History

In 1988, Mr. Claude Comair founded DigiPen Corporation in Vancouver, B.C., Canada, as a computer simulation and animation company. As the demand for production work grew, DigiPen faced the difficulty of finding qualified personnel, and in 1990 it began offering a dedicated training program in the area of 3D computer animation. In late 1990, DigiPen approached Nintendo of America to work together to establish a post-secondary program for those interested in programming video games. With the demand for qualified personnel growing and no other school in North America offering such a dedicated program, Nintendo was very supportive of the idea. The result of this collaborative effort was that in 1994 DigiPen Applied Computer Graphics School officially accepted its first class of video game programming students to its campus in Vancouver, B.C., for the two-year Diploma in The Art and Science of 2D and 3D Video Game Programming.

While DigiPen graduates quickly found employment in the industry, video game consoles were transforming into more complex, sophisticated computers; DigiPen realized there was a need to offer a bachelor degree-level program dedicated to the interactive computing industry. DigiPen engineers developed a four-year degree curriculum, which they submitted to the Washington State Higher Education Coordinating Board (HECB) for authorization. In 1996, the HECB granted DigiPen the authorization to award Associate and Bachelor of Science Degrees in Real-Time Interactive Simulation, the world’s first bachelor degree program dedicated to computer/video game development. After two years of getting the logistics in place, in 1998, DigiPen opened DigiPen Institute of Technology in Redmond, Washington, U.S.A.

In 1999, DigiPen added to its degree-program offerings the Associate of Applied Arts in 3D Computer Animation. The first graduation ceremony took place on July 22, 2000, when DigiPen awarded degrees to six graduates of the Associate of Science program and to five graduates of the Bachelor of Science program. DigiPen Institute of Technology in Redmond, WA, received accreditation from the Accrediting Commission of Career Schools and Colleges of Technology in 2002.

In the fall of 2004, DigiPen added the following degree programs:

Bachelor of Science in Computer Engineering
Bachelor of Fine Arts in Production Animation
Master of Science in Computer Science*

In the fall of 2008, DigiPen began offering the following degree programs:

Bachelor of Science in Game Design
Bachelor of Arts in Game Design

With nearly 900 students registered, DigiPen continues to strive for the highest standard of education demanded by the industry and continues to be a leader in the field of digital interactive entertainment education. Throughout the years, DigiPen students have consistently won numerous awards in national and international video game competitions. In addition to its success in training students who win placements in student categories, DigiPen is the only educational institution whose students have received awards in the professional category at the Game Developers Conference. Furthermore, DigiPen students have received certain professional category awards in the 2004, 2005, 2006, 2007, and 2008 competitions. Additionally,
DigiPen students have placed the largest number of student projects in the Independent Games Festival student showcase every year since it began, with a seven-year total of 23 winning game projects.

In fall 2008, DigiPen opened its first international branch campus in Singapore, the prosperous island city-state between Malaysia and Indonesia. In cooperation with Singapore’s Economic Development Board, DigiPen’s new campus is located in an area called “One-North,” an ambitious live-work project that connects information technology, communication, and media industries. Students in the first cohort at this campus will be taking one of the following degree programs:

Bachelor of Science in Real-Time Interactive Simulation
Bachelor of Fine Arts in Production Animation

Students at DigiPen’s Singapore campus will experience the same rigorous education as their Redmond counterparts and will be poised to take advantage of the rapidly growing Asian digital media sector.

With the ongoing success of DigiPen’s U.S. campus plus its new campus in Singapore, DigiPen continues to strive for the highest standard of education demanded by the industry and is considered a leader in the field of digital interactive entertainment education.

**Hours of Operation**

**Administrative Offices (Registrar, Admissions, Financial Aid, Student Billing):**

Monday – Friday: 9:00 am – 5:00 pm
Saturday – Sunday: Closed

**Student Affairs:**

Monday – Friday: 9:00 am – 5:00 pm
Saturday – Sunday: Closed

**Academic Support Office:**

Monday – Friday: 8:00 am – 5:00 pm
Saturday – Sunday: Closed

**Visitors**

Visitors are welcome to our campus and simply need to press the doorbell during business hours to gain access. All visitors to the DigiPen campus are required to sign-in at the front office before touring our facilities. There are designated “Visitor” parking spaces on Campus that should be used by visitors only. If you see a visitor on campus without an ID badge, please direct them to the front office.

**Maps**

Campus map is available in Appendix A at the end of this handbook.

**Lab Hours**

| Fall Semester | Regular Hours | Mon - Fri: 7:30am - 12:00am
Sat - Sun: 12:00pm - 8:00pm |
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<td></td>
<td>Veteran’s Day</td>
<td>12:00pm - 8:00pm</td>
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<td>Holiday</td>
<td>Hours</td>
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<tr>
<td>Thanksgiving</td>
<td>Thurs: closed</td>
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<td>Fri - Sun: 12:00pm - 8:00pm</td>
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<td>Finals Week</td>
<td>Mon - Thurs: 7:30am - 12:00am</td>
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<td>Fri: 7:30am - 9:00pm</td>
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<td>Sat - Sun: Closed</td>
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<tr>
<td>Week after Finals</td>
<td>Mon - Fri: 7:30am - 5:00pm</td>
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<td>Sat - Sun: closed</td>
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<td><strong>Spring Semester</strong></td>
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<td>Regular Hours</td>
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<td>Sat - Sun: 12:00pm - 8:00pm</td>
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<tr>
<td>Martin Luther King Day</td>
<td>Closed</td>
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<td>President's Day</td>
<td>12:00pm - 8:00pm</td>
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<td>Spring Break</td>
<td>Sat (before break): 12:00pm - 8:00pm</td>
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<td>Sun (before break): Closed</td>
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<td></td>
<td>Mon - Fri: 7:30am - 5:00pm</td>
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<td></td>
<td>Sat - Sun (during break): Closed</td>
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<td>Finals Week</td>
<td>Mon - Thurs: 7:30am - 12:00am</td>
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<td>Fri: 7:30am - 9:00pm</td>
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<td>Sat - Sun: Closed</td>
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<td>May Inter session</td>
<td>Mon - Fri: 9:00am - 5:00pm</td>
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<td>Sat - Sun: Closed</td>
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<td><strong>Summer Semester</strong></td>
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<td>Regular Hours</td>
<td>Mon - Fri: 7:30am - 10:00pm</td>
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<td>Sat: 12:00pm - 8:00pm</td>
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<td></td>
<td>Sun: Closed</td>
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<tr>
<td>Memorial Day</td>
<td>Closed</td>
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<td>July 4th</td>
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<td>Finals Week</td>
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<td>Fri: 7:30am - 9:00pm</td>
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<td>Sat - Sun: Closed</td>
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<tr>
<td>August Inter session</td>
<td>Mon - Fri: 9:00am - 5:00pm</td>
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<td>Sat - Sun: Closed</td>
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Academic Year 2010 – 2011

Don’t forget these important dates!

