



DIGIPEN ONLINE

COURSE CATALOG

2026-2027

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Notices

Degree Exemption

In accordance with the Degree-Granting Institutions Act Regulations (WAC 250-61-060 (3)), institutions that meet certain criteria are eligible for exemption from degree authorization. DigiPen Institute of Technology is considered to be an eligible institution exempted from degree authorization requirements by the Washington Student Achievement Council effective November 1, 2012.

Nonimmigrant Non-Citizen Students

This school is authorized under Federal law to enroll nonimmigrant non-citizen students.

Regulatory and Oversight Agencies

1. Washington Student Achievement Council (WSAC)
2. Accrediting Commission of Career Schools and Colleges (ACCSC)
3. Accreditation Board for Engineering and Technology (ABET)
4. Bureau for Private Postsecondary Education (BPPE)
5. U.S. Department of Education

Accreditation

DigiPen Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a recognized accrediting agency by the U.S. Department of Education.

DigiPen Institute of Technology Singapore and DigiPen Institute of Technology Europe-Bilbao are both accredited by ACCSC as branch campuses of DigiPen Institute of Technology located in Redmond, Washington.

The Bachelor of Science in Computer Engineering program was accredited by the Engineering Accreditation Commission of ABET, www.abet.org, from October 1, 2012 to September 30, 2025.

The Bachelor of Science in Computer Science in Real- Time Interactive Simulation program is accredited by the Computing Accreditation Commission of ABET, www.abet.org. This accreditation action extends retroactively from October 1, 2015.

Copyright Notice

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Trademarks

DigiPen® is a registered trademark of DigiPen (USA) LLC.

ProjectFUN® is a registered trademark of DigiPen (USA) LLC.

Open World® is a registered trademark of DigiPen (USA) LLC.

All other product names mentioned in this booklet are trademarks or registered trademarks of their respective companies and are hereby acknowledged.

Important Notices

All items including, but not limited to, application forms, transcripts, reference letters, resumes, software, and any accompanying documentation or works of art (collectively “the Items”), forwarded to DigiPen by any person (the “Sender”) whether at the request of DigiPen or otherwise, become the exclusive property of DigiPen unless otherwise agreed to in writing by DigiPen, and the Institute* shall be under no obligation whatsoever to return the Items to the Sender. At DigiPen’s discretion, the Items may be destroyed after being reviewed.

DigiPen Institute of Technology reserves the right to make changes to the curricula, calendar, program delivery method, and/or Course Catalog without any prior notice.

The course offerings and requirements of DigiPen Institute of Technology are under continual examination and revision. The most recent edition of the Course Catalog supersedes any previous edition of the Course Catalog published for the same academic year. This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will not change. The Institute specifically reserves the right to change requirements for any major during any particular year. The individual student assumes full responsibility for compliance with all current academic requirements. Current course offerings may be obtained from the Office of the Registrar. Current major and degree requirements may also be obtained from the Office of the Registrar. For the most current information, visit DigiPen’s official Course Catalog online at digipen.edu/academics/course-catalog.

**Please note that “Institute” and “DigiPen” refer to “DigiPen Institute of Technology” when used in the Course Catalog.*

Notice of Non-Discrimination

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

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

General Information

Name of School & Contact Information

DigiPen Institute of Technology

9931 Willows Road NE

Redmond, WA 98052

USA

Telephone: (886) 478-5236 or (425) 558-0299

Facsimile: (425) 558-0378

Email: info@digipen.edu

Web: www.digipen.edu

Department Contacts

Accounting

accounting@digipen.edu

Admissions

admissions@digipen.edu

Career Services

careerservices@digipen.edu

Counseling Services

counseling@digipen.edu

Disability Support Services

dss@digipen.edu

International Affairs & Study Abroad

dso@digipen.edu

studyabroad@digipen.edu

Financial Aid

faid@digipen.edu

Registrar

registrar.us@digipen.edu

Student Affairs

studentaffairs@digipen.edu

Academic Advising

studentsuccess@digipen.edu

Campus List

Main Campus

DigiPen Institute of Technology

9931 Willows Road NE

Redmond, WA 98052

USA

Branch Campuses

DigiPen Institute of Technology Singapore

1 Punggol Coast Road

Singapore 828608

DigiPen Institute of Technology Europe-Bilbao

Mission – Ribera de Zorrozaurre, 2

48014

Bilbao (Bizkaia), Spain

Programs of Study Offered

Currently, the Institute offers the following degree programs:

- Master of Science in Artificial Intelligence
- Master of Science in Game Development

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.

