



DIGIPEN INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

Code of Student Conduct
Campus and Academic Policies

2024–2025

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Institutional Mission and Values

Vision

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

Institutional Mission

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

Core Values

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

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

Code of Student Conduct

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

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

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

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

Conduct Policies

DigiPen Institute of Technology adheres to the belief that students 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. Violation of the Student Conduct Code will result in disciplinary action defined in the [Disciplinary Process and Procedures](#) section of the Handbook.

DEFINITIONS OF CONDUCT THAT CONSTITUTE A VIOLATION OF THE DIGIPEN STUDENT CONDUCT CODE

(These definitions/processes apply to the Student Conduct policy only. Definitions/Processes may vary by policy.)

Abuse

Physical abuse, verbal abuse, emotional abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of self or any person are strictly prohibited.

Academic Dishonesty

Academic dishonesty, or cheating, occurs when a person represents someone else's work as their own or assists another person in doing so. Academic dishonesty will result in disciplinary action when present in any coursework, including exams, quizzes, homework, and projects. Further details are provided under the [Academic Policy](#).

Alcohol and Controlled Substances Policy

Consumption of alcoholic beverages, regardless of a Student's age, is strictly prohibited on DigiPen property, DigiPen campus, and DigiPen Housing unless approved to take place in a university sanctioned gathering/event. It is strictly prohibited for Students to purchase for or provide alcohol to minors.

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to DigiPen campus, include the following:

- Unlawful manufacture, distribution, dispensing, possession, use, misuse or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The use of marijuana, including medicinal, is illegal under federal law and is prohibited. In addition, the use of any prescribed medication or over the counter drugs in an abusive manner is prohibited.
- Possession or use of drug-related paraphernalia is prohibited.

Inability to exercise care for one's own safety or the safety of others, and/or any damage caused to DigiPen property due in whole or in part to being under the influence of alcohol and/or a controlled substance is considered a violation of this policy.

Accordingly, under [WAC 478-121-115](#), [478-121-127](#), and [478-124-020](#) (2)(f), DigiPen also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances that are illegal under federal, state, or local law on DigiPen Campus and in DigiPen Housing.

Violations of this policy can result in university sanctions, in addition to any criminal sanctions provided by federal, state, and/or local law.

Information about the health risks of using alcohol and drugs:

- <http://www.ulifeline.org/digipen/topics/134-alcohol-drugs>

Information on preventing drug and alcohol abuse:

- The [ADAI Clearinghouse](#) is a resource center for Washington state residents, with print and online resources about drugs and alcohol abuse information and prevention.

Drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees:

DigiPen students, employees, and volunteers may access the following resources:

- The [Washington Recovery Help Line](#) at (866) 789-1511, which provides 24-hour help for substance abuse.
- The [Crisis Connection](#) website contains information about recovery resources.
- [Washington State Directory of Certified Mental Health, Substance Use Disorder, and Problem & Pathological Gambling Services](#), is published by the state Department of Social and Health Services.
- [Behavioral Health Treatment Services Locator](#) is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction and/or mental health problems.
 - [SAMHSA National Helpline](#)
- Health Risks of alcohol abuse are published by [Centers for Diseases Control and Prevention](#).

Badge Policy

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

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

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

Guests

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

Bullying and Cyber Bullying

Aggressive behavior towards DigiPen community members that involves unwanted, negative actions or interactions that show a pattern or repeat over time is strictly prohibited. This includes actions taking place in person or within social media platforms directed toward a person or group.

Destruction of Property

Damage, destruction, or theft of DigiPen property or property belonging to others, is strictly prohibited. Students may be required to pay DigiPen to replace the damaged, destroyed, or missing items. Students agree to report accidental damage.

Disruptive Conduct

Interference with any event or other DigiPen function by any form of deliberate disturbance or disruption; noise or general disorderliness that creates an unreasonable disturbance and/or trespasses on the rights of others; lewd or indecent behavior, including use of electronic or other devices to make an audio, video, or photographic record of any person without their consent, are all strictly prohibited. No Student shall engage in behavior that poses a direct threat to the health or safety of self or others.

Failure to Comply

Failure or refusal to cooperate with a reasonable request by a DigiPen official (or emergency response or law enforcement personnel) acting in good faith and within the scope of their duties, including but not limited to, failure to cease the prohibited conduct, failure to produce identification, failure to respond to judicial notification letters from a DigiPen official, or interference with or failure to cooperate with an investigation by DigiPen, including any meetings or proceedings that occur, may result in disciplinary and/or legal actions.

Failure to Report/Complicity

Failure to report and/or vacate the premise in which a violation of the Student Conduct code is taking place, can be considered complicity and may result in disciplinary actions, even if the Student is not engaging in the violation themselves. To assist or encourage others to commit any prohibited act is strictly prohibited.

Falsification

Providing false information to any DigiPen official or providing false information during a disciplinary proceeding is strictly prohibited.

Fire Safety

Actions including, but not limited to the following are strictly prohibited:

- Misuse of fire safety equipment (including but not limited to fire extinguishers, sprinkler system, etc.)
- False reporting of a fire
- Tampering with or causing malfunction of a pull station
- Tampering with a smoke detector
- Setting or causing a fire in a building
- Remaining in a building during a fire alarm.

Food and Drink Policy

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

Gambling

No gambling of any kind is permitted on DigiPen property.

Harassment on the Basis of Protected Characteristics

In accordance with applicable laws, DigiPen prohibits sexual harassment and harassment of any kind between faculty/staff and students, between students and students, between faculty/staff/students and

others, 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 when it may not reach the legal standard for harassment. If such conduct reaches legal standard, WA law and penalties may also be applied.