Aug. 30 - Sept. 3
New Student Orientation

September
3
New Student Orientation ends
3
Withdrawal deadline for 100% refund (Fall Semester)
6
Labor Day – No classes
7
Fall Semester classes begin
13
Last day to add classes (Fall Semester)
13
Withdrawal deadline for 90% refund (Fall Semester)
17
Club Day
17
Automatic withdrawal date from classes missing prerequisites
17
Final day to drop classes without an academic penalty
18
Student Association Carnival
18
Information Session

October
3
Withdrawal deadline for 75% refund (Fall Semester)
8-10
Family and Friends Weekend
16
Information Session
28
Final day to drop a class – students will receive a “W” on transcript (Fall Semester)
28
Withdrawal deadline for 50% refund (Fall Semester)
29
Student Association Halloween Costume Contest

November
1
Tuition deposit for Spring Semester due
11
Veterans Day – No classes
20
Fall Preview Day/Grad Preview Day
25-28
Thanksgiving Break – No classes

December
1
Tuition balance for Spring Semester due
1
Graduation application deadline for Spring 2011
13 – 17
Fall Semester final exams
17
Fall Semester ends
Dec. 18–Jan. 9  Winter Break – No classes

January
3-7  Intersession
7  Last date to receive 100% tuition refund (Spring Semester)
10  Classes begin – Spring Semester
16  Last day to add classes for Spring Semester
16  Withdrawal deadline for 90% refund (Spring Semester)
17  Martin Luther King, Jr. Day – No classes
21  Final day to drop class without academic penalty
22  Information Session
24  Employment meeting for international students

February
3  Founder’s Day - No classes
5  Withdrawal deadline for 75% refund (Spring Semester)
?  American taxes meeting for international students
21  Presidents Day – No classes
22  Cap and gown form and fee deadline
26  Deadline for Summer Workshops job applications
28-4  Spring Break – No classes

March
1  Graduation processing fee deadline
2  Final day to drop a class – students will receive a “W” on transcript (Spring Semester)
2  Withdrawal deadline for 50% refund (Spring Semester)
5  Information Session
25  Career Day
?  Industry Forum

April
1  Balance of Summer Session tuition due
1  Graduation application deadline for Fall 2011
10  Accepted Student Open House
25–29  Spring Semester final exams
29  Spring Semester ends

May
TBA  Commencement
2-6  Intersession
9  Classes begin – Summer Session
30 Memorial Day – No Classes

June

5 Withdrawal deadline for 75% refund (Summer Session)

July

1 Fall 2011 tuition deposit due
2 Final day to drop a class – students will receive a “W” on transcript (Summer Session)
4 Independence Day
25–29 Summer Session final exams
29 Summer Session ends

Campus Safety

Emergencies

In the case of an emergency, get to a safe place and, if possible, contact Campus Safety (425-629-5042 or extension 3042), the Front Office, or 911. Students are asked to use their judgment for which call is most appropriate for a given situation, but if 911 is called, please contact Campus Safety or the Front Office as soon as possible so the staff can prepare the campus for the emergency responders. If you are in class during an emergency, please follow the directions given by the instructor.

Students’ Information

During New Student Orientation, students are asked to complete a New Student Contact Information Card with information for two emergency contacts and any relevant health information. This information is all voluntary, if a student does not wish to divulge their medical history, they can leave the section blank. We simply ask for this information in case a student is in a medical crisis and is unable to speak to provide information medical professionals may need. This information will not be made public. Students can change this information on the SRS system as they deem necessary. For more information about the New Student Contact Information Card or the emergency contact procedures, please contact Student Affairs.

Weather Conditions

DigiPen tries to give students as much warning as possible if classes are to be canceled due to weather and email notification usually occurs no later than 7:00am. If a storm hits, check with a local media outlet for the latest school closure information. Students can also go to the DigiPen website and SchoolReport.org for campus closing information. If classes have not been canceled, but your commute to campus would be dangerous, please contact your instructor as soon as possible to explain your situation and get any missed assignments as you would with any other absence.

Clery Information Act

The Jeanne Clery Information Act is a federal law that requires colleges to disclose certain information about campus crime and security policies. DigiPen’s crime reporting information can be found on the Campus Information Safety webpages. While DigiPen campuses are very safe, the more informed students are – the better they can protect themselves and their belongings.
Services

Admissions

Readmission Process
Any student who wishes to return to DigiPen after an absence may apply to do so by completing a Readmission Application and submitting a non-refundable application fee, official transcripts from all institutions attended since last attending DigiPen, and other official documentation for specific circumstances as requested below:

Medical Withdrawals
A physician’s statement must be included and indicate that you are ready to resume your studies and should describe any special needs you may require upon your return to the Institute.

Readmission after Academic Dismissal
A statement explaining what you have been doing since you last attended the Institute, why you would like to return, and how you plan to be successful by returning should be submitted as part of your application.

Readmission after Disciplinary Action
Please include a formal appeal for the Disciplinary Committee to review along with your application. You must receive clearance from the Disciplinary Committee to return.

Readmission for Personal Reasons
There are usually no impediments to returning to the Institute if there is space available; however, an academic plan may need to be developed with your advisor upon re-enrollment and students requesting readmission after an extended period of time must meet with an academic advisor to determine the viability of completing their degree program.

Readmission after Non-Payment of Account
You must settle your account before applying for readmission. Once you have settled your account, then the readmission policy follows the same guidelines as being readmitted for personal reasons.

Readmission after Military Service
In compliance with the Higher Education Authorization Act, any student whose absence from the institution is required by reason of service in the uniformed services shall be entitled to readmission to the institution if the student (or an appropriate officer of the Armed Forces or official of the Dept of Defense) gives advance written or verbal notice of such service to the Registrar’s Office. This is provided that the cumulative length of all absences from the institution, by reason of uniformed service, does not exceed five years, and the student submits a notification of intent to re-enroll in the institution.

Exceptions to these requirements will only be made on a case-by-case basis at the discretion of DigiPen Administration.

Change of Majors

Students wishing to change their major are encouraged to speak to their academic advisor before submitting an application. To apply for a change of major, the following steps must be completed:

1. Submit a Request for Change of Major form to the Office of Admissions
2. Submit a Change of Major Statement addressing the following topics:

    * Discuss your reasons for requesting a change of major, and explain how these reasons relate to your future goals (personal, educational, and professional).
* Describe how a change of major will affect your academic plan from this point forward, and include any steps you will take to ensure a smooth transition.

3. Submit any additional materials required for the degree program to which you would like to change.

**Change of Major Deadlines 2010**

July 12 — Last day to apply for change of major for Fall 2010 semester
Nov 29 — Last day to apply for change of major for Spring 2011 semester

**Change of Major Deadlines 2011**

Apr 11 — Last day to submit Request for Change of Major for Summer 2011 semester
July 11 — Last day to apply for change of major for Fall 2012 semester

**Important Financial Aid Information**

If you are a recipient of federal financial aid, you could potentially lose some or all of your financial aid eligibility should you change your major. Please notify the Financial Aid office in person as your financial aid will need to be revised. Should you have any questions or concerns, contact the Financial Aid office at financialaid@digipen.edu or (425) 895-4446.

**Program Transfer**

When a matriculated full-time Master of Science in Computer Science student is employed full time, or when he or she cannot maintain the full-time student status for two consecutive semesters (summer semesters are not included), he or she should transfer from the full-time program to the part-time program. All graduate-level credits earned in the full-time MS in CS program can be transferred to the part-time program. The student must fill out a Program Transfer request form and obtain approval from the academic advisor and submit the completed form to the Office of Admissions to transfer from the full-time to the part-time program. Once granted, he or she will be automatically withdrawn from the full-time program.

**Student Ambassadors**

The Student Ambassadors are a group of students who volunteer to serve as liaisons between the current DigiPen student community and visitors to the DigiPen campus. They primarily work under the direction and supervision of the Admission’s office, but may assist the administration or faculty from time to time.

**Why Become a Student Ambassador?**

Student Ambassadors play a varied and important role. Typical duties may include hosting visiting students and allowing them to shadow you to classes for a day, assisting at events, hosting an information or service table, providing tours, and speaking about the DigiPen student experience to others.