Religious Accommodation

DigiPen Institute of Technology provides reasonable accommodations to students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. These holidays or observances must be part of a religious denomination, church, or religious organization, and the course instructor must be notified in writing during the first two weeks of the course. If a student feels that their religious accommodation has not been met, they should first discuss the issue with the faculty member(s) involved and then file a course report or incident report.

Accreditation History

DigiPen Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC", or "the Commission"), a recognized accrediting agency by the United States Department of Education.

The Bachelor of Science in Computer Engineering program was accredited by the Engineering Accreditation Commission of ABET, www.abet.org, from October 1, 2012 to September 30, 2025.

The Bachelor of Science in Computer Science in Real-Time Interactive Simulation program (offered at the Redmond campus) is accredited by the Computing Accreditation Commission of ABET, www.abet.org. This accreditation action extends retroactively from October 1, 2015.

Important dates in DigiPen's accreditation history are as follows:

- 2002: DigiPen was granted initial accreditation by ACCSC, including the approval for the Bachelor of Science in Real-Time Interactive Simulation degree program.
- 2002: DigiPen received ACCSC approval for the Bachelor of Fine Arts in Production Animation degree program.
- 2003: DigiPen received ACCSC approval for the Bachelor of Science in Computer Engineering degree program.
- 2005: DigiPen was granted a renewal of accreditation by ACCSC.
- 2006: DigiPen was granted approval for its Master of Science in Computer Science degree program by ACCSC.
- 2008: DigiPen was granted approval for its Bachelor of Arts in Game Design and Bachelor of Science in Game Design degree programs by ACCSC.
- 2010: DigiPen was granted approval for its change of location to its current facility by ACCSC.
- 2010: DigiPen received ACCSC approval allowing DigiPen (Singapore) to disclose in its advertising that it is a branch campus of DigiPen Institute of Technology.
- 2010: DigiPen was granted approval to change the program name from the Bachelor of Fine Arts in Production Animation to the Bachelor of Fine Arts in Digital Art and Animation.
- 2011: DigiPen was granted approval to change the program name from the Bachelor of Science in Real-Time Interactive Simulation to the Bachelor of Science in Computer Science in Real-Time Interactive Simulation.
- 2011: DigiPen (Singapore) was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.
- 2011: DigiPen was granted approval for its Master of Fine Arts in Digital Arts degree program by ACCSC.
- 2012: DigiPen was granted approval for its Bachelor of Arts in Music and Sound Design and Bachelor of Science in Engineering and Sound Design degree programs by ACCSC.
- 2012: DigiPen was granted approval to change the program name from the Bachelor of Science in Game Design to the Bachelor of Science in Computer Science and Game Design.
- 2014: DigiPen was granted approval for its Bachelor of Science in Computer Science degree program by ACCSC.

- 2015: DigiPen's Bachelor of Science in Computer Engineering program was accredited by the Engineering Accreditation Commission of ABET, www.abet.org. This accreditation action extended retroactively from October 1, 2012.
- 2016: DigiPen was granted approval to change the program name from the Bachelor of Science in Engineering and Sound Design to the Bachelor of Science in Computer Science and Digital Audio.
- 2016: DigiPen was granted approval for its substantive changes to the Master of Fine Arts in Digital Arts program.
- 2017: DigiPen's Bachelor of Science in Computer Science in Real-Time Interactive Simulation program was accredited by the Computing Accreditation Commission of ABET, www.abet.org.
- 2018: DigiPen was granted approval for its Bachelor of Science in Computer Science in Machine Learning degree program by ACCSC.
- 2020: DigiPen was granted approval to offer a portion of degree programs via distance education.
- 2021: DigiPen was granted ACCSC approval for its Master of Arts in Real-Time Visual Effects degree program to be delivered via distance education.
- 2021: DigiPen was granted ACCSC approval for its Master of Science in Computer Science degree program to be delivered via distance education.
- 2022: DigiPen Europe-Bilbao was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.
- 2025: DigiPen was granted approval to change the program name from the Bachelor of Science in Computer Science in Machine Learning to the Bachelor of Science in Computer Science in Artificial Intelligence for the 2026-2027 catalog year.

Any person desiring information about the accreditation requirements or the applicability of these requirements to the Institute may contact ACCSC by mail at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, or by phone at (703) 247-4212. ACCSC's website address is www.accsc.org.

History of DigiPen Institute of Technology

DigiPen was founded in 1988 as a computer simulation and animation company based in Vancouver, British Columbia, Canada. As the demand for production work increased, DigiPen faced difficulty finding qualified personnel, and in 1990, it began offering a dedicated training program in 3D computer animation to meet this growing need.

