufficient Evidence: A Title IX Coordinator determines there is not enough information to justify filing a formal Sexual Misconduct charge and the disciplinary matter is dropped or other charges are assigned, as appropriate.
 - False Report: A Title IX Coordinator determines that the complainant made a false statement and sanctions may be imposed.
9. Complainant and respondent are notified of the decision via a simultaneous written notice.
- A Title IX Coordinator (or designee) documents each report or request for assistance in resolving a case involving charges of sexual assault or harassment, whether made by the complainant, a third party, or anonymously, and reviews and retains copies of all reports generated as a result of investigations. These records will be kept confidential to the extent possible. However, each report will be documented via an Incident Report and reported annually in adherence to the Clery Act (names will not be used).

PROVISIONS FOR COMPLAINANTS IN CASES OF SEXUAL MISCONDUCT

Individuals whose complaints of sexual misconduct are being investigated by DigiPen can anticipate that:

- They will be treated with sensitivity, dignity, respect, and in an unbiased manner by all involved administrators, investigators, and adjudicators.
- They will have the option to choose non-participation in the Title IX investigation process.
- They will be informed in writing that their complaint of sexual misconduct is being investigated and of any other policy violations that may emerge through this investigation.
- They will be advised of DigiPen's Sexual Misconduct Policy and the Title IX investigation process.
- They will be afforded the same rights and opportunities as the respondent throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access DigiPen and/or external resources for medical and counseling services.
- They may choose to pursue a formal complaint with external law enforcement authorities or other federal or state agencies at any time.
- They may invite a DigiPen student, faculty member, or staff member to accompany them at meetings regarding the investigation process.
- They may meet with the Chief Operating Officer—International (or designee) in person prior to the official determination of a finding.

- They will be informed in writing, concurrently with the respondent, of the finding issued by the Chief Operating Officer—International (or designee), as well as the outcome of any appeal.
- They will have the right to appeal the outcome based on the grounds designated in this policy, provided they have participated in the investigation process.
- They may retain legal counsel at any time, although legal counsel is not permitted to represent a student in a DigiPen investigation nor ask questions on a students' behalf. Attorneys are only permitted to advise a student. Attorneys who wish to communicate about a case may contact DigiPen's legal representation directly.

PROVISIONS FOR RESPONDENTS IN CASES OF SEXUAL MISCONDUCT

Students responding to complaints of sexual misconduct can anticipate that:

- They will be treated with sensitivity, dignity, respect, and in an unbiased manner by all involved administrators, investigators, and adjudicators.
- They will have the option to choose non-participation in the Title IX investigation process.
- They will be informed in writing that a complaint of sexual misconduct against them is being investigated, and of any other policy violations that may emerge through this investigation.
- They will be advised of DigiPen's Sexual Misconduct Policy and the Title IX investigation process.
- They will be afforded the same rights and opportunities as the complainant throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may access DigiPen and/or external resources for medical and counseling services.
- They may invite a DigiPen student, faculty member, or staff member to accompany them at meetings regarding the investigation process.
- They may meet with the Chief Operating Officer—International (or designee) in person prior to the official determination of a finding.
- They will be informed in writing, concurrently with the complainant, of the finding issued by the Chief Operating Officer – International (or designee), as well as the outcome of any appeal.
- They will have the right to appeal the outcome based on the grounds designated in this policy, provided that they have participated in the investigation process.
- They may retain legal counsel at any time, although legal counsel is not permitted to represent a student in a DigiPen investigation nor ask questions on a students' behalf. Attorneys are only permitted to advise a student. Attorneys who wish to communicate about a case may contact DigiPen's legal representation directly.

EXTERNAL AUTHORITIES AND INCIDENTS OF SEXUAL MISCONDUCT

DigiPen's process will proceed as stated in the Title IX Investigation Process section of this Sexual Misconduct Policy independently of the complainant filing a police report. Responsibility lies with the individual student, not DigiPen, to take such action with external authorities. DigiPen may consult with and review information provided by municipal authorities, but DigiPen makes its independent determination about whether or not the Code of Student Conduct has been violated. DigiPen's investigation and ultimate decision regarding the complaint proceed independently of decisions made or not made by law enforcement authorities and/or by a court of law.