Events that they may be involved with are:

- Class visits or student shadows (throughout the school year),
- Relocation Assistance at the beginning of orientation week,
- New student orientation, and
- Monthly Information Sessions on Student Q&A panels
Student Ambassadors have the opportunity to interact with prospective students, campus visitors, and alumni, many of whom become valuable career contacts. Ambassadors also have the chance to develop skills in communication, public relations and interpersonal skills.

How to Become One!

We are always looking for responsible, enthusiastic students who enjoy meeting new people.

To be a student ambassador, you should meet the following qualifications:

- A desire to meet prospective students and help promote DigiPen as a world class institution
- In academic good standing
- Must be reliable and have a good work ethic to perform assigned tasks
- Must have an enthusiastic and positive attitude
- Must have an ability to start conversations easily, or be willing to develop and improve communication skills
- Must be able to attend monthly meetings or training sessions, actively participate in volunteer offerings, and conduct all Ambassador business in a professional manner.

If you are interested in becoming a Student Ambassador, please contact the Office of Admissions.

**Academic Advising**

Every full-time student is assigned a FT faculty advisor upon enrollment at DigiPen. Your advisor most likely teaches in your major and is a resource for academic and career related questions.

While you should speak regularly with all of your instructors, your assigned academic advisor is the only faculty member who has access to your complete academic record and has authority to sign Override Forms and other school documents.

**Role of the Advisor**

We recommend that you meet with your advisor once a semester. A good time to set up an appointment is during midterm or when you are planning to register for classes. Your advisor can help you with:

- Approving prerequisite overrides and course overloads
- Choosing classes for the coming semester
- Academic progress
- Setting academic goals
- Changing your major
- Career advice
- Preparation for graduation
- Preparation for pursuing your career of choice
- Interview skills
- Resume construction

**Request to change advisor**

If you need to change your academic advisor, you should first ask the person whom you would like to be your advisor if they have room on their roster (faculty are restricted to 30 advisees each). If they can...
accommodate you, then you can request a change of advisor by logging into your SRS account and selecting the name of your new advisor. Confirmation should occur within two weeks.

**Academic Support Center**

One of the many resources available for students is the Academic Support Center (ASC). The ASC is a multipurpose room used for tutoring and alternate testing.

**Tutoring**

The Academic Support Center offers free tutoring for students wishing to improve their academic performance. Students may request individual tutoring or may form groups to improve their knowledge of a variety of topics pertaining to underclassmen. Tutors are trained to enhance the understanding of core class concepts, answer questions, and assist with exam preparation.

Please check the door of the Academic Support Center for hours of operation, or contact Karen Wheeler k wheeler@digipen.edu.

**Alternative Testing**

Alternative Testing is available for students who may have missed an exam and have been given permission to make up that exam, or students who require extra time to take an exam. Students needing alternative testing should fill out an Alternative Testing Form available in the front office, have their instructor sign the form, and submit the form to Student Affairs.

For more information on alternative testing, please contact Kay Widmer, the School Counselor, or Heather Sitt at dss@digipen.edu.

**Alumni**

In the past several years, we have coordinated events for the DigiPen Alumni. While everyone enjoys these get-togethers, we would like to establish a stronger Alumni Association — and that starts with you! If you would like to play an instrumental role in shaping the future of the Alumni Association, please contact Teresa Lin at teresa.lin@digipen.edu.

A few services DigiPen offers to the Alumni:

Join the Alumni Association and reconnect with former classmates.

Meet up with other grads and members of the DigiPen community at industry events.

Find out how you and other DigiPen grads are having an impact on the game industry.

Post your résumé and search for employment opportunities through DigiPen’s online job portal.

Advertise job openings; browse DigiPen student and grad résumés to recruit new talent for your company.

**Billing**

Students are responsible for paying all tuition deposits and account balances. Deposits and balances are due on the following schedule:

- Fall 2009 Tuition Deposit – July 1, 2010
- Fall 2009 Account Balance – August 1, 2010
- Spring 2010 Tuition Deposit – October 1, 2010
- Spring 2010 Account Balance – December 1, 2010
- Summer 2010 Account Balance – April 1, 2011

Students can request their account balances by contacting Hiroko Honda in the Billing Office by email, telephone, or visiting the Billing Office. Your account statement can be printed for you in the Billing Office.
Office or emailed to your account. If you have overpaid your account, please complete a Reimbursement Request Form, located in the Current Students Forms webpage, and submit the form to the front office or directly to the Billing Office. Additional information about Institutional Tuition and Fees can be found in the Course Catalog.

**Career Services**

Career Services Department is a division of Student Affairs, which is known for its team-oriented work environment. We provide opportunities for exploring your career growth/potential, sponsor many companies to speak to our graduating students and host an Annual Career Day. Students graduating from DigiPen are given the opportunity to be a part of a school that maintains rigorous admission standards.

If you are looking for assistance in jump-starting your career, the Career Services Department is the place for you! Please contact our Career and Alumni Services Coordinator, Teresa Lin, at teresa.lin@digipen.edu.

**Career Events**

The Career Services Department hosts an annual Career Day for its graduating seniors. Our Career Day is different from the traditional Career Days many colleges and universities offer. DigiPen students present to employers their portfolios, game projects, art, sculptures and resumes. This type of event allows our students to exchange information and make the essential contacts with employers in their field of interest.

Career Day occurs once a year during the Spring semester. Participation in this event is restricted to students who graduated in the December prior to Career Day or who are on track to graduate in April or July of the same year.

DigiPen also provides specified dates and times where employers can share with juniors, seniors and Master students employment and internship opportunities at their company, company dynamics, and reasons to work for their company. Employers also have the option of interviewing students on campus. This type of event is known as a Company Day.

**Job and Resume Posting Service**

DigiPen's Career Services Department has a job/resume posting database available to students, alumni and employers. The database is called MyInterface (http://www.myinterface.com/digipen/student). Employers frequently post job and internship announcements with us. Students are encouraged to use this service to apply for jobs and internships. Career Services also uses this database to announce special events (i.e. Career Day, Company Days, etc.)

If you have any questions on how to utilize the database please feel free to contact Career Services at careerservices@digipen.edu

**Counseling Center**

If you have an immediate crisis, please contact 911 or go to your nearest emergency room. You can also contact the Crisis Line (Crisis Clinic of Seattle) on a 24-hour basis at (866) 4-CRISIS.

The Counseling Center at DigiPen offers short-term individual counseling services to DigiPen students. We work with students struggling with a variety of personal issues. Here are some common concerns:

- Adjusting to college life
- Homesickness or Isolation
- Stress Management
- Anxiety / panic attacks
- Depression
- Procrastination
- Perfectionism
- Grief and loss
- Suicidal thoughts
- Anger management
- Eating disorders
- Alcohol/substance abuse
- Becoming more assertive
- Concerns about a friend
- Decision making and problem solving
- Sexual orientation/identity
- Time management
- Study skills
- Improving communication skills
- Relationship issues
- Trauma (physical/sexual abuse)
- Referrals to off-campus community resources
- Other Unique issues specific to each person!

Counseling Center Staff

Kay Widmer

B.A. Seattle Pacific University, Psychology
M.S. Western Washington University, Psychology
State of Washington Licensed Mental Health Counselor

Kay has over 5 years of experience as a therapist working with individuals and families, as well as supervising a counseling program. Her orientation to counseling is primarily a cognitive/behavioral approach, but the orientation that Kay selects depends on the situation and client preference. Kay’s approach to counseling is a collaborative partnership with her clients. She focuses on their strengths and assets in the process of finding the reasonable solutions possible. The treatment plan will be determined with the inputs of her clients, since Kay believes that her clients are the valuable resources in counseling process.

