

# COURSE CATALOG ADDENDUM: VERSION 1

**2021–2022**

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# Academic Calendar and Deadlines

[Updated January 2021]

[Revised date for Founder's Day]

## Spring 2022 Semester

DATE	EVENT	REMARKS
• <b>January 3, 2022</b> <i>Monday</i>	Spring Semester 2022 Begins	
• <b>January 10, 2022</b> <i>Monday</i>	Last day to add courses for Spring 2022 semester.	
• <b>January 13, 2022</b> <i>Thursday</i>	Last day to drop Spring 2022 semester courses for 100% refund.	
• <b>January 17, 2022</b> <i>Monday</i>	M. L. King Jr. Day Observed	No Classes – Labs Open
• <b>January 18, 2022</b> <i>Tuesday</i>	Final day to drop courses without academic penalty.	
• <b>February 1, 2022</b> <i>Tuesday</i>	Withdrawal deadline for 50% refund.	
• <b>February 4, 2022</b> <i>Friday</i>	Founder's Day Observed	No Classes – Labs Open
• <b>February 21, 2022</b> <i>Monday</i>	President's Day Observed	No Classes – Labs Open
• <b>February 28, 2022</b> <i>Monday</i>	Final day to receive a "W" on transcript for Spring 2022 semester withdrawals. Withdrawals from the Institute after this date will receive a "WF" (or 0 quality points) which will appear on transcript. Final day to drop a course.	
• <b>March 7 – 11, 2022</b> <i>Monday – Friday</i>	Spring Break	No Classes – Labs Open
• <b>April 4, 2022</b> <i>Monday</i>	Last day to submit Request for Change of Major for Summer 2022 semester. Last day to submit Application for Readmission for Summer 2022 semester.	
• <b>April 15, 2022</b> <i>Monday – Friday</i>	Tuition balance due for Summer 2022 semester.	
• <b>April 18 – 22, 2022</b> <i>Monday – Friday</i>	Spring Semester 2022 Final Exams	
• <b>April 22, 2022</b> <i>Friday</i>	Spring Semester 2022 Ends	
• <b>April 25 – 29, 2022</b> <i>Monday – Friday</i>	Intersession	
• <b>TBA</b>	Commencement	

# Standards of Progress

[Updated January 2021]

[New withdrawal status – Emergency Withdrawal]

## Withdrawal Information and Status

The following applies to both undergraduate and graduate students:

STATUS	DESCRIPTION
AU	Audit
E	Expulsion
I	Incomplete
IP	In Progress
NP	No Pass
P	Pass
S	Suspension
W	Withdrawal
WF	Withdrawal Failure
HW	Hardship Withdrawal
EW	Emergency Withdrawal

### AU—AUDIT

“AU” indicates that the student attended the course without expectation of receiving credit or a grade.

### E—EXPULSION

“E” indicates a permanent separation from the Institute, with no possibility of return. Initiated by the Institute as a punitive action.

### I—INCOMPLETE

“I” indicates 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. The “I” grade is included in the satisfactory pace calculation.

### IP—IN PROGRESS

“IP” indicates that the grade was not available from the instructor at the time the transcript was printed.

### NP—NO PASS

“NP” is given for courses where a letter grade is not required. “NP” means that the student has not successfully completed the requirements of the course, but there is no impact on the GPA.

### P—PASS

“P” is given for courses where a letter grade is not required. Some examples of this are internship, seminar, and thesis courses.

### S—SUSPENSION

“S” indicates a temporary separation, for a specific period of time (usually one calendar year), from the Institute with the option of a possible future return. Initiated by the Institute as a punitive action.

- In order for student to return at the end of the suspension, the student must reapply. This does not result in an automatic reinstatement.

### W—WITHDRAWAL

“W” indicates removal of a student from a course or the Institute, which may or may not allow for future readmission.

- Withdrawal from a course or courses equates to the grade of “W”.
  - » **Does not affect cumulative GPA.**
- Withdrawal from the Institute equates to the status of “W”.

### WF—WITHDRAWAL FAIL

“WF” indicates a removal of student from a course or the Institute, which may or may not allow for future readmission.

- Withdrawal from a course (after deadline for “W”), equates to the grade of “WF”.
  - » **This does affect cumulative GPA just like an “F” grade would.**
- Withdrawal from the Institute (after deadline for “W”) equates to the status of “WF”.

### HW—HARDSHIP WITHDRAWAL

“HW” indicates a removal of student from a course or the Institute, due to a situation beyond their control, involving a documented significant illness or life altering event that prohibits the student from carrying on with their studies.