That same year, DigiPen approached Nintendo of America to jointly establish a post-secondary program in video game programming. The result of this collaborative effort was the DigiPen Applied Computer Graphics School. In 1994, it officially accepted its first class of video game programming students to its Vancouver campus for the two-

year Diploma in the Art and Science of 2D and 3D Video Game Programming. In 1995, DigiPen implemented a revised two-year 3D computer animation program and graduated student cohorts over each of the following four years.

Around this time, the video game industry underwent a paradigm shift from dealing primarily with 2D graphics and gameplay to full 3D worlds that players could freely explore. As these worlds became more sophisticated, so did the task of programming, designing, and animating them. In anticipation of this change, DigiPen developed a four-year bachelor's degree in video game programming (the Bachelor of Science in Computer Science in Real-Time Interactive Simulation) to prepare students for the challenges of creating complex 3D game and simulation software.

In 1996, the Washington State Higher Education Coordinating Board (HECB) granted DigiPen the authorization to award both Associate and Bachelor of Science degrees in Real-Time Interactive Simulation. Two years later, in 1998, DigiPen Institute of Technology opened its campus in Redmond, Washington, USA. In 1999, DigiPen began offering the Associate of Applied Arts in 3D Computer Animation. At this time, DigiPen phased out its educational activities in Canada, moving all operations to its Redmond campus. On July 22, 2000, DigiPen held its first commencement ceremony, where it awarded Associate of Science and Bachelor of Science degrees.

In 2002, DigiPen received accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2004, DigiPen began offering three new degrees: the Bachelor of Science in Computer Engineering, the Master of Science in Computer Science*, and the Bachelor of Fine Arts in Digital Art and Animation (previously Bachelor of Fine Arts in Production Animation). In 2008, DigiPen added two more degree programs: the Bachelor of Science in Computer Science and Game Design (previously Bachelor of Science in Game Design) and the Bachelor of Arts in Game Design.

Also in 2008, DigiPen partnered with Singapore's Economic Development Board to open its first international branch campus, offering the following degrees: the Bachelor of Science in Computer Science in Real-Time Interactive Simulation (previously Bachelor of Science in Real-Time Interactive Simulation), the Bachelor of Science in Computer Science and Game Design, the Bachelor of Fine Arts in Digital Art and Animation, and the Bachelor of Arts in Game Design. In 2010, DigiPen announced plans to open its first European campus in Bilbao, Spain.

That same year, DigiPen relocated its U.S. campus to its current location at 9931 Willows Road Northeast in Redmond, Washington.

On September 26, 2011, DigiPen launched DigiPen Institute of Technology Europe-Bilbao, offering two bachelor's degree programs: the Bachelor of Science in Computer Science in Real-Time Interactive Simulation and the Bachelor of Fine Arts in Digital Art and Animation.

On October 11, 2011, DigiPen (Singapore) was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.

In 2012, DigiPen added three new degree programs: the Bachelor of Arts in Music and Sound Design, the Bachelor of Science in Computer Science and Digital Audio (previously Bachelor of Science in Engineering and Sound Design), and the Master of Fine Arts in Digital Arts.

In 2014, DigiPen added a new degree program: the Bachelor of Science in Computer Science. In that same year, DigiPen (Singapore) received approval for the Bachelor of Engineering (with Honours) in Systems Engineering (ElectroMechanical Systems) degree program.

In 2015, DigiPen's Bachelor of Science in Computer Engineering degree program was accredited by the Engineering Accreditation Commission of ABET, www.abet.org.

In 2015, DigiPen (Singapore) was approved to move from Pixel Building, 10 Central Exchange Green, to SIT@SP Building, 510 Dover Road.

In 2017, DigiPen's Bachelor of Science in Computer Science in Real-Time Interactive Simulation degree program was accredited by the Engineering Accreditation Commission of ABET, abet.org.

In 2018, DigiPen added a new program: the BS in Computer Science in Machine Learning degree program. The first cohort started in Fall 2019.

In 2018, DigiPen (Singapore)'s B.Eng. in Systems Engineering (ElectroMechanical Systems) Program sought the provisional accreditation by the Engineering Accreditation Board (EAB) of IES for a term of three years for students entering the program from Academic Year 2014/2015.