Location

You can reach the counselor by going to the main administration area on the first floor. To schedule an appointment or if you have questions, please contact the Counseling Center at kwidmer@digipen.edu or (425) 629-5015 for more information.

Note: The Counseling Center is not the best resource for all problems and situations. We provide services in keeping with DigiPen’s goals (student academic success), within the business hours, and structure of the Counseling Center. The Counseling Center does not provide services for those needing long-term intensive psychological treatment, substance abuse treatment, the 24-hour-on-call availability, or for those whose treatment has been mandated by the legal system or an employer. In these instances we will make appropriate referrals.
DigiPen Café

There will be a variety of snack and meal choices with hot entrees served during breakfast, lunch and dinner.

Hours of Operation
Monday to Friday – 8AM to 7:30PM
Saturday – 12PM – 6PM
Sunday - Closed

Disability Support

DigiPen Institute of Technology 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 self-identify to the Disability Support Service Coordinator and provide current documentation supporting their disability. 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 provisions do not fundamentally alter the nature of the programs or the academic requirements that are considered essential to the program of study.

Services Provided

DigiPen provides in-class and testing accommodations and services appropriate to your documented disability. Some common accommodations may include:

- Note-taking assistance
- Use of tape recorder for lecture
- Interpreter
- Extra time for exams
- Quiet location for exams
- Use of computer during exams
- Study guide or lecture outlines
- Notification about possible absence
- Referral to on-campus tutoring and any other available services
- Referral to community resources

Obtaining Services

Contact the Disability Support Services Coordinator that you wish to attend and schedule an appointment. Request for accommodation should be received 10 days prior to the beginning of each semester to allow time for accommodation to be coordinated.

Mail, fax or bring in current medical documentation of your disability.

Upon verification of your disability, the DSS coordinator will discuss appropriate in-class and testing accommodations with you.
On-going contact with the DSS coordinator for support throughout your academic career is strongly recommended.

**Eligibility for Services**

Current documentation from a qualifying professional, such as a physician, clinical psychologist, or psychiatrist must be provided. The document should indicate that the student meets appropriate criteria of a physical or psychological impairment that substantially limits one or more major life activities. In an academic setting, the disability must substantially limit the ability to participate equally in activities associated with learning and/or demonstration of specific skills and/or knowledge.

- Documentation should include:
- Date of evaluation
- Diagnosis of disability
- Current impact of the disability
- Recommendations for accommodations
- Credentials and contact information of the evaluator

**Testing Accommodation Process**

For testing accommodations, students should sign up with DSS for a test at least one week ahead of time to help ensure space and time is available. Here is how the process works:

Recognize when a test is approaching
Request a Testing Accommodation Form (downloadable file) from DSS Staff and fill out Part I completely.
Have their instructor fill out Part II of the form completely.
Return the completed form to DSS Staff.
Show up on time for the exam.
Bring all necessary materials to the exam.
Once the exam is finished, place the exam in the envelope.
Fill out the Proctor/Student Verification Form.
Seal the envelope and sign across the seal.
For more information about our Disability Support Services and accommodations please contact dss@digipen.edu.

**Facilities**

Facilities is responsible for maintaining a clean, accessible, and safe environment for our DigiPen community. If you notice any areas of our campuses that need attention, repair, or improvement, please email us at facilities@digipen.edu

**Festivals and Competitions**

All DigiPen games MUST be submitted to competitions by the Game Department, not by individual students (DigiPen will pay any fees or other expenses). If you would like your game submitted to a particular competition, contact the chair of the Game Department (currently Benjamin Ellinger) when you believe you have a version of your game ready (or well before if you want advice about preparing your
game). Only games of high quality that are very polished will be submitted.

The current competitions that DigiPen competes in are IndieCade and PAX 10 (deadlines are usually late May), IGF and IGC (deadlines are usually early October).

Can I submit my personal game project to competitions?

Yes. Personal projects that you worked on that WERE NOT a DigiPen class assignment (GAM, GAT, CS...etc), projects that you DID NOT work on at any of the DigiPen campuses or using ANY DigiPen property (code, hardware, SFX, art, etc.) are your own property. If you have a question, ask one of the Game Department instructors to clarify. A game you did over the summer on your own time and on your own computers and is yours, you can submit it as you like.

What about other competitions?

If you would like your game to be submitted to a competition not listed above, contact the chair of the Game Department to see if that competition can be added to the list. You cannot submit DigiPen games to these competitions on your own--any competition must first be approved and DigiPen will submit your game for you (assuming you qualify).

What are the rules?

Each competition has their own set of rules, very clearly defined. Check their website for schedule and requirements, and talk to the chair of the Game Department for more details. In addition to a particular competition's rules, DigiPen has the following rules:

- DigiPen can decide not to submit a given game for quality or content purposes. Not all games will be submitted--your game must have a chance of placing in the competition, as determined by the chair of the Game Department.
- DigiPen can decide not to submit games to any given competition.
- DigiPen can submit your game to a competition without prior approval from your team, even if you have graduated, although usually games will only be submitted if the team wants it to be submitted.
- If you submit your game yourself (even if you have graduated), DigiPen will have the game pulled from the competition. Only DigiPen can submit your game to a competition.
- Competitions that are for students only require that all participants were students when they worked on the game. No paid artists, musicians, programmers, etc. No faculty members either. Only students were registered in a DigiPen program (RTIS, CE, CS, BSGD, BAGD, or BFA), when they worked on the game will be allowed.

Should I attend GDC?

Yes. The Game Developers Conference (GDC) is all about learning new things in the game industry, meeting and networking and looking for jobs. It’s great fun, it’s educational, and you get to listen to and even speak with some of the greats in the industry. Spring Break is always scheduled to be the same week as GDC so you and we can attend without interrupting school. SENIOR and GRADUATE students should definitely try to attend. Other years are welcome, but paying for the conference is expensive. If you don’t get in with a game in the IGF showcase, VOLUNTEER, apply for the scholarship from GDC or see if you can share costs.

Is GDC just for Programmers?

Nope. GDC is for anyone who wants to work in the game industry, be they artists, programmers, producers, business people, lawyers, testers, whatever. If you’re looking for internships, jobs, furthering your education, trying new software, making networking connections or looking to have fun with other geeks, GDC is it.
STUDENT competitions require that all participants were students when they worked on the game. No paid artists, musicians, faculty, programmers. Only students that were registered in a DigiPen program (RTIS, CE, CS, BSGD, BAGD, AAA or BFA), when they worked on the game will be allowed.

All the rules enforced here accommodate submissions, so your DigiPen games (almost) always meet the student competition requirements.

Non-DigiPen Games
If you’ve worked on your own games at home, not using DigiPen equipment, not using code, art, or any other asset from a DigiPen class or curriculum, that work is of course your own and may also be submitted to most competitions. As long as you meet the above criteria, you do not need DigiPen approval to submit your own work to any competition(s).

Additional Information
The Game Department page found on inside.digipen.edu has more information about competitions including guidelines for success, professional submissions, what to do once your submission has been accepted,

DigiPen Copyright
You must include the DigiPen copyright within your game at all times. But because most student competitions do NOT want to know what school a game is from so that it is judged on it’s own merits, do NOT include the DigiPen LOGO in the version you send to for a student competition. Instead, include a “copyright 20XX DigiPen (USA Corporation)” tag line in either the title screen or the credits. For professional submissions, reinstate the DigiPen splash screen and keep the copyright in there as well.

DigiPen Approval
How will DigiPen help?
DigiPen is committed to assisting teams and individuals in just about every way. You, however, need to ask us about your particular needs.