RELIGIOUS AND POLITICAL EXPRESSION CAMPUS POLICY

DigiPen Institute of Technology does not officially sponsor religious or political expression of any kind. DigiPen may prohibit or limit any activity or conduct which, in DigiPen's sole discretion, does not comply with this policy.

WEAPONS AND CONFISCATION POLICY

In the interest of maintaining an environment that is safe and free of violence and/or threats of violence for its employees, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of DigiPen (including the DigiPen parking lot). Weapons and ammunition are potential safety hazards. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, propel an object, or incapacitate and includes, but is not limited to: all firearms, pellet/BB guns, paintball guns, home-manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives, or knives with a blade longer than three inches.

Possession, use, or display of weapons or ammunition is inappropriate in an academic community for any reason, except by law enforcement officials. No weapons or ammunition shall be worn, displayed, used, or possessed on campus. Any member of the DigiPen community who violates this policy shall be subject to appropriate disciplinary action up to, and including, dismissal from DigiPen. Any person who is not a member of the DigiPen community who violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions permitted by the law of the State of Washington. Members of the DigiPen community who are aware of any violations of this policy or have other concerns about safety or weapons should report them to an employee of DigiPen.

DRUG AND ALCOHOL POLICY

DigiPen Institute of Technology forbids the manufacture, possession, distribution, and use of alcohol, marijuana, and illicit drugs on DigiPen property. Disciplinary sanctions will be imposed on students and employees for violations of DigiPen's policy governing illicit drugs, alcohol, and marijuana.

Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution. 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, please contact the Dean of Students at studentaffairs@digipen.edu or at (425) 629-5034.

Smoking cigarettes or e-cigarettes is not allowed inside the building at any time. Smoking cigarettes or e-cigarettes is only allowed in designated smoking areas on DigiPen property.

MISSING OR UNRESPONSIVE STUDENT POLICY

It is the policy of DigiPen that any reports of a missing or unresponsive student should be directed to the Dean of Students in person, by telephone at 425-629-5034 or via email at studentaffairs@digipen.edu. 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 or missing. DigiPen Institute of Technology considers the safety of the students to be essential in the creation and maintenance of an environment where learning is encouraged and supported.

FERPA POLICY

RELEASE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of students' education records. However, the following information is considered public or directory information and may be released to anyone unless a student informs the Office of the Registrar that the student does not wish any information released:

- Name
- Primary telephone number
- Institute email address
- Major field of study
- Dates of attendance
- Degrees and awards received
- Full-time or part-time enrollment status
- Number of credits for which a student is registered each semester.
- Educational institutions attended

DECLINING RELEASE OF INFORMATION

If a student does not wish to have DigiPen release any directory information and/or does not want directory information to appear in any published or electronic student directory, the student may restrict access through SRS. No information will be released on students or to students who have restricted release of directory information, including degrees awarded and dates of attendance.

ALLOWING RELEASE OF INFORMATION

If a student restricted the release of directory information and now wishes to allow this information to be released, the student must go to the Office of Administration and present photo identification and a completed and signed Release/Restrict of Directory Authorization form.

CAREER SERVICES COMPANY DAY POLICY

Company Days are regularly scheduled on-campus presentations by some of the industry's top companies, which give students the opportunity to meet with recruiters to learn more about various companies, their hiring processes, and open opportunities for jobs and internships. These events are only open to juniors, seniors, and graduate students that are currently matriculated at DigiPen, unless otherwise stated.

FOOD AND DRINK CAMPUS POLICY

Only capped and bottled beverages in auto-seal containers are allowed in Plato, Michelangelo, and Van Gogh. No meals or snacks are allowed in auditoriums. Only packaged, light snacks (energy bars, chips, etc.) and beverages with spill caps are allowed in all other classrooms and lab spaces. Meals are to be consumed in the cafeteria only.

STUDENT DRESS CODE POLICY

Cleanliness of person and clothing is required to reflect the professionalism of the DigiPen community. For safety reasons, shoes are to be worn at all times. Use of offensive, obscene, and/or abusive words or symbols on clothing is not permitted. This includes the use of emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the Institute. The DigiPen administration determines if the particular mode of dress results in disruptions or interference.