Hazing

Hazing is strictly prohibited. DigiPen defines hazing as any physical, mental, emotional, or psychological act which occurs on- or off-campus and subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them; or may in any fashion compromise their inherent dignity as a person. Also, the requirement by any student or organization member that another member or student participate in any activity which results in the above or which is against DigiPen policy or state/federal law will be defined as hazing. Every student has the right to be free from the humiliation and danger of hazing. Hazing is socially irresponsible and contrary to the mission, values, and community standards of DigiPen.

Lewd and Indecent Behavior

DigiPen prohibits lewd and indecent behavior that includes: the viewing or display of pornography, public nudity of any kind, and urinating or defecating anywhere other than the restroom.

Local, State and Federal Laws

Being convicted of violating a local, state, or federal law or ordinance.

Network Acceptable Use Policy

Any abuse or interference with computers or computer access that disrupts or infringes on the rights of others as outlined in this Handbook is not permitted

Off-Campus Behaviors

Committing socially irresponsible and/or illegal acts that violate the Code of Student Conduct while off DigiPen leased or owned Property, is strictly prohibited. (DigiPen reserves the right to discipline Students for acts that students are found responsible for while off DigiPen leased or owned Property.)

Posting Policy

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

The following rules and restrictions apply to all student postings:

- Students may only post their signs in the designated locations on campus.
- Signs need to be removed a day or two after the event by the student or affiliated group.
- All signs will be removed at the end of the semester.

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

Posting Content

It is strictly prohibited to put advertisements or items (i.e. signs, posters, photographs, empty or full bottles, etc.) that represent or promote illegal drug and/or alcohol products anywhere on the DigiPen campus. It is also strictly prohibited to put advertisements or items (i.e. signs, posters, photographs, etc.) that represent or promote acts or beliefs of violence, racism, hate or are sexually explicit anywhere on the campus. It is up to the DigiPen staff to decide what is appropriate and not appropriate to display. If students are unsure of their postings appropriateness, they should show the item to a DigiPen staff member for confirmation. Student Affairs will work with DigiPen Leadership to make a final decision on appropriateness when needed.

Sexual Harassment

Violation of the Sexual Harassment Policy as outlined in the ***Sexual Misconduct Policies*** section of the Student Handbook.

Sexual Misconduct

Violation of the Sexual Misconduct Policy as outlined in the ***Sexual Misconduct Policies*** section of the Student Handbook.

Smoking

DigiPen properties are all smoke-free - that is, smoking of any substance through any medium (including hookah and E-Cigarette) is prohibited in all DigiPen vehicles, apartments, units, buildings, and properties. If students choose to smoke, they must leave property owned or leased to DigiPen to do so.

Theft

Unauthorized acquisition, removal or use of DigiPen property or the personal property of others, including but not limited to computer files or data, email or other electronically stored information or service; damage to and/or theft of library material, are strictly prohibited. Possession of property on DigiPen premises stolen from DigiPen or from others is also considered as theft.

Threatening Behavior/Violence

No type of violence is allowed on DigiPen property. This includes violence towards a person, property, or the threat of violence expressed verbally, in writing, or otherwise communicated.

Weapons

In the interest of maintaining an environment that is safe and free of violence and/or threats of violence for its employees, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of DigiPen (including the DigiPen parking lot). The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel an object, or incapacitate and

includes, but is not limited to: all firearms, pellet/ BB guns, paintball guns, home-manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives, or knives with a blade longer than three inches.

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

Disciplinary Process and Procedures

The DigiPen Institute of Technology's (DigiPen) disciplinary process has been established as the communities' method for resolving reported violations of DigiPen policy brought forward by students, faculty, staff, municipal authorities, or other members of the community regarding the behavior of students. DigiPen Staff review all such complaints and any related incident reports or information and determines the method of resolution. Student complaints regarding other students will be reviewed, and the DigiPen Staff will make a determination as to judicial charges and the appropriate method of adjudication. Student complaints regarding faculty or staff members shall be resolved in accordance with the faculty or staff handbooks of DigiPen Institute of Technology. Student complaints regarding persons who are not members of the DigiPen community shall be referred to the appropriate Washington state authorities.

DISCIPLINARY PROCESS PHILOSOPHY

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

METHODS OF ADJUDICATION

Depending upon the nature of the alleged infraction DigiPen Staff have the discretion to decide which of the following methods, or some combination or variation on them, is the most appropriate procedure in a particular situation:

(A) Informal Resolution

In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal judicial charges. This may include, but is not limited to, meeting with a Resident Assistant, an Assistant Director of Housing and Residence Life, The Director of Housing and Residence Life, or the

Vice President of Student Engagement, a staff member in the Counseling Center and/or other faculty/staff or other campus or off-campus resources as deemed appropriate by DigiPen.

(B) Conduct Review Meeting

A Conduct Review Meeting is conducted by a Student Affairs administrator. A Conduct Review meeting is arranged to adjudicate most first-time violations and/or violations where separation from DigiPen is not a likely or potential outcome. For incidents taking place within a DigiPen Housing facility, the involved student(s) will meet with a Resident Director. All other cases will typically be adjudicated by the Director or Coordinator of Student Life. In cases where separation from DigiPen is a likely or potential outcome and depending on the nature and circumstances of the violation, the Vice President of Student Engagement may arrange for a meeting of the Appeals and Disciplinary Committee.

(C) Appeals and Disciplinary Committee

The Appeals and Disciplinary Committee may sometimes resolve matters of appeal or dispute of fact for Conduct Review Meetings. The Appeals and Disciplinary Committee is typically also convened when the possible outcome of an incident may result in sanctions including but not limited to:

disciplinary probation, suspension or expulsion.