You have the ability to submit your game to any level of competition, and we encourage you to do so. However, very VERY few student games are ready to compete at a PROFESSIONAL level. DigiPen retains the right to control which student games are to be submitted at ANY level - see the guidelines for more information.

Financial Aid Office
The Financial Aid Office counsels students, parents and the general community about financial aid programs. This department is responsible for the coordination and implementation of all financial aid programs consistent with federal, state, and institutional rules and regulations. In addition, they assist student applicants and their families with their applications for Financial Aid. For more information about Federal Financial Aid funding, eligibility requirements, cost of tuition, and application materials please visit www.digipen.edu.

The Financial Aid Office also provides leaderships in the areas of Institutional and Outside and Veteran Affairs programs in compliance with federal, state, and institutional regulations. To find out more about Veteran Affairs Benefits, please visit www.digipen.edu for eligibility requirements, specific application requirements, and contact information. You can also visit www.va.gov for application materials and extensive information regarding your benefits. For more information about all these programs, please contact Financial Aid or visit www.digipen.edu.

If you have questions or concerns regarding the planning, operations, delivery of services, advice or counsel related to Financial Aid, please contact the Financial Aid Office.
Graduation

DigiPen’s graduation ceremony is held each year on the Sunday after the last day of Spring semester exam week. Graduates from Fall, Spring and Summer semesters of the academic year are invited to participate in the ceremony. For questions regarding any aspect of graduation or the graduation ceremony, please contact Heather Sitt by emailing hsitt@digipen.edu.

DigiPen is will provide a letter of graduation details to international students to help their families with the visiting visa process.

Attire

This is a semi-formal ceremony; attire tends to favor items such as a dress shirt and slacks for men and slacks, skirts, or dresses for women. It is requested that graduating students and their guests refrain from wearing jeans. Graduating students must wear graduation regalia in order to participate in the ceremony.

Regalia

All students participating in the graduation ceremony should purchase graduation regalia, available through DigiPen. There is a $25 regalia charge, which covers the cost of the graduates’ cap and gown.

How to apply

Students should apply to graduate online through SRS no later than the specified deadline (please look below). Please include your name, as you would like it to appear on your diploma (must have at least your first initial and full last name). Graduates will also need to pay an administrative graduation fee of $75 before they graduate.

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Graduation Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>December 1</td>
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<tr>
<td>July</td>
<td>April 1</td>
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<tr>
<td>December</td>
<td>April 1</td>
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Graduating students are responsible for making sure they have satisfied all major requirements in order to graduate. It is strongly recommended that students meet with their academic advisor to perform a degree audit, identify missing requirement and verify that you are on track to graduate. Should you have any questions regarding requirements or degree audits, feel free to contact Student Affairs.

Further detailed information on the graduation process will be provided to you such as timelines, forms, and check-off lists well in advance of your graduating date.

Information Technology (IT)

General Information

- You can access your email over the web at webmail.digipen.edu.
- Class websites can be accessed at distance.digipen.edu.
- Students must submit software requests to their instructors. If the instructor is convinced of the need, they will submit a request to the Information Technology department.
- Never give out your password. The Information Technology department will never ask you for your password.
- Classroom computers, web mail, and distance all use the same credentials. SRS uses a separate set of credentials; if you require assistance with SRS please contact the front office.
• The DigiPen Information Technology department is not responsible for supporting your personal hardware or software.

Support

• The IT Support webpage contains a great deal of information to help you, including the following topics:
  • Changing your password
  • Connecting your laptop to the wireless network
  • Using Subversion
  • Configuring email clients
  • Submitting Helpdesk requests
  • And much more.

If you are unable to resolve your issue after visiting the Support site, you can contact our Helpdesk in the following ways:

• Visit helpdesk.digipen.edu
• Email helpdesk@digipen.edu
• If you are on-campus, call extension 5005.
• If you are off-campus, call (425) 629-5005.

Helpful Tips

• Restarting a workstation can resolve many issues with roaming profiles.
• The Y drive is there for you to store your data, but you should not work on files while they are saved there. Copy the file(s) you wish to work on to C:sandbox, do your work, and then save the latest version back to the Y drive. Do not expect any data left in C:sandbox to be there the next time you use that machine.
• If it is important, make your own backups. Flash drives work well for this.
• You can elect to have mail sent to your DigiPen email address forwarded to an external email address. If you wish to do so, submit a Helpdesk ticket.
• Your roaming profile has a storage limit significantly lower than the amount of space available to you on your Y drive. Do not save large files to your desktop, instead save them to the Y drive.
• If there is specific software you would like to see in a lab, make the request to your instructor.

Policies

The Computer Use policies can be found in the Student Conduct section of the Student Handbook. All other policies and procedures can be found on the IT webpage under Policies.

International Students

Student Affairs provides a number of services in order to best help international students transition to the DigiPen community and succeed both inside and outside the classroom. These services include: help with immigration regulations, coordinating health insurance options, assisting with employment information and
paperwork, explaining tax preparation, answering questions that arise, and providing appropriate resources. The DigiPen International Students webpages detail all of these services and more, but if you have any questions, please contact Heather Sitt by emailing hsitt@digipen.edu.

**Library**

The DigiPen Library aims to support the institute’s curriculum, students, and faculty. Students have access to a variety of resources like sound effects and reference books relevant to their program of study. The Library also subscribes to a selection of major journals and magazines related to the fields of gaming, simulation, computer engineering, and animation. The Library currently holds over 2,500 books, subscriptions to over 50 different magazines and more than 120 console and computer games. In addition to these curriculum related resources, the library has a collection of career-oriented materials, including books on resumes, cover letters, and interview tips.

**Campus Library**

9931 Willows Road NE  
Redmond, WA 98052  
(425) 895-4420

For the most current library hours please contact the library at library@digipen.edu or (425) 895-4420.

**Off Campus Living**

Student Affairs offers several services to help DigiPen students with their housing needs. We have created a Relocation Guide to answer any questions you might have regarding your move to Redmond and your time in our community. This guide has a list of local apartments, stores, banks, and much more. In addition, we have a Moving to Redmond Checklist to assist our new students. This checklist has our suggestions for what you will need as a student transitioning to college and allows you to add your personal items to the list. The Relocation Guide and Moving to Redmond Checklist can be found online.

On the DigiPen Off-Campus Living webpages, we also have resources to aid students in their apartment searches, apartment etiquette, the Roommate Locator Database, and Roommate Agreements. We have tried to provide students with as much helpful information as we can, but if you have questions, please feel free to contact Marshall Traverse, Assistant Director of Student Affairs, by emailing mtraverse@digipen.edu.

**Registrar**

- Class Registration
- Course Overload
- Graduation
- Transfer Credits
- Transcript Requests
- Institutional Withdrawal
- Contact Information

**Class Registration**

Class Registration takes place online using the SRS system. Once a registration is requested, it is placed in a processing queue in order received. Once processed, you will receive an email confirming the classes for
which you are registered. Please contact the Registrar or come to the Administration office if you have not received this email within 1 week of registering.

Without exception, all students missing pre-requisites will be removed from classes for which they do not meet the posted qualifications. After students missing the pre-requisite to a class have been removed, available spots will be filled by qualified students on the waiting list. Spots will be given in the order requests were received. If you’ve been removed from a class because of a missing prerequisite you must submit Registration Override request form. Registration Overrides are not always automatically approved, and require signed approval from your instructor, advisor, and the Registrar.

You may drop classes without financial penalty until a day before a semester starts. Classes dropped after this date will incur a financial penalty and may incur academic penalties.