STUDENT POSTINGS POLICY

Student groups, clubs, and individual students can post signs on the DigiPen campus once they have received an approval stamp on the sign by a member of the Office of Student Affairs.

The following rules and restrictions apply to all student postings:

1. Students may only post their sign in the designated locations on campus.
2. Signs need to be removed a day or two after the event by the student or affiliated group.
3. All signs will be removed at the end of the semester.
4. Signs found taped to walls, doors, mirrors, or any other space that is not a designated location will be immediately removed.

BADGE POLICY

DigiPen is a closed campus facility that requires the use of ID access card technology. Access card readers are the square black devices located at the entrance to all areas. If students' badges do not gain them entrance to an area to which they should have access or if a door that they think they should be able to unlock does not unlock, students should report this to Facilities by emailing badge@digipen.edu. Classroom card readers are for access control only and do not record attendance.

- If an ID badge is lost or stolen this must be reported to DigiPen Facilities immediately by emailing badge@digipen.edu
- ID badges must be surrendered to DigiPen administration upon academic completion or termination.
- Under no circumstance may students allow anyone else to use their badges for any reason.
- ID badges must be in the student's possession at all times while on school property.

A badge may be replaced free of charge only if it stops working and there is no visible damage. Otherwise, there is a \$25 fee to replace broken or misplaced badges. To request a replacement badge, email badge@digipen.edu

GUEST BADGE POLICY

All people on campus who are not matriculated students or current employees are considered guests of the DigiPen campus. All guests must check in at the front desk immediately upon arriving to campus to fill out the required paperwork to obtain a Guest Badge. Guest Badges must be worn at all times while on the DigiPen campus, and must be returned to the front desk before departure.

EMERGENCY TRAINING AND NOTIFICATION POLICY

EMERGENCY DRILLS AND TRAINING POLICY

Students are required to actively participate in any and all emergency drills and training while on the DigiPen campus. Advance notice will generally be given before the event, but DigiPen reserves the right to conduct emergency drills and/or training with little or no notice.

EMERGENCY NOTIFICATION SYSTEM

All students, faculty, and staff are automatically enrolled in a mass notification system (“Alert System”) to relay information via cell phone in the event of an emergency, or disruption affecting members of the DigiPen community. The alert system is used for non-routine incidents affecting the campus community such as natural disaster (earthquake, flooding, etc.); man-made disaster (fire, hazardous waste spill, etc.); emergency situations (lockdown, active shooter, etc); DigiPen shuttle schedule disruption; or other events as determined by DigiPen.

It is the student’s responsibility to maintain up-to-date contact information via SRS. Students may opt-out of the Alert System at any time by contacting the Office of Student Affairs and requesting this in writing.

SERVICE ANIMAL CAMPUS POLICY

INTRODUCTION

The Americans with Disabilities Act as amended, requires that individuals with disabilities be provided with reasonable accommodations. Part of these accommodations may include the use of service animals to assist individuals with disabilities while visiting in facilities operated by DigiPen. Service animals are permitted in all facilities operated by DigiPen where the public is normally allowed to go, pending restrictions for reasons stated below in the Removal of Service Animals section.

DEFINITIONS OF SERVICE ANIMALS

Since March 15, 2011, service animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Animals whose sole function are to provide comfort or emotional support do not qualify as service animals under the ADA. Students who wish to bring an emotional support animal to campus must contact the Office of Disability Support Services at dss@digipen.edu prior to arrival, for approval, which is granted on a case by case basis.

WHERE SERVICE ANIMALS ARE ALLOWED

Under the ADA, DigiPen allows service animals to accompany people with disabilities in all areas of DigiPen’s campus where the public is normally allowed to go.

SERVICE ANIMALS MUST BE UNDER CONTROL

As required by the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

REMOVAL OF SERVICE ANIMALS

An official may require an owner to remove a service animal from DigiPen Institute of Technology facilities:

- If the animal is sick, unclean or malodorous.
- If its behavior is disruptive, e.g., barking, growling, running around, displaying aggressive behavior.
- If the owner/partner fails to clean up after the animal.
- If the animal does not meet all applicable city/county/college ordinances or requirements.