(D) Administrative Decision

DigiPen reserves the right to place a student on interim suspension, or to expel or suspend a student at any time, when conduct is deemed to be in violation of DigiPen policies or in situations where the student poses a risk to others, and/or DigiPen. In taking such action, DigiPen need not assign further reasons. At the discretion of the Vice President of Student Engagement, or their designee, and following individualized assessment, a Student who is determined to be a danger to self or others, or in which the behavior of the student significantly disrupts the living and learning environment in the DigiPen Housing apartments, DigiPen properties, or on DigiPen campus, may be involuntarily or administratively withdrawn, suspended or expelled.

CONDUCT REVIEW MEETING PROCEDURES

The following procedures are guidelines only, which will be followed to the extent they are practical and appropriate in a given situation. The fact that all guidelines are not followed in a particular situation will not affect the validity or appropriateness of a disciplinary decision or process.

1. Reports of alleged violations of the Code of Student Conduct or DigiPen policies are made by members of the community and/or faculty/staff members in the course of their duties to the Student Affairs Department via Incident Report Forms.
2. Incident Report Forms or complaints brought forward by other means are usually reviewed expediently by, where practical, a Student Affairs staff member, and/or a Vice President of Student Engagement.
3. Absent extenuating circumstances, the student is usually notified in writing to attend a Conduct Review Meeting within seven (7) business days of the report or identification of the alleged violation. The following information will be provided:

- Time, date and location of the meeting
- Name and contact information of staff member
- Section of the Student Conduct Code allegedly violated
- Date of the alleged violation

In the event of a justifiable scheduling conflict, the student has three (3) business days following written or electronic notice of the meeting to notify the appropriate staff member to reschedule. All students are required to check their email once a day during the week. Not checking your email is not an excuse that will be accepted for missing this notification or attending required meetings.

4. The student attends the scheduled meeting. At this time, the student may respond to any and all alleged violations and review relevant incident reports and documents and provide relevant oral or written information. The Code of Student Conduct and the relevant procedures for resolution will be explained and an opportunity for questions will be provided. Legal counsel, parents/guardians, or other representatives are not permitted at this Conduct Review Meeting. At this time, one of the following will occur:
 - Charges dropped
 - Student does not accept responsibility
 - Student accepts responsibility
 - In some instances, more information may be needed in order for a decision to be rendered. The staff member holding the Conduct Review Meeting may adjourn the meeting in order to gather more information, talk with other relevant parties, etc. A follow-up meeting will be set to bring the matter to closure.
5. If the student accepts responsibility, sanctions are assigned as appropriate and are effective once the DigiPen official has sent the sanction letter to the student. After the Conduct Review Meeting has been completed, the Student will be sent a sanction letter that outlines the outcome of the case, sanctions, and any other follow-up that is required. If a student is unsatisfied with the decision made by the adjudicating officer, they may appeal. Please see the “Appeals Process” below.
6. If the student does not accept responsibility, the adjudicating officer renders a decision and assigns sanctions if the student is found responsible. A decision on whether a student is responsible will be based on a preponderance standard, when the information received indicates that it is more likely than not that a violation of campus policy occurred. If a student is unsatisfied with the decision made by the adjudicating officer, they may appeal. Please see the “Appeals Process” below.

APPEALS PROCESS

The student has the right to dispute the decision of the DigiPen staff. If the student wishes to make an appeal, the student must:

1. Notify the Vice President of Student Engagement (or Designee) of intent to appeal, and
2. Provide a full explanation of the reasons for appealing in writing within one week of being notified of the decision. Contact information for the appellate administrator is included in the decision letter sent to the student.

Appeal meetings take place before a Vice President of Student Engagement or designee. The DigiPen official who originally heard the case puts forth the reason for the original decision. As soon as possible after the appeal meeting is completed, the Vice President of Student Engagement or designee will notify the student of the final decision in writing.

Appeals and Disciplinary Committee Meeting Procedures

The Appeals and Disciplinary Committee consists of DigiPen staff and DigiPen faculty who review certain appeals and higher-level alleged policy violations. The Faculty representatives are full-time or part-time employees of DigiPen and have volunteered to participate on the committee. A Procedural Advisor (a staff or faculty member of DigiPen not participating in the decision-making process of the alleged violation or appeal, typically the Vice President of Student Engagement) serves to clarify procedures and brings the facts and circumstances of the alleged violation or appeal and any other relevant documents before the Committee.

1. A Student may elect to have their alleged violation heard by the Appeals and Disciplinary Committee in lieu of having a Conduct Review meeting with a DigiPen employee or a Student Affairs staff member. The Vice President of Student Engagement may also decide, in their discretion, to refer an alleged violation to the Appeals and Disciplinary Committee in instances of disputes of fact, repeat offenses, or if an alleged violation may result in sanctions, including but not limited to disciplinary probation, suspension, or expulsion.
2. The Procedural Advisor offers to meet in advance with the accused Student to answer questions, prepares the relevant documents and information for the Appeals and Disciplinary Committee, and is present during the meeting to clarify any information or point of procedure. The Procedural Advisor is present during the Appeals and Disciplinary Committee deliberations, but does not vote and does not participate in the administration of sanctions.
3. The accused student is notified of the date, place, and time of the Appeals and Disciplinary Committee Meeting. That notification shall be given to the accused Student within seven (7) days of the Student electing the Appeals and Disciplinary Committee Meeting or being notified that the Appeals and Disciplinary Committee will review their alleged violation(s).
4. Appeals and Disciplinary Committee meetings are not open to the public. Parents, attorneys, or other outside representatives are not permitted to be in attendance (unless a criminal charge is currently pending against the student, in which case an attorney may be present to advise the student; the attorney may not, however, speak to or address the Committee orally or in writing or otherwise represent the Student in the hearing).
5. The accused student may select a member of the DigiPen community to attend the meeting as an advisor to them. The advisor may not speak or ask questions during the meeting, but may consult with the accused Student and suggest questions or points of clarification for them to address.
6. During the Committee meeting, information regarding the allegations is presented to the Committee by the Procedural Advisor. The Committee first discusses the information provided before bringing the accused Student into the meeting room.
7. Once all of the information is presented to the Committee and they have had an appropriate amount of time to discuss, the accused Student is allowed to address the Committee. The Committee will continue deliberating the incident regardless of the presence of the accused

Student. If the Student is present, they will be asked to present their account of the alleged violation. DigiPen and the accused Student may present witnesses and the Appeals and Disciplinary Committee members may ask for additional witnesses to appear before them. Character witness testimony is not permitted. The accused student will have the option to give a closing statement before leaving the meeting room.