In 2019, DigiPen (Singapore) was granted approval for its two joint degree programs with Singapore Institute of Technology, Bachelor of Science in Computer Science in Real-Time Interactive Simulation and Bachelor of Science in Computer Science in Interactive Media and Game Development. In addition, DigiPen (Singapore) was granted approval for its Master of Science in Computer Vision program.

In 2019, DigiPen (Singapore) was granted approval to change the program name from Bachelor of Arts in Game Design to Bachelor of Arts in User Experience and Game Design.

In 2020, DigiPen (Singapore) was granted approval to change the program name from Bachelor of Engineering in Systems Engineering (ElectroMechanical Systems) to Bachelor of Engineering in Mechatronics Systems.

In 2021, Full accreditation is being sought in the Academic Year 2021/2022 for the Bachelor of Engineering in Mechatronics Systems.

In 2022, DigiPen Europe-Bilbao was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.

In 2022, DigiPen Europe-Bilbao was granted accreditation by ACCSC. Students may attempt a course a total of four times in an effort to earn a passing grade.

In 2022, Engineering Accreditation Board (EAB) of IES agreed to award full accreditation to DigiPen (Singapore)'s (i) Bachelor of Engineering in Systems Engineering (Electromechanical Systems) program at SIT for students graduating from the programme in the academic years 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/2024 and (ii) Bachelor of Engineering In Mechatronics Systems program at SIT for students graduating from the program in AY2024/2025.

In 2024 DigiPen (Singapore) has received approval from ACCSC on the change of location, which is a two-part move to its new location at Singapore Institute of Technology (SIT) Punggol Campus, as part of the educational partnership with SIT. The original branch campus at 510 Dover Road, Singapore 139660 operated as a satellite location until 30 April 2025.

**DigiPen began offering the MS in Computer Science program in 2004 before ACCSC expanded its scope of recognition by the United States Department of Education to grant approval for master's degree programs. ACCSC granted approval for this degree in 2006.*

Student Right to Know Act and Campus Crime Act Disclosure Notice

In compliance with the Higher Education Act of 1965, as amended, and the Student Right to Know Act, DigiPen is pleased to provide copies of the retention, graduation, and employment rates as well as campus crime reports to prospective and current students upon request. Please send a request to the Office of Admissions (admissions@digipen.edu) or the Office of the Registrar (registrar.us@digipen.edu) to have copies of either report provided.

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 active emergencies, inclement weather, school closures and delays, drills, registration links, vaccination update links, or the like. 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). Steps for updating contact information or opting-out of text or email are included in the [Student Handbook](#).

Youth Programs

DigiPen Institute of Technology offers educational programs* for the non-college community.

Courses are taught at DigiPen's Redmond campus, off-site locations, and some are offered online. Please visit digipen.edu/academics/youth-programs for more information about specific courses offered, cost, admissions information, and registration.

*Youth programs do not fall within the scope of ACCSC accreditation.

Voter Registration

For detailed information about voter registration in Washington state and to download a voter registration form, visit sos.wa.gov/elections/register.aspx.

Vaccination Policy

We encourage students to follow the WA Department of Health recommendation for students prior to attending college. Details about the recommended vaccinations are available at: <https://doh.wa.gov/you-and-your-family/immunization/college-students>.

DigiPen does not collect proof of vaccinations unless students are living in our DigiPen Housing program. Please refer to the latest DigiPen Housing Agreement for information about current requirements and information: <https://www.digipen.edu/campus-life/housing/residential-life#community-policies-and-housing-agreeme...>

The State of Washington requires colleges to educate its students about Meningococcal disease and vaccination. Information related to the causes, symptoms, mortality, treatment, and prevention (including vaccination) is available to download from the [American College Health Associations website](#). This information is also provided to every student before moving into DigiPen housing.

U.S. Military Active Duty Policies for Students and U.S. Military Dependents

Withdrawal and Readmission Procedures for Students Called to U.S. Military Active Duty Withdrawal

Students who are called to active duty should bring a copy of their activation orders and submit the Institutional Withdrawals forms to their Academic Advisors, who will then review and submit them to the Office of the Registrar.

- If students are called to active military duty before the end of the second week of instruction, no course entries will appear on their transcripts for that semester and they will be eligible for a full tuition refund.
- If students are called to active military duty after the end of the second week of instruction and before the end of the eighth week of instruction, they will receive a “W” for each course enrolled, and they will be eligible for a full tuition refund.
- If students are called to active military duty after the end of the eighth week of instruction, they will receive a “W” for each course enrolled, and they will be eligible for a full tuition refund. Students who have completed a substantial amount of their course work may request an “I” grade. An “I” will revert to a “W” if the student’s active duty period is extended beyond the agreed-upon length of the original agreement.