If such circumstances or behaviors persist, DigiPen officials may direct the owner/partner not to bring the animal onto campus. The owner may remain on campus and participate in activities, but the animal will not be allowed to return until the issues have been deemed to be resolved at the sole discretion of DigiPen.

RESOURCES

Questions regarding service animals and greater compliance with ADA regulations at DigiPen Institute of Technology should be referred to the DSS Coordinator at dss@digipen.edu or at (425) 629-5015.

RESTROOM USAGE POLICY

In accordance with the Washington Law Against Discrimination and the Washington State Human Rights Commission, DigiPen Institute of Technology encourages students, staff, faculty, and guests to use the restroom that is consistent with the individual's gender identity. For community members who prefer a single-occupancy restroom, an all-gender, single stall restroom is available on the second floor near the Academic Advising and Tutoring Center.

PREGNANT STUDENT SUPPORT

Although pregnancy itself is not considered a medical disability, people experiencing pregnancy as a student in higher education are protected by law under the Americans with Disabilities Act of 1990 and by Title IX of the United States Education Amendments Act of 1972.

Disability Support Services (DSS) at DigiPen Institute of Technology recognizes that medical, physical, or other pregnancy-related issues,

even if temporary or short-term, may arise that allow a pregnant student to access reasonable academic accommodations through the DSS Office at DigiPen. Accommodations such as, but not limited to, extended deadlines for assignments or note-taking services are appropriate in the same manner DSS serves other students with disabilities on campus.

PARKING POLICY

POLICY

1. Students are required to register their vehicle (or vehicles) every year they attend DigiPen using the license plate, make, and model on a vehicle registration form accessed via the DigiPen website or via email sent by the Campus Store. Students will also need to include current personal contact information (phone number and address) with their car registration.
2. After their vehicles are registered, students may go to the Campus Store to pick up their parking passes.
3. Students are required to attach the current, valid parking sticker on the inside lower portion of the rear windshield on the driver's side of the vehicle(s).
4. Students with the proper parking sticker are allowed to park in the spaces near the building signified by the "dP" symbol.*
*The blank parking spaces in lower-level parking lots that are unmarked or marked "compact" are available on a first-come, first-served basis. The upper parking lot west of campus near the Pro Club and Microsoft buildings is off limits.
5. There is no student parking in visitor-assigned, executive, or other reserved parking spots at any time.
6. DigiPen Institute of Technology reserves the right to tow any car at any time that is deemed inoperable or that may present a danger to the surrounding area.
7. DigiPen Institute of Technology reserves the right to temporarily reassign, reallocate, or reduce the number of available parking spaces for school functions.
8. Parking spots in the DigiPen Institute of Technology lot are limited and are not guaranteed at any time. Parking spots are available on a first-come, first-served basis.
9. DigiPen Institute of Technology is not responsible for any loss and/or damage to any vehicle and/or contents in the vehicle, due to any reason including, but not limited to, theft or collision.
10. Drivers in the DigiPen lot must adhere to the posted 5MPH speed limit.
11. Drivers must immediately report any hit and run incident they have been involved in to the DigiPen front desk staff.

ENFORCEMENT

1. If a vehicle is parked in a “dP” marked parking spot without a DigiPen parking pass/sticker visibly placed in the rear windshield, the driver will be issued a warning for the first offense, a fine of \$50 for the second offense, and a fine of \$100 for the third offense in the form of a ticket placed on the front windshield of the vehicle. The driver of the vehicle has up to 7 days from the date that the ticket was issued to pay the fine. Payments are made at the DigiPen Campus Store. Drivers will receive up to 3 tickets before the vehicle is towed upon the 4th parking infraction.
2. There will be a two-week grace period before parking tickets are issued at the beginning of the academic year for student parking spaces. This grace period does not include any infractions of students parking in visitor, executive, or faculty/staff spaces. There will be no grace period for vehicles that are parked in unauthorized spaces and must be towed.
3. Infractions include but are not limited to: failing to register a vehicle, parking without a visible pass, double parking, parking overnight, and misuse of visitor, handicap, carpool, executive, vanpool, or reserved spots.
4. If a vehicle remains parked in the DigiPen parking lot overnight, DigiPen reserves the right to tow the vehicle.
5. Drivers will be held financially responsible for any partial or completed tows ordered for their vehicles. (A standard car tow can cost between \$250 to \$300, plus additional charges for vehicle storage.)