8. The Procedural Advisor convenes the meeting in accordance with the procedures outlined above.
9. After the meeting, the Appeals and Disciplinary Committee deliberates and determines, by majority vote, whether the accused student is responsible for the violation as charged and, if so, the appropriate sanctions. The accused Student's prior Disciplinary Record will be brought forward by the Procedural Advisor during the sanctioning phase and will be considered as sanctions are determined.
10. After rendering a decision, the Appeals and Disciplinary Committee informs the Procedural Advisor of the decision. The Vice President of Student Engagement provides a written decision letter to the Student within ten (10) business days of the close of the Appeals and Disciplinary Meeting.

SANCTIONS AND DEFINITIONS

(A) Sanctions

The sanctions outlined below serve as a guide, not an exhaustive list. The adjudicating Student Affairs staff determine final sanctions based on the specific facts and circumstances of the incident. The list below is meant to be illustrative, not a complete list of sanctions. Final sanctions are at the discretion of the Student Affairs Staff adjudicating the case. In addition to the recommended sanctions outlined below, certain violations carrying specific sanctions are outlined at the end of the section. Students may also be formally charged by state and local police with penalty to be decided by state and federal courts.

All documented violations for which a Student is found responsible are kept in judicial files. For sanctioning purposes, violations from previous years may be taken into consideration in the sanctioning phase at the discretion of the Student Affairs Staff adjudicating the case.

(B) Sanctions for Conduct Review Meetings

For all violations where a Student takes responsibility or is found responsible for an alleged violation, sanctions include, but are not limited to one or a combination of:

- Written Warning
- Disciplinary Probation
- Service Work
- Educational Sanctions (i.e. writing assignment, bulletin boards, etc.)
- Monetary Damages, if applicable
- Fines
- Parental Notification
- Interim Suspension (temporary suspension from DigiPen, including DigiPen Housing, until investigations close)

- Removal from DigiPen Housing if a residential student (without refund of room and board)
- Disciplinary Suspension (without refund of tuition, room, board and fees)
- Disciplinary Expulsion (without refund of tuition, room, board and fees)
- Students may also be formally charged by state and local police with penalty to be decided by state and federal courts

(C) Definitions for Disciplinary Process and Procedures Section

- **Accepts Responsibility:** A student who has been charged with a violation admits that they are responsible for that violation.
- **Apology:** A written or verbal apology to the individual who was inconvenienced, insulted, embarrassed, harmed, etc., by the accused student's behavior.
- **Appeal:** A written request submitted to the appropriate Staff member as outlined in the Appeal policy in the Code of Student Conduct.
- **Appeals and Disciplinary Committee Meeting:** The Appeals and Disciplinary Committee reviews instances of appeal, repeat instances of violations of the Code of Student Conduct, alleged violations involving significant dispute of fact or violations in which the sanctions may include but are not limited to suspension or expulsion. A Student may also elect to have an Appeals and Disciplinary Committee Meeting rather than a Conduct Review Meeting.
- **Community Restitution:** A Student who accepts responsibility or is found responsible for a violation of the Code of Student Conduct serves the community they have inconvenienced, insulted, embarrassed, harmed, etc. This restitution may be through assisting a faculty/staff member or working with a campus department. A specific number of hours and a deadline are set at the time of sanctioning.
- **Conduct Review Meeting:** The method of adjudication for violations in which the sanctions are unlikely to include suspension or expulsion from DigiPen for the student who accepts responsibility or is found responsible. Student Affairs staff members conduct and convene these meetings.
- **Confiscation:** The appropriation of certain items from a person or area that could be later used as information for an alleged violation of DigiPen policy. Confiscated items are not subject to be returned.
- **Decline to Accept Responsibility:** A Student who has been charged with a violation of the Code of Student Conduct and does not admit that they are responsible for that violation.
- **Disciplinary Probation:** A Student is allowed to continue enrollment at DigiPen with the understanding that, during the period of time while they are on Disciplinary Probation, any further violations of the Code of Student Conduct could result in suspension or expulsion from DigiPen.
- **Educational Sanction:** A sanction designed to provide an additional educational opportunity for a Student who has been found responsible for violating the Code of Student Conduct.
- **Expulsion:** Permanent separation from DigiPen as a result of a judicial meeting or at the discretion of the Vice President of Student Engagement, the Chief Operating Officer, or President. Expelled Students are ineligible for readmission to DigiPen.
- **Fines:** Money to be paid to DigiPen by Students who have been found responsible for specific violations of the Student Conduct Code or other DigiPen policies.