VA Priority Registration

Students with VA benefits will have priority registration each semester (five days before normal registration starts).

Financial Aid

If students are receiving financial aid during the semester in which they are called to active duty, financial aid must be repaid according to federal and state guidelines before a refund will be issued by DigiPen. The rules regarding financial aid are not necessarily within the control of the Institute. Students should consult with the Office of Financial Aid concerning the impact of military call-up on financial aid conditions and eligibility. The U.S. Department of Education has directed the Direct Loan Program and colleges to provide relief from student loan obligations by postponing student loan payments for borrowers during the period of the borrower’s active duty service.

If a veteran receiving Post 9/11 benefits withdraws before the semester is completed, all funding received from the U.S. Department of Veterans Affairs would be returned to the student, and it is the student’s responsibility to pay any balance owed to DigiPen.

Readmission

In compliance with the Higher Education Authorization Act, matriculated/active students who are called to active duty shall be entitled to readmission provided that the student followed the appropriate steps as outlined in the Withdrawal and Readmission Procedures for Students Called to U.S. Military Active Duty section. This is provided that the cumulative length of the absence and of all previous absences from the Institute, by reason of service in the uniformed services, does not exceed five years, and, except as otherwise provided in this section, the student submits a notification of intent to re-enroll in the Institute.

The readmission fee is waived for students returning to DigiPen from United States military active duty.

Withdrawal Procedures for Students Who Are Military Dependents Whose Families Must Move Due to Redeployment/Relocation

Withdrawal

Students who are military dependents and whose families must move due to redeployment or relocation must provide a copy of their family members’ deployment/relocation orders and submit the Institutional Withdrawal forms to their Academic Advisors, who will then review and submit them to the Office of the Registrar.

- Students who must move before the end of the second week of instruction shall receive no course entry on their transcript and will receive a 100% refund.
- Students who must move after the end of the second week of instruction and before the end of the eighth week of instruction shall receive a “W” for each course enrolled and receive a 100% refund.
- Students who must move after the end of the eighth week of instruction will receive a “W” for each course enrolled and receive a 100% refund.

Financial Aid

Military redeployment/relocation may also affect a student’s financial aid. Military dependents receiving financial aid during the semester in which they are required to move must repay their financial aid according to federal and state guidelines before a refund will be issued by DigiPen. The rules regarding financial aid may not necessarily be within the control of the Institute. Students should consult with the Office of Financial Aid concerning the impact of military redeployment/relocation on financial aid conditions and eligibility.

About DigiPen’s Facilities

DigiPen Institute of Technology’s 150,000 sq. ft. campus features auditoriums, classrooms, and open lab areas with dedicated game production suites, conference rooms, art labs, a music production studio, a ceramics lab, an Academic Support Lab, Student Affairs Offices, a library, staff and faculty offices, a commercial software engineering research and development lab, a game console software development lab, and a professional kitchen and cafeteria.

In August 2020, DigiPen has expanded into non-contiguous space located within the same business complex named Willows Commerce Park of our main campus. The expanded facility is located at 9825 Willows Road, Suite 160, and is approximately 15,559 square feet. The facility is located approximately 200 feet away from our main campus. The expansion houses our Library along with additional student computer lab space, six (6) collaboration rooms, multifunction workspaces, lounge areas, and an additional lecture room. As a result of this facility expansion, DigiPen acquires 30 additional parking spaces within the Willows Commerce Park.

Weekly student access to the DigiPen campus is usually from 6 a.m. to midnight, daily. On certain holidays, lab hours are from 12 p.m. to 8 p.m. Core office hours for the administration staff are from 9 a.m. to 5 p.m., Monday through Friday.

The computer workstations provided at DigiPen are selected to meet or exceed the hardware specifications for required educational software. All computers are on an internal network and have access to printers, servers, and archival media. DigiPen upgrades the computer equipment on a regular basis. Many classrooms are equipped with microphones and either DLP or LCD high-definition projection systems. Presentation materials may be shown on a variety of formats. Specific format concerns or questions will be answered by the IT department.

Classrooms vary in size from a large auditorium accommodating up to 263 students to small classrooms for 12 students. Our two multidisciplinary student game production suites, Edison and Tesla, are 11,000 sq. ft. and 6,500 sq. ft. in respective size and seat 850 in total at workstation table and chair arrangements configured as team spaces. Students specializing as game designers, game programmers, game artists, game musicians, and computer engineers apply and integrate the academic theory from their respective disciplines into