PARKING APPEALS PROCESS

Drivers who feel that they were issued a ticket without cause may write a letter of appeal and send it to facilities@digipen.edu stating the reasons for contesting the ticket. The Senior Vice President of Institutional Facilities will review the letter and notify the driver of the decision in a timely manner.

STUDENT NETWORK AND INTERNET USAGE POLICY

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 in any manner that would prevent another student from using it.
- Students may not install software, drivers, patches, or any other program on DigiPen 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 another student's information or display any material which may offend another student.
- 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 DigiPen computer or transmitted over the DigiPen network without restriction or limitation in order to ensure compliance with the Student Network and Internet Usage 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 students have any questions or concerns about this policy, or if students would like to report a problem with internet access, contact 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 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 copyright.gov, especially the FAQs at copyright.gov/help/faq

In addition to the civil and criminal penalties outlined in the Code of Student Conduct, students who engage in illegal downloading or unauthorized distribution of all materials (including copyrighted and non-copyrighted works) using DigiPen's network will also be referred to DigiPen's Disciplinary Committee and be subject to disciplinary sanctions, up to and including suspension from the Institute, under the Code of Student Conduct and disciplinary procedures.

Academic Policies

This handbook does not include all DigiPen academic policies. Students are responsible for being informed of all academic and campus policies also outlined in the Student Enrollment Agreement, the Course Catalog, and the DigiPen website.

ATTENDANCE POLICY

If the student is more than 15 minutes late for class, the student will be marked absent for that entire class.

Attendance is required for all of the midterm and final exams. If the student cannot attend, it is the student's responsibility to provide written notification for the reason why the student cannot or could not take the exam (i.e. doctor's note). In the event that DigiPen finds the reason acceptable and justifiable, the student may be allowed to take the exam (or variation of the exam) at a later date. In the event that the student fails to provide such notification, or if DigiPen does not find the reason acceptable and justifiable, the student will be given a failing grade for the exam(s).

ACADEMIC WARNING POLICY

Students are responsible for familiarizing themselves with the terms of Satisfactory Academic Progress (SAP). Definitions of SAP can be found in the Course Catalog. Additionally, students may meet with their Student Success Advisor or Faculty Advisor.

FAILURE TO MEET ACADEMIC WARNING REQUIREMENTS

While on Academic Warning, students are required to meet minimum GPA and/or pace requirements (2.0 undergraduate/3.0 graduate GPA and/or 67% pace). Failure to meet the requirement will result in Academic Suspension. Students will be notified via mail and/or email within one week if they have been suspended. Suspended students will have to wait one full calendar year before they can apply for readmission. Students have two weeks after the date of the letter to appeal their suspension by contacting the Dean of Students at 425-629-5034.

ACADEMIC SUSPENSION PROCESS

1. Students must submit their withdrawal appeals within one week of the dated letter.
2. Appeals should be sent to the Dean of Students (or designee).
3. To be considered for an appeal the students must explain, in writing, any extenuating circumstances beyond their control that impacted their academic performance during the semester that they did not meet the conditions of their academic warning.

4. Students who submit appeals will be notified of their hearing, where they will have the opportunity to meet with the Appeals Committee to make a statement.
5. After the Appeals Committee has asked questions and reviewed the appeal, they will make a decision and the student will be notified via email of the result.
6. If the appeal is granted, the student may begin classes immediately. If the appeal is denied, students will need to wait one calendar year before applying for readmission.
7. If the appeal is denied, the student may appeal the decision in writing to the Dean of Faculty (or designee) for the final decision.

INCOMPLETE COURSE POLICY

An “Incomplete” or “I” is used when students have completed most of the required work for a course and submitted passing work, but circumstances beyond their control prohibit them from taking the final exam or completing coursework by the final due date. Students seeking an “Incomplete” should meet with their Student Success Advisor to review the procedure and receive the request packet.

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 1.0 quality points] or “F” [or 0 quality points], for example).