Students will be notified by email of Class Registration dates with the detailed directions for each semester. For more information regarding Class Registration, please consult the Course Catalog or contact Asuka Miyahara by emailing registrar@digipen.edu.

Graduation

Students are responsible for ensuring that all graduation requirements have been completed. Students are encouraged to use the Degree Audit Report when checking progress toward graduation with their Academic Advisor and/or the Office of the Registrar. Degree Audit Reports can be found on the Current Students Forms webpage under Registrar. Students are responsible for notifying the Office of the Registrar of any changes in their proposed programs and for resolving any questions prior to registering for their final term at DigiPen. Graduation requirements and the graduation application process can be found on the Current Students webpage.

Institutional Withdrawal

To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal Form to the Office of the Registrar. Institutional Withdrawal Forms may be obtained from the Office of the Registrar or Student Affairs. The withdrawing student will have an exit interview at the time they receive their form and must obtain signatures from various departments to complete their withdrawal. For students with Financial Aid, it is absolutely necessary to see the Financial Aid Office prior to leaving the Institute. For more information about withdrawing from the Institute, please see the Registrar’s webpage and the Financial Aid Office.

Transfer Credits

The Registrar will evaluate college credits earned elsewhere with respect to graduation requirements at DigiPen. Credits must have been earned at an accredited college or university within the past 10 years. Developmental classes, orientation classes, or classes in which a student received 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, please visit the Registrar’s webpage or consult to your current Course Catalog.

Transcript Requests

In order to obtain an official or unofficial transcript, you must complete a Transcript Request. You can fill out the Transcript Request Form available online or submit your request through SRS.

Contact Information

If you need assistance with registration, have questions about transfer credits, or would like to request an official transcript, please contact Asuka Miyahara by emailing registrar@digipen.edu or stop by the front office. If you are having problems with SRS or need to have your password reset email the request to Meighan Shoesmith at smeighan@digipen.edu. Please note: DigiPen’s IT Helpdesk does not handle SRS related issues.
Special Events

Student Affairs creates, organizes, helps manage, and/or facilitates a number of different events and programs throughout the year. Student Affairs is always looking for fresh ideas to bring new experiences and opportunities to the students of DigiPen, so if you have any ideas or would like to see something happen on campus please let them know by contacting Marshall Traverse or Heather Sitt at studentaffairs@digipen.edu!

Here are some of the special events Student Affairs brings to DigiPen throughout the year:

- Orientation
- Family and Friends Weekend
- Alcohol Awareness Week
- Wellness Programming
- Career Day
- Graduation

Student Affairs also supports and assists various student clubs and individuals who plan events for the whole campus. Again, if you have ideas for possible campus wide events, please contact Student Affairs or join a student club and share your ideas!

Here is some of the special campus-wide events brought to you by DigiPen student clubs:

- Open Mic Night (Audio Freaks, music club)
- Carnival (Student Association)
- Halloween (Student Association)
- LAN Party

Student Employment

Students interested in working on campus should review the current position openings on the SRS bulletin board. Once a student has found a position to apply for, they need to complete a Job Application Form (found on inside.digipen.edu under Student Employment). After the application is submitted to Human Resources, the hiring department will review it. If the student is selected, they will be contacted with the additional steps necessary to begin working.

International students will have supplemental paperwork to complete before they may begin to work. Please visit the International Students Employment Information webpages for more information, or contact Heather Sitt at hsitt@digipen.edu.

Please note it is very important that students do not perform any work for the supervisor until notified that the paperwork is complete. Beginning work earlier may mean that payroll and other important requirements have not been met, and can result in a delay of paycheck. Even if the student has worked for DigiPen before, we ask that they wait for job notification to ensure they are on the current roster, as most student employee contracts are for one semester at a time only.

Each hiring department has its own payscale for student positions. The departments who most frequently hire students are:

- Academic Departments (Teaching Assistants)
- Information Technology (Helpdesk)
• Library (Student Workers)
• Summer Workshops (Various Positions)
• Cafeteria (Various Positions)

For more information regarding the hiring process, please contact Meighan Shoesmith by emailing smeighan@digipen.edu.

**Student Organizations**

Get involved at DigiPen! There are a number of student-run organizations, with a variety of purposes. Below you will find a list of some of the student clubs on campus. If you don’t see a group with your particular interests, you can create your own club! The Student Club Handbook found in the front office has the information on how to create your own group, or you can contact Marshall Traverse, Assistant Director of Student Affairs by emailing mtraverse@digipen.edu.

WIGE (Women in Games and Entertainment)
Audio Freaks (music club)
Composer’s Club (make your own music for your games)
Anime Club
C++/Architecture Club
Play Testing Club
Producer’s Club
Game Physics Club
G.L.B.T.A. Club (Gay, Lesbian, Bi-Sexual, Transgender, and Ally)
...and much more!!

**10 Reasons to Get Involved**

Pursue special interests, hobbies, causes, and issues
Gain marketable skills
Expand areas of your resume with volunteer experience
Increase self-confidence and self-esteem
Learn more about yourself and others
Give your time and talents back to the community
Develop leadership and communication skills
Build relationships with faculty and staff
Mature personally, socially, intellectually, and spiritually
Have a more enjoyable college experience

**Student Association**

The Student Association (SA) is the largest student group on campus and is DigiPen’s student government. The SA is elected by the student body in Spring, and consists of two or three class representatives
depending on cohort size. Within this council an internal election is held to elect the Executive Board: President, Vice President, Secretary, and Treasurer. This association is the formal student voice to the staff and faculty at DigiPen.

The SA also organizes degree-specific councils that focus on issues related to particular degrees. You don’t have to be a member of SA to join these councils. For more information please contact sainfo@digipen.edu.

For more information on Student Organizations and how to get involved, please contact Marshall Traverse by emailing mtraverse@digipen.edu.

Policies & Procedures

Every member of the DigiPen community has the right to learn and participate in a respected, safe, and supportive environment. To achieve this accepting atmosphere, everyone is expected to represent themselves and the Institute in a manner that exemplifies respect, compassion and professionalism. These expectations are set in place so that students will be challenged educationally, socially, and developmentally to succeed inside the classroom, outside the classroom, and in their careers.

All students are responsible for the policies set forth in the Student Handbook. The Administration assumes that each student has read the handbook and understands the policies and procedures outlined. Students will be notified of any changes made to the Student Handbook and will be responsible for adhering to the new policies one week after they are notified.

FERPA

Students have rights to privacy related to their academics, financial, and personal information at DigiPen. Students can choose to allow others to access select or all of this information, as they deem appropriate. While students are asked to submit a FERPA Release Form during New Student Orientation, students can submit a new form at any time if they wish to change any or all of the permissions they have granted to others. These rights are listed under the FERPA (Family Educational Rights and Privacy Act) guidelines found in the Course Catalog.

Academic

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. This can happen on any classwork including exams, quizzes, homework, and projects. Academic dishonesty also may occur when a student uses any prohibited reference or equipment in the completion of a task. For example, the use of a calculator, notes, books or the internet when such is prohibited. Plagiarism is a common form of academic dishonesty. This can take the form of copying and pasting excerpts from the web, and representing them as original work. Filling out another student’s name on attendance sheets is also a form of academic dishonesty that can carry a very serious sanction. The type and severity of any occurrence, as well as the legitimacy of any claim of academic dishonesty, will be judged by the instructor, department chair, deans, and the Disciplinary Committee. The sanction for committing an act of academic dishonesty can vary from no sanction up to and including expulsion. The Disciplinary Committee consists of faculty, staff, and students who review alleged policy violations and meet with the involved students.