- **Interim Suspension:** In certain circumstances where there is an alleged or perceived direct threat to self or others, the Vice President of Student Engagement, or their designee, may impose a temporary suspension from DigiPen prior to formal judicial proceedings or administrative decision by the Vice President of Student Engagement, Chief Operating Officer, or the President. Interim suspension may be imposed to (1) ensure the safety and well-being of members of DigiPen community; (2) to ensure the student's own physical or emotional safety and well-being; (3) if the student poses a direct threat of disruption of or interference with the normal operations of DigiPen; (4) if the student has been charged or is likely to be charged with a felony. During Interim Suspension, the student shall be denied access to DigiPen Housing and/or the DigiPen campus (including classes) and/or all other DigiPen activities or privileges for which the student might otherwise be eligible, and/or may be subject to other conditions as the Vice President of Student Engagement may deem appropriate.
- **Monetary Damages:** Fees assessed to students for damage done to an individual's or DigiPen's property. Damages may be assessed to individuals who have been found responsible for the damage and/ or to a group of individuals found responsible. Damages caused in DigiPen Housing not associated with specific individuals may be billed to both students who occupy a bedroom, to all students who occupy an apartment, or all students who occupy an apartment or are involved in an organization.
- **No Contact Order:** A sanction given to a student or group of students that prevents them from communicating through any means with another student or group of students.
- **Parental Notification:** Parents will routinely be notified regarding violations in which a Student accepts responsibility or is found responsible. They may also be notified prior to the adjudication of a case at the discretion of the Director of Housing. Parents may also be contacted if the Director of Housing believes that the Student poses a danger to himself/herself or others.
- **Preponderance of the Information/Preponderance Standard:** Standard of proof in Conduct Review Meetings where it is "considered more likely than not" that a violation(s) occurred.
- **Sanction(s):** Consequences imposed upon a student during the course of a judicial proceeding by a Student Affairs staff member (or their designee) as outlined in the Code of Student Conduct.
- **Suspension:** Separation from DigiPen after being found responsible for a violation of the Code of Student Conduct. Suspension is imposed for up to one year. Readmission is not guaranteed into DigiPen housing or DigiPen.
- **Violation:** Committing any of the prohibited acts as outlined in the Code of Student Conduct or outlined in any other DigiPen policies contained in the Residence Life Handbook, Housing Agreement, DigiPen Course Catalog, DigiPen Student Handbook, and/or the Enrollment Agreement.
- **Counseling Center Referral:** At any point during the investigation of an alleged violation or as a sanction for a violation for which a Student has been found responsible, the student may be referred to DigiPen Counselor for an assessment. The content of the assessment is held in strictest confidence, but the Counselor will confirm that the Student was assessed and provide recommendations as appropriate.
- **Witness:** Any individual who has witnessed an incident or has knowledge of an incident in which the Code of Student Conduct was allegedly violated may be called upon to provide a statement during the investigation or adjudication of the alleged violation.

- **Written Warning:** An official notice by a DigiPen staff member to a Student who has violated DigiPen policy indicating that should the behavior in question should be immediately terminated, and if the behavior continues, additional disciplinary action will be taken. The written warning stays in the Student's disciplinary record or file.

Campus Policies

Dress Code Policy

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

Emergency Drills and Training Policy

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

Emergency Notification Policy

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

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

FERPA Policy

RELEASE OF STUDENT DIRECTORY INFORMATION

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

- Name
- Primary telephone number
- Institute email address
- Major field of study
- Dates of attendance

- Degrees and awards received
- Full-time or part-time enrollment status
- Number of credits for which a student is registered each semester.
- Educational institutions attended

DECLINING RELEASE OF INFORMATION

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

ALLOWING RELEASE OF INFORMATION

If a student restricted the release of directory information and now wishes to allow this information to be released, the student must go to Colleague Self Service and make the appropriate changes within the proxy module.

Food and Drink Campus Policy

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

Lost and Found Policy

The Front Desk is the central lost and found repository for DigiPen's Redmond Campus. Any items of significance found on DigiPen's campus should be brought to the Front Desk.

Deliver lost items to the Front Desk. If the Front Desk is closed, deliver lost items to the Security Desk. When delivering lost items, report the time and location of the item when found.

Students, staff and visitors can retrieve lost items from the Front Desk. When retrieving items, you will need to accurately describe the lost item in order to retrieve it or show a school or government ID to claim items that are labeled with your name.

Items held in lost & found will be cleared out at the end of the semester. Notices regarding the lost and found clear-out are sent to students before clear-out. Items found toward the end of a semester will be held through the next semester. Unclaimed items will be donated or destroyed appropriately.

DigiPen is not responsible for any student items or belongings that are lost or stolen on campus property.

Front Desk Hours: 9:00am-5:00pm M-F, closed on holidays

Security Desk Hours: Open 24/7

Missing or Unresponsive Student Policy

It is the policy of DigiPen that any reports of a missing or unresponsive student (unresponsive student is defined as a student not responding to any forms of communication) should be directed to the Vice President of Student Engagement in person, by telephone at (425) 522-5025 or via email at studentaffairs@digipen.edu. FERPA may limit the information that DigiPen can share with the reporting party. In compliance with FERPA, DigiPen may contact next of kin or authorities if the missing student is deemed to be in distress or missing. DigiPen Institute of Technology considers the safety of the students to be essential in the creation and maintenance of an environment where learning is encouraged and supported.

Parking Policy

1. Students are required to register their vehicle (or vehicles) every year they attend DigiPen using the license plate, make, and model on a vehicle registration form accessed via the DigiPen website or via email sent by the Campus Store. Students will also need to include current personal contact information (phone number and address) with their car registration.
2. After their vehicles are registered, students may go to the Campus Store to pick up their parking passes.
3. Students are required to attach the current, valid parking sticker on the inside lower portion of the rear windshield on the driver's side of the vehicle(s).
4. Students with the proper parking sticker are allowed to park in the spaces near the building signified by the "dP" symbol.*
5. The blank parking spaces in lower-level parking lots that are unmarked or marked "compact" are available on a first-come, first serve basis. The upper parking lot west of campus near the Pro Club and Microsoft buildings is off limits.
6. There is no student parking in visitor-assigned, executive, or other reserved parking spots at any time.
7. DigiPen Institute of Technology reserves the right to tow any car at any time that is deemed inoperable or that may present a danger to the surrounding area.
8. DigiPen Institute of Technology reserves the right to temporarily reassign, reallocate, or reduce the number of available parking spaces for school functions.
9. Parking spots in the DigiPen Institute of Technology lot are limited and are not guaranteed at any time. Parking spots are available on a first-come, first- served basis.
10. DigiPen Institute of Technology is not responsible for any loss and/or damage to any vehicle and/or contents in the vehicle, due to any reason including, but not limited to, theft or collision.
11. Drivers in the DigiPen lot must adhere to the posted 5MPH speed limit.
12. Drivers must immediately report any hit and run incident they have been involved in to the DigiPen Security Desk Staff.
13. If a vehicle is parked in a "dP" marked parking spot without a DigiPen parking pass/sticker visibly placed in the rear windshield, the driver will be issued a warning for the first offense, a fine of \$50