Arrangements for the “I” grade and its completion must be initiated by the student and agreed to in writing 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.

The instructor and student should decide on an appropriate plan and a deadline for completing the course, no later than the second Friday beyond the final grade submission deadline of the semester. When the student completes the course, the instructor will submit a change of grade to the Office of the Registrar no later than 9 am the Monday following the due date. Should the work not be completed within the agreed upon time frame, the Institute will assign a grade of “F” (or 0 quality points).

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.

INTERNSHIP CREDIT APPEALS PROCESS POLICY

If a student fails to complete the terms of a credited internship for any reason, the student will receive a failing grade for the internship. However, in cases where hardship withdrawal criteria are in place, students may appeal a failed internship grade to the Appeals and Disciplinary Committee. After reviewing the factors involved, the Appeals and Disciplinary Committee may choose to grant a “W” (withdrawal) on the student’s transcript in place of the failing grade.

HARDSHIP WITHDRAWAL POLICY

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). Students seeking a Hardship Withdrawal must meet with their Student Success Advisor to receive the form and review the procedure. 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 Hardship Withdrawal requests. Students requesting a partial hardship withdrawal must have documentation that explains why they are able to complete a portion of their classes, but not all. Once Hardship Withdrawal forms are completed, students must submit them to their Student Success Advisor for review before final submission to the Office of the Registrar.

If the Office of the Registrar grants a hardship withdrawal, the student will receive “W” grades in all approved classes. If a student receives a Hardship Withdrawal for all courses, the student will be withdrawn from DigiPen, effective the student’s last day of attendance. Regular refund and all Financial Aid policies apply. Students seeking readmission must abide by DigiPen’s readmission policy.

GRADE APPEAL POLICY

PURPOSE

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect students against errors or inconsistencies in their academic evaluation.

APPEAL EXPECTATIONS & CONDITIONS

Course grades assigned by instructors are presumed to be correct. The student is responsible for knowing and initiating the grade appeal procedure. It is the right and responsibility of the students who appeal a grade to demonstrate how they believe it to be incorrect. The claim of appeal may be based on one (or more) of the following:

1. **ERROR:** The grade was tabulated incorrectly (i.e. calculation error).
Grading Inconsistency - The grading scheme used contradicts the grading parameters outlined in the course syllabus.
2. **OTHER:** The grade appeal claim is based on other reasons than those outlined in the policy. Students who choose this basis of claim must write a further explanation of their reasons. These reasons must be best addressed through the Grade Appeals Process.

BEGINNING THE PROCESS – MEET WITH YOUR INSTRUCTOR

A student must first review the grade with the instructor of the course in question. It is the responsibility of the student to demonstrate how the grade is inaccurate and provide a suggestion for resolution. If an agreement cannot be obtained, the student may then file a formal appeal.

FILING A FORMAL APPEAL

A grade appeal only applies to the final course grade. If a student wishes to pursue a formal grade appeal, the student must file a Student Grade Appeal form and appropriate supportive documentation (i.e. course syllabus, email correspondence, assignments, test results, etc.) to the Office of Academic Administration no later than the first day of the next enrolled semester. If a student does not submit the completed form by this time, DigiPen is not required to process the appeal. It is highly encouraged that students start the appeal process as soon as possible after final grades have been posted.

The Department Chair will review the appeal, meet with the instructor and the student as necessary and make a decision. The Department Chair will issue a written response to the student with a copy to the instructor within 7 days after the beginning of the following semester. If the student is dissatisfied with the resolution, the student may appeal to the next academic level for review. If the student chooses to do so, the student must notify the Office of Academic Administration no later than 3 days after the Department Chair has issued the decision.

Just as in the first review, the Dean of Faculty (or designee) will review the appeal, meet with the instructor, Department Chair and student as necessary, and make a decision. The Dean of Faculty (or designee) will issue a written response to the student with a copy to the instructor within 7 days after the student issues the request to pursue further appeal.

Conclusion

It is the expectation of the DigiPen community that each student upholds the mission and values of the Institute and adheres to the Code of Student Conduct. Students with questions about the Code of Student Conduct or campus policies should contact the Office of Student Affairs at *studentaffairs@digipen.edu*