- Student will receive a W grade, which does not affect cumulative GPA.

### EW—EMERGENCY WITHDRAWAL

“EW” indicates a removal of student from a course or the Institute, due to hardship withdrawal caused directly by a documented COVID situation.

- Student will receive a W grade, which does not affect cumulative GPA.

## Withdrawal Policy Deadlines

[Updated January 2021]

*(Grades assigned for withdrawal from courses during semester)*

WITHDRAWAL FROM COURSES DURING THE SEMESTER	GRADE ASSIGNED ON TRANSCRIPT
Within 2 weeks (Add/Drop)	No grades recorded
From 15th day to 8th week	“W” grade
After 8th week	“WF” grade

*Hardship Withdrawal, Emergency Withdrawal, and Military Orders  
Withdrawal will not receive a “WF”.*

# Special Considerations

[Updated January 2021]

[New withdrawal status – Emergency Withdrawal]

## Excused Absence Policy

- The Institute understands that there are circumstances which may substantiate reasons for absences.
- Excused absences cannot be approved for more than 14 consecutive calendar days without going through an appeal process.
- Students who miss a significant amount of their classes, may need to discuss alternative options (e.g. Incomplete, Course Withdrawal, Hardship Withdrawal, Emergency Withdrawal) with the instructor and/or Student Success Advisor, if completing course outcomes is no longer attainable.
- Students missing class due to complications from a disability, or due to an illness or situation beyond the student's control, must inform the instructor as soon as reasonably possible.
  - » It is up to the Instructor's discretion to excuse the student and to require further written evidence substantiating the reason for the absence.
    - This decision must be documented and maintained by the instructor for compliance with regulatory requirements.
  - » It is strongly suggested that instructors contact DSS with questions related to accommodations and excused absence requests for documented disabilities.
  - » Flexibility in attendance does not mean that course outcomes are waived or altered.
  - » Attendance leniency accommodations may be implemented differently in each course, depending on how significant class attendance is considered, as a part of participatory learning in a particular class.

## Withdrawals (*Initiated by Student*)

### FROM INDIVIDUAL COURSES

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

### FROM THE INSTITUTE

To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal Packet to the assigned Student Success Advisor, Student Affairs staff member, or

Office of the Registrar. Institutional Withdrawal Packets may be obtained from the student's assigned Student Success Advisor or from the Office of Student Affairs.

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

### HARDSHIP WITHDRAWAL

Students may seek a hardship withdrawal when one of four conditions prevents a student from completing all courses: death of a close family member, severe/terminal illness in the family, a physical or mental health issue(s) that incapacitates the student, or a significant life altering event. Hardship withdrawals may be sought any time during the semester, 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, or letter from an individual who is familiar with the student's situation) 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 by students, they must submit the forms to their Student Success Advisors, who will then review and submit them 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 courses. 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.

### EMERGENCY WITHDRAWAL

In some very specific cases, where it is evident that the Hardship Withdrawal was caused directly by issues related to COVID, and documentation proves this, an Emergency Withdrawal (EW) may be granted. This EW may allow for certain benefits under the Financial Aid, Title IV regulations. If a student feels this is the case, they will need to speak with their SSA, the OOR, or FAO to ask for assistance. Documentation must be provided.

# Waiver Credit, Advanced Placement Examinations, CLEP

[Updated January 2021]

[Removed repeated mention of ENG 110]

## Advanced Placement Examinations

Course credit may be granted for a score of 4 or 5 on Advanced Placement (AP) Exams of the College Board according to the equivalency chart below. AP Exams must have been taken within the last 10 years and must have been taken prior to the student's graduation from high school. Course credit is entered on a student's transcript, but no grades or quality points are awarded. It is the student's responsibility to have an official AP score report sent to DigiPen.

### ACCEPTED AP SCORES AND DIGIPEN COURSE EQUIVALENTS

AP EXAM	MINIMUM SCORE	DIGIPEN COURSE
Art – History of Art	4	ART 210
English – Language and Composition	4	ENG 110
English – Literature and Composition	4	ENG 399
History – World History	4	HIS 100
Japanese	4	JPN 101
Macroeconomics and Microeconomics	4	ECN 100
Statistics	4	MAT 105
Calcab AB Subscore	4	MAT 150
Mathematics – Calculus AB	4	MAT 150
Mathematics – Calculus BC	4	MAT 200
Music Theory	4	MUS 120/L
Physics 1 – Introduction	4	PHY 115
Physics C – Mechanical	4	PHY 200/L
Physics C – Electricity and Magnetism	4	PHY 270/L
Psychology	4	PSY 101