for the second offense, and a fine of \$100 for the third offense in the form of a ticket placed on the front windshield of the vehicle. The driver of the vehicle has up to 7 days from the date that the ticket was issued to pay the fine. Payments are made at the DigiPen Bookstore. Drivers will receive up to 3 tickets before the vehicle is towed upon the 4th parking infraction.

14. There will be a two-week grace period before parking tickets are issued at the beginning of the academic year for student parking spaces. This grace period does not include any infractions of students parking in visitor, executive, or faculty/staff spaces. There will be no grace period for vehicles that are parked in unauthorized spaces and must be towed.
15. Infractions include but are not limited to: failing to register a vehicle, parking without a visible pass, double parking, parking overnight, and misuse of visitor, handicap, carpool, executive, vanpool, or reserved spots.
16. If a vehicle remains parked in the DigiPen parking lot overnight, DigiPen reserves the right to tow the vehicle.
17. Drivers will be held financially responsible for any partial or completed tows ordered for their vehicles. (A standard car tow can cost between \$250 to \$300, plus additional charges for vehicle storage.)

PARKING APPEALS PROCESS

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

Pregnant Student Support

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

Disability Support Services (DSS) at DigiPen Institute of Technology recognizes that medical, physical, or other pregnancy-related issues, even if temporary or short-term, may arise that allow a pregnant student to access reasonable academic accommodations through the DSS Office at DigiPen. Accommodations such as, but not limited to, extended deadlines for assignments are appropriate in the same manner DSS serves other students with disabilities on campus.

Restroom Usage Policy

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

Service Animal Campus Policy

INTRODUCTION

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

DEFINITIONS OF SERVICE ANIMALS

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

WHERE SERVICE ANIMALS ARE ALLOWED

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

SERVICE ANIMALS MUST BE UNDER CONTROL

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

REMOVAL OF SERVICE ANIMALS

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

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

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

RESOURCES

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

Student Network and Internet Usage Policy

GENERAL POLICIES

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

- Students are required to respect DigiPen property. Students may not abuse, damage, vandalize, steal, or in any way alter DigiPen property in any manner that would prevent another student from using it.
- Students may not install software, drivers, patches, or any other program on DigiPen computers. Additional software may be requested through an instructor; it is the sole responsibility of DigiPen to decide if, how, and when any software is installed.
- Students are responsible for their own data and are encouraged to protect their work by utilizing the resources provided by DigiPen and by using a personal storage device such as a flash drive or laptop computer.
- Students may not attempt to access another student's information or display any material which may offend another student.
- Students may not copy, publish, or make available any DigiPen property without written consent. This includes, but is not limited to, storing materials on any unauthorized network service or personal server.
- Commercial use of DigiPen computer or network resources is expressly and strictly forbidden. Any commercial activity will result in legal action against the offender.
- DigiPen reserves the right to monitor, log, and inspect any data stored on any DigiPen computer or transmitted over the DigiPen network without restriction or limitation in order to ensure compliance with the Student Network and Internet Usage Policies. Students found to be in violation of these policies may be restricted from DigiPen's network and subject to disciplinary action.

INTERNET FILTER POLICY

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

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING

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

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

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

Text Communications Policy

DigiPen will occasionally send out important announcements via text message. Texts are normally limited to emergency or time sensitive communications. These messages may address topics such as inclement weather, school closures and delays, drills, emergency notifications, registration links, vaccination update links, and more. All students are automatically enrolled into the system upon matriculating to receive emails and texts; however, texts may only reach students if they've provided a domestic cell phone number in the student information system (also known as Colleague Self Service).

Here are the steps for updating contact information in Colleague:

1. Open Colleague Self Service
2. Navigate to User Profile by clicking on the person icon (left-side of screen)
3. Scroll down to Phone Numbers
4. Either click Add New Phone OR click on existing phone number to edit
5. If you have a phone number listed, please make sure it's denoted as "mobile (cell)" for our system to recognize it for texting. We will not be able to text phone numbers marked as "Home/Permanent."

If you would like to opt-out of receiving emergency or informational notifications via text or change your subscription preferences for Regroup, please visit drama.digipen.edu where you may manage your own Emergency Notification subscription by following the steps below.

1. Login to drama.digipen.edu
2. On the left-hand side of the page, click on Profile
3. Right below your "Account Info," you should see a box titled "Emergency Notification System"
4. Please review and update your preferences here
5. Click Save in the lower left-hand corner to store your preferences

Please note that Colleague and ReGroup will update this information nightly

Academic Policies

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

Academic Conduct Policy

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

Academic Dishonesty

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

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

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

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

DETERMINATION OF ACADEMIC DISHONESTY

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

ACADEMIC INTEGRITY INVESTIGATIONS

1. To initiate an investigation of potential Academic Dishonesty by a student, a course instructor, department chair, or academic dean will collect any information related to the submitted course work, assignment(s), project(s), or exam(s).
2. The investigating staff member will draft an Academic Integrity Violation statement detailing the alleged student behavior that would constitute academic dishonesty, and send a notification letter to the student requesting a meeting to review the statement and supporting materials.
3. During the meeting the student and instructor will review the evidence of a violation of the Academic Integrity Policy. (If the student fails to schedule a meeting or chooses not to attend the scheduled appointment, the investigating staff may issue a decision in the student's absence, and inform the student of the decision in writing.)