Appeals Process

A student has the right to appeal a charge of academic dishonesty, or the penalties assigned for academic dishonesty, with the Disciplinary Committee. All decisions of the Disciplinary Committee are final. If the student does not appeal within 2 weeks of being informed, then there will be no other actions taken to amend the Disciplinary Committee records.
Alternate Testing

Alternate Testing is available for students who may have missed an exam and have been given permission to make up that exam, or students who require extra time to take an exam. Students needing alternate testing should fill out an Alternate Testing Form available in the front office, have their instructor sign the form, and submit the form to Student Affairs.

For more information on alternate testing, please contact Kay Widmer (school counselor) by emailing kwidmer@digipen.edu or Heather Sitt by emailing hsitt@digipen.edu.

Attendance

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

Students are encouraged to contact their instructors as soon as possible regarding an absence to obtain any information or assignments they missed. Students are responsible for all work related to the missed classes. Students are only allowed to sign their own name to attendance sheets.

Change of Major

Current students may request a change of major by submitting a “Change of Major” form to the Office of Admissions, along with any additional materials needed for the major to which they would like to transfer. The Change of Major form is available for pick-up from the Front Office and online.

Students requesting a change of major between the RTIS and CE programs do not need to submit any additional materials; however, students who wish to switch to either of the Game Design degrees must submit the extra materials (Observational Analysis, Game Critique, and Art Portfolio) before the change of major can be evaluated. Please submit colored copies or electronic files as originals will NOT be returned. A decision will be sent to students requesting a change a major either by email or mail. Students who are approved to change majors will need to sign a new student enrollment agreement for the new major before making the change official.

Students who change their majors are encouraged to meet with their academic advisors or with the head of the program to which they are transferring to figure out changes that need to be made to their schedules or recommended course sequences.

Important Information Regarding Change of Major Requests:

Change of majors will only take effect on the first day of a new semester. To be considered, requests must be submitted at least 15 working days before the start of a new semester; otherwise, the request will be considered for the next available semester.

Be aware of Add/Drop deadlines. Requests for change of majors do not exempt you from the add/drop policies at DigiPen.

You may register for classes in any major prior to the deadline for adding a class, but we recommend speaking to your academic advisor if you have not yet had your request for a change of major approved.

Speak to the degree program faculty if you have specific questions about transferring majors.

Any questions about the status of your request or about this process should be directed to the Office of Admissions or to the Registrar’s Office.

Change of Personal Information

In order to change your personal information (local address, marital status, emergency contacts, etc), please edit your profile on SRS. This information can affect your financial aid, receiving DigiPen correspondence, your parking permit eligibility, or more. Your SRS profile should be updated no later than 60 days after your change takes effect. If you have any questions about changing your SRS profile, please contact the Registrar’s Office by emailing registrar@digipen.edu.
International students who have moved must also fill out an AR-11 form. These forms can be found on the Current Student Forms webpage. Once you have completed the form:

- Photocopy the AR-11 form and submit to Student Affairs to update your SEVIS information
- Mail original to the Department of Homeland Security (address is on the form)

You must fill out one of these forms within 30 days of moving to a new residence. Failure to change your address could lead to you not receiving DigiPen or government information and a SEVIS violation, which would put your visa in jeopardy. If you have any questions, please contact Heather Sitt, International Student Advisor, by emailing hsitt@digipen.edu.

**Grievance and Appeals Protocol**

DigiPen is committed to mutual respect among all constituents of our community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The protocol described below guides the orderly procedure of grievance, and attempts at resolution.

**Academic**

Students with a concern related to academic issues are encouraged to discuss the situation with the instructor of the class. If a resolution cannot be achieved in a timely manner, the student may file an Academic Grievance Form, available at the Academic Services Office, and submit it to the appropriate department chair. In cases where the department chair is also the instructor, the grievance form should be forwarded to the Dean’s Office.

Students may appeal the department chair’s decision to the Dean’s Office. Appeals to the Dean’s office will occur if:

A decision has not been received within 7 days

The was a procedural irregularity in the grievance process that altered the outcome

New information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the grievance

The resolution is not appropriate for the violation

The Dean’s Office has 7 days to render a decision.

**Final Grade Appeal**

Student’s who wish to appeal a final grade should do so in writing by email to the instructor of record and by completing a Grade Appeal Form no later than two weeks after final grades are issued. Grade appeals submitted after this time may not be reviewed.

If the instructor of record does not respond within 7 days or is no longer employed by DigiPen, the Registrar’s Office will forward the grade appeal to the department chair.

Students may appeal the department chair’s decision to the Dean’s Office. Appeals to the Dean’s office will occur if:

A decision has not been received by the start of the following semester

The was a procedural irregularity in the grievance process that altered the outcome
New information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the grievance

The resolution is not appropriate for the violation

**Non-Academic Concerns**

Students with a concern related to non-academic issues are encouraged to discuss the situation with faculty or staff member responsible for the area of concern. If a resolution cannot be achieved in a timely manner, the student may file a General Grievance Form, available at the Student Affairs and Administration Office, and submit it to the appropriate department chair/supervisor.

A student may appeal a decision by the supervisor to Senior Vice-President of Administration if:

A decision from the supervisor has not been received within 7 days

The was a procedural irregularity in the grievance process that altered the outcome

New information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the grievance

The resolution is not appropriate for the violation

The Senior Vice-President of Administration has 7 days to render a decision.

**Appeal to the Chief Operating Officer**

Any academic or non-academic grievance that has exhausted the aforementioned processes may be appealed to the Chief Operating Officer. Appeals should be made in writing and include all materials related to the appeal and an explanation why the decision by the Dean of Senior Vice-President of Administration did not satisfactorily resolve the issue.

**Filing a complaint with the 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

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

Meighan Shoesmith – Sr. VP, Administration
DigiPen Institute of Technology
5001 – 150th Avenue NE, Suite #210
Redmond, WA 98052

DigiPen Student Handbook 2010–2011
Tel: (425) 558-0299

**Campus**

**ID Badges**

The DigiPen campus is a closed facility that requires an ID badge to gain access. At the Main Campus the badges also grant students admittance to most labs and classrooms. Access card readers are the square black devices located at the entrance of these areas. If a door that you think you should be able to unlock does not let you in please report it to Facilities.

In addition to how students use their ID badges on campus, many stores and entertainment venues grant discounts if shown a student ID badge.

Badges can be replaced free of charge if it stops working and their is no visible damage. All other replacement badges are $25. If you need a replacement badge, please email badge@digipen.edu.

Please Remember:

- ID badges must be visible when on campus.
- If an ID badge is lost or stolen it must be reported to Facilities immediately.
- ID badges must be surrendered to Administration upon completion or termination.
- Under no circumstance allow anyone to use your badge for any reason.

**To Extend the Life of Your Badge:**

- Do not leave in direct sunlight.
- Do not machine wash.
- Do not expose to organic solvents.
- Do not punch a hole in any part of the badge.
- Do not place stickers on the badge.
- Do not bend, twist, or crimp badge.

**Lockers**

Lockers are available to students to rent for the academic year and can be rented at any time during the course of the school year. Students may rent a lock from the school for a $5 deposit, but checking out a locker is free if you bring your own lock. If a student brings his or her own lock, the combination or a copy of the key must be given when the locker is rented (the key is returned at the end of the school year). All lockers not registered with Student Affairs will have their locks cut and contents emptied.

To rent a locker, the student should fill out a locker rental form completely. These forms are available from Student Affairs. When a student returns a rented lock, the $5 deposit is returned to the student. Lockers must be emptied and locks returned by the last day of the Spring Semester for the year the locker is rented, unless the student rents the locker for the Summer Semester in which case it is the last day of that term.