4. If during the meeting, the student admits to or agrees with the instructor's assertion, the instructor may issue class-level disciplinary sanctions as he or she feels appropriate (i.e. warnings, grading penalties, fail of assignment, fail of class, etc.). If the student disagrees, then the student may appeal the decision after meeting with the investigating staff. (see below for appeals process)
5. Regardless of outcome, the instructor must complete and submit the Academic Integrity Resolution Form to the Student Affairs department. A copy of all of these documents will be retained in a non-permanent student file for internal reference only and is not a part of the student's permanent academic record.
6. If a student is found responsible for multiple incidents of Academic Dishonesty during their time at DigiPen, institutional sanctions may be applied including suspension or expulsion from the institution.

ACADEMIC INTEGRITY VIOLATION APPEALS

Class Sanction Appeals (i.e. Failed assignment, exam or course grades)

In order to appeal, the student must respond promptly to the Notification Letter to schedule a meeting with their instructor and explain why they deny the allegations. Any information from the student that supports that they submitted their own unique work is helpful to be provided by the student. At the conclusion of the meeting, if found responsible for a violation by the instructor, the student may indicate on the Academic Integrity Resolution Form that he or she would like to appeal. The student is responsible for making arrangements with Student Affairs to facilitate a meeting with the Appeals & Disciplinary Committee for the further review. Students should initiate this appeal process by sending an email to appeals@digipen.edu within two weeks from the receiving the Notification Letter indicating their desire to appeal.

Class-level sanctions (warning, penalty in grades, fail of assignment, fail of class, etc.) issued by the Appeals & Disciplinary Committee are considered final and are not eligible for further review.

Institutional Sanction Appeals (Suspension, Expulsion, etc.)

If a student disagrees with any institutional sanctions applied as a result of multiple academic integrity violations (suspension, expulsion, etc.), they may appeal to the President of DigiPen or designee for the final review. Students should initiate this appeal process by sending an email to appeals@digipen.edu.

Attendance Policy

The DigiPen Institute of Technology (Redmond) does not require attendance to be taken for course or course-related activities, and does not track attendance for such. Course instructors have purview to decide if their course will or will not require attendance as a part of a student's course participation and grade.

Academic Warning Policy

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

FAILURE TO MEET ACADEMIC WARNING REQUIREMENTS

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

INVOLUNTARY ACADEMIC WITHDRAWAL APPEAL PROCESS

Students may be involuntarily academically withdrawn from DigiPen for several reasons including grade point average (GPA), PACE (Percentage of Attempted Credits Earned), not achieving passing grades in enough courses at the rate of attempt: 67%+ for undergrads and 50% for grads, and other factors. Student Success Advisors review a report at the end of each semester and determine students that meet the relevant criteria. Students may submit appeals materials to Vice President of Student Engagement within two working days of their initial letter.

Students who do not have their initial appeal granted may apply for readmission to DigiPen after one full semester (Fall, Spring, Summer). Withdrawn Students that are interested may make a request to the Academic Appeals Committee following the submission of the necessary readmission materials.

Appeal/Readmission materials should be comprised of a letter or video stating the reason(s) for a request and supporting documentation. Supporting documentation could be transcripts from another institution showing academic progress during the semester the student was not enrolled at DigiPen, documentation of personal or professional accolades, statement of change of behavior or circumstance or something similar. All documentation should be given to the Vice President of Student Engagement.

The Academic Appeals Committee is comprised of members from the Academic Affairs, Student Affairs and Enrollment divisions along with the Chief Operating Officer of the Institution and will evaluate the students' records and appeal materials. Members of Academic Affairs will be chosen based on student program and other factors that require their unique insights. The Committee members will advise the Chief Operating Officer on desired outcome of the appeal however, the Chief Operating Officer will make the final decision. The vote on each candidate will be recorded. The committee is chaired by the Vice President of Student Engagement. The levying of the decision is completed by the Chair.

The Committee will meet following grade submission each semester and review pending appeals for withdrawal and readmission. A vote will be completed, per student, following the review of the materials by the designated committee for each student. Notice of the decision must be provided to the student within three working days following the committee meeting.

Incomplete Course Policy

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

Students who want to repeat a course can drop it prior to the end of the eighth week of classes, and they will receive a “W” (see Withdrawal below). Otherwise, the instructor will assign the appropriate final grade (“D” [or 1.0 quality points] or “F” [or 0 quality points], for example).

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

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

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

Internship Credit Appeals Process Policy

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

Hardship Withdrawal Policy

Students may seek a hardship withdrawal when one of three conditions prevent a student from completing all courses: death of a close family member, catastrophic illness in the family, or injury or illness that incapacitates the student. Hardship withdrawals may be sought any time after the last date to withdraw from classes, as listed in the Academic Calendar, but not after all materials for a course have been completed (i.e., after submitting the final exam or final assignment). Students seeking a Hardship Withdrawal must meet with their Student Success Advisor to receive the form and review the procedure. The Hardship Withdrawal Form, a personal statement, and appropriate documentation (i.e., death certificate, obituary, letter from a state-licensed physician or mental health professional) must be provided to support all Hardship Withdrawal requests. Students requesting a partial hardship withdrawal must have documentation that explains why they are able to complete a portion of their classes, but not all. Once

Hardship Withdrawal forms are completed, students must submit them to their Student Success Advisor for review before final submission to the Office of the Registrar.