**Lost and Found**

The Lost and Found is located in the Academic Support Office on the second floor. If you happen to find a lost item, please do the courtesy of bringing it to the Lost and Found. Lost items that are not claimed by the end of the semester will be donated.
Parking

DigiPen student parking is reserved from 7:30am to 6:00pm Monday through Friday. All DigiPen parking spaces become open after 6:00pm on weekdays, and are available all weekend. Parking spaces are identified with a DigiPen insignia and a number. Park only in authorized, marked spaces.

There are a limited number of parking spaces available. If there are more applications than available parking spaces, assignments will be made based on a lottery system. In the event of a lottery, priority will be given to students based on the distance they commute.

Each unauthorized car will be given a warning ticket for the first offense. The second time the car is parked without authorization, the car will be towed and the owner will be responsible for all towing related fees. In addition, DigiPen is not responsible for any damages caused to vehicles in the towing process or the time and effort expended to get the car back.

For more information about all of the Parking regulations and processes, please visit the Student Affairs webpages on Campus Life.

Room Reservations

In order to help student organizations and groups meet conveniently for the students, DigiPen allows individuals to reserve certain rooms on our campuses. To reserve a room, please complete the Room Use Agreement, available on the Current Students Forms webpage, and submit the form to Student Affairs. DigiPen rooms can only be reserved to members of the DigiPen community and the agreement signatory must be in the room at all times.

Room use priority goes to official use of DigiPen Institute of Technology for academic or institutional use therefore DigiPen administration reserves the right to cancel or reschedule the Room Use Agreement due to scheduling conflicts.

Student Postings Policy

Student groups and individual students can post signs on the DigiPen campuses under the following conditions.

They have received an approval stamp on the sign by a member of the Student Affairs Department.

They only post their sign in the designated locations on campus.

1. Signs need to be removed a day or two after the event by the student or affiliated group.

2. All signs will be removed at the end of the semester.

3. Signs found taped to walls, doors, mirrors, or any other space that is not a designated location will be immediately removed and recycled.

Student Conduct

DigiPen Institute of Technology adheres to the belief that student learn and develop by taking responsibility for their actions. Our 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.

Disciplinary Process

Student Affairs is notified of the alleged student misconduct by submitting an Incident Report. Incident Reports can be found in the Main Office and in the Student Affairs Office.

Student Affairs will gather information to determine if any policies have been violated, the extent of the violations, and those responsible.

Student Affairs will assess the need for a disciplinary hearing.
The student(s) involved will receive an email and letter sent to their local address indicating the alleged policy violation and meeting time with Student Affairs.

Students are required to attend student conduct meeting with Student Affairs and the Disciplinary Committee. If a student fails to attend the meeting, the meeting will be held in their absence and the student will be responsible for adhering to all assigned sanctions.

During the meeting, the student can choose to have the disciplinary hearing with:

Student Affairs, the disciplinary hearing would begin immediately, or the

Disciplinary Committee, Student Affairs will arrange a meeting time within one week. The Disciplinary Committee consists of faculty, staff, and students who review alleged policy violations and meet with the involved students.

If the student is not found responsible, there will be no further action.

If the student is found responsible, Student Affairs or the Disciplinary Committee will determine the appropriate sanction.

The student will be notified in writing of the hearing outcome and any possible sanctions.

Student Affairs will monitor any sanction imposed on the student.

Students who fail to comply with the terms of their sanction will be committing an additional policy violation and is subject to further sanctioning.

**Appeals Process**

Students who wish to appeal the decision of their disciplinary hearing must do so in writing to Chief Operating Officer no later than 72 hours after receiving the decision from the hearing. The written appeal must address the following:

Indicate if your appeal is regarding your disciplinary hearing decision of responsibility or the disciplinary sanction imposed.

For the decision of responsibility, please give full details of the circumstances relevant to your appeal. Please include information regarding all alleged policy violations.

For the disciplinary sanction imposed, explain the reasons you consider the sanction inappropriate.

**Communication**

DigiPen Institute of Technology provides every student with an email address and uses email as its official way of communicating. Students are required to check their email accounts every day during the week to obtain important information that may affect their academic standing or their status as a DigiPen student.

**Computer Use**

It is strictly forbidden to bring in or out of the premises any digital storage and any form of memory sticks or optical media, diskettes, video recorders, etc other than for academic and approved usage which directly apply to courses being taken by the Student during the term of this agreement, or for the required purpose of maintaining back up copies of Student-created projects and assignments. Additionally, it is forbidden to bring in any personal computers or software, as well as any video or audio recording equipment without agreeing and signing a Network and Internet Usage agreement. Students are responsible for guaranteeing that any files transferred to and from DigiPen’s equipment are free of malicious virus or Trojan horses. In respect to the above, Students are only allowed to carry in and out of DigiPen premises data files only and not executable files. This includes Student-created executables. This will greatly reduce the risks of virus infections to the DigiPen network. In order for DigiPen faculty to review and grade the projects and assignments, source code must be stored and executables must be generated at DigiPen from the corresponding source code.
Students are forbidden from downloading any files from the internet or installing any software, including but not limited to freeware and/or shareware, without the written approval from a DigiPen faculty member or from DigiPen’s IT department. Furthermore, illegal use of the Internet may be prosecuted to the fullest extent of the law and lead to sanctions up to and including expulsion.

It is strictly forbidden to use any equipment in the premises to produce any commercial work. The equipment is only to be used for homework and training purposes. Any attempt to produce commercial work will result in legal action against the offenders.

Downloading or installing software on Institute equipment without written permission from the Institute is considered an offense.

Disruptive Behavior
Disrupting the daily operations of the Institute, including scheduled lectures, seminars, examinations, tests, etc., shall be considered an offense.

Drugs and Alcohol
Evidencing symptoms of alcohol or drug use while on Institute property, or the procurement or possession of alcohol or illegal substances on Institute property is considered an offense.

Failure to Comply
Failure to comply with the instructions of a DigiPen official is a policy violation.

Harassment
In accordance with applicable law, DigiPen prohibits sexual harassment and harassment between faculty/staff and students and between students and students because of race, sex, color, national origin, ancestry, religion, physical or mental disability, veteran status, age or any other basis protected by federal, state or local law. Any such harassment may violate the law and will not be tolerated. DigiPen’s policy prohibits inappropriate conduct and reserves the right to sanction students for behaviors that it deems inappropriate, even though it may not reach the legal standard for harassment.

Smoking
Smoking is not permitted anywhere within building, washrooms, elevators, or stairwells. Smoking is only permitted within designated smoking areas.

Theft
It is forbidden to damage, remove, or to make unauthorized use of the Institute’s property or the personal property of faculty, staff, students, or others at the Institute. Without restricting the generality of ‘property,’ this includes information, however it may be recorded or stored.

Vandalism
Public area and equipment of the building must be kept clean. No tampering, moving, defacing, or otherwise altering the premises, equipment, or the building property is allowed.

Violence/Weapons
In the interest of maintaining an environment that is safe and free of violence and/or threats of violence for its employers, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of DigiPen. Weapons and ammunition are potential safety hazards. 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 of 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 the Director of Student Affairs, Dean of
Faculty, Senior Vice President of Administration, or the Chief Operating Officer.

The assault of individuals, whether verbal or physical, including conduct which leads to the physical or
emotional injury of faculty, staff, students, or others at the institute, or which threatens the physical or
emotional well-being of faculty, staff, students, or others at the institute is considered an offense.