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

Grade Appeal Policy

PURPOSE

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

APPEAL EXPECTATIONS AND CONDITIONS

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

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

BEGINNING THE PROCESS – MEET WITH YOUR INSTRUCTOR

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

Filing a Formal Appeal

1. Students must submit their grade appeal within two business days from the final grade posting date (typically the Tuesday after finals week). Failure to check grades until a later date is not an acceptable reason to delay the grade appeal process.
2. Appeals must be submitted to academic.affairs@digipen.edu. Appeals will be reviewed by the Dean of Faculty (or designee).
3. To be considered for an appeal the student must explain, in writing, any procedural error or omission that impacted their academic performance during the course such as substantiated bias or material deviation from established procedures.

4. The student's appeal will be reviewed by the Dean of Faculty (or designee) and a decision and response will be sent to the student's DigiPen email account within three business days of the date the appeal was received.
5. If the appeal is granted, the student's course grade will be updated. If the appeal is denied, the student's course grade will remain unchanged. The decision may also be remanded to the course instructor with additional direction.

Equal Opportunity, Harassment, and Nondiscrimination Policy

Purpose

DigiPen adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. DigiPen does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, DigiPen is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex assigned at birth, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by DigiPen Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

Title IX Coordinator and Deputy Coordinators

DigiPen Institute of Technology officer(s) charged with investigating all complaints of violations of the Sexual Misconduct Policy, Anti-Harassment Policy, and the Anti-Discrimination Policy

TITLE IX COORDINATOR

Angela Kugler
akugler@digipen.edu
(425) 895-4438

DEPUTY TITLE IX COORDINATOR - STUDENT CASES

Patrick Dezort
patrick.dezort@digipen.edu
(425) 522-5025

DEPUTY TITLE IX COORDINATOR - EMPLOYEE CASES

Alicia Cappola
alicia.cappola@digipen.edu
(425) 629-5068

Please report potential Title IX incidents by completing an [Incident Report](#) or by emailing titleix@us.digipen.edu, and a member of the Title IX team will be in touch with you soon.

Statement of Policy

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

To view the full Title IX policies and processes, please visit:

DigiPen Institute of Technology Sexual Harassment & Sexual Misconduct Policy

ANTI-HARASSMENT POLICY

DigiPen prohibits harassment of any kind between faculty/staff and students, between students and students, between faculty/staff/students and others, on the basis of Age (40 years and over in the employment context), Citizenship status, Color, Creed, Disability (physical or mental), Domestic violence victim status, Ethnicity, Family responsibilities, Gender expression, Gender identity, Genetic information (including family medical history), Height, Marital status, National origin (including ancestry), Personal appearance, Place of business, Political belief or affiliation, Pregnancy or related conditions, Race, Religion, Residence, Sex, Sexual orientation, Source of income, Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran), Weight, or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency. DigiPen policy prohibits inappropriate conduct and reserves the right to sanction students for behaviors that it deems inappropriate, even though the instance of harassment may not reach the legal standard for harassment.

ANTI-DISCRIMINATION POLICY

DigiPen Institute of Technology is committed to maintaining a diverse community in an atmosphere of mutual respect for and appreciation of differences. DigiPen Institute of Technology does not discriminate in its educational and employment policies on the basis of Age (40 years and over in the employment context), Citizenship status, Color, Creed, Disability (physical or mental), Domestic violence victim status, Ethnicity, Family responsibilities, Gender expression, Gender identity, Genetic information (including family medical history), Height, Marital status, National origin (including ancestry), Personal appearance, Place of business, Political belief or affiliation, Pregnancy or related conditions, Race, Religion, Residence, Sex, Sexual orientation, Source of income, Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran), Weight, or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

Resources

These resources are available for students following an incident of harassment or discrimination:

ON-CAMPUS RESOURCES

Confidential Resources

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

- DigiPen Counseling Staff, including the Director and all Mental Health Counselors counseling@digipen.edu (425) 629-5015

Non-Confidential Resources

Responsible Employees (“Mandated Reporters”)

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

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

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

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

OFF-CAMPUS RESOURCES

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

Redmond Police

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

Evergreen Hospital Emergency Dept.

8980 161st Avenue NE
Redmond, WA 98052
Main Phone: 425-899-1111

King County Sexual Assault Resource Center

24 Hour Resource Line: 888-998-6423

National Sexual Assault Hotline

800-656-HOPE (4673)

Reporting an Instance of Sexual Misconduct

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

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

Individuals can also report an incident directly to the Title IX Coordinator by completing the online [*Incident Report*](#).

REPORTING TO RESPONSIBLE EMPLOYEES

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

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

A responsible employee must report to a Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the reporting party. Responsible employees are required to report any potential violation of the sexual misconduct policy to a Title IX Coordinator. If the reporting party wants to tell the responsible employee what happened but also maintain confidentiality, DigiPen will consider the request,

but cannot guarantee that it will be honored. While reporting the details of the incident to a Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the reporting party's request for confidentiality. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling DigiPen's response to the report. A responsible employee should not share information with law enforcement without the reporting party's consent or unless the reporting party has also reported the incident to law enforcement. When a reporting party tells a responsible employee about an incident of sexual misconduct, the reporting party has the right to expect DigiPen to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

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

CONFIDENTIALITY

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

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

EXTERNAL AUTHORITIES AND INCIDENTS OF SEXUAL MISCONDUCT

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

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Opportunity Commission, and/or another appropriate federal or state agency.

Seattle Office

Office for Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600

FAX: 206-607-1601; TDD: 800-877-8339

Email: OCR.Seattle@ed.gov

Assistant Secretary for Civil Rights

Office for Civil Rights, National Headquarters

U.S. Department of Education

Lyndon Baines Johnson Dept. of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

Office of Student Affairs

DigiPen Institute of Technology

9931 Willows Road NE, Redmond, WA 98052

Phone: (425) 558-0299

Email: [**studentaffairs@digipen.edu**](mailto:studentaffairs@digipen.edu)

[**digipen.edu**](http://digipen.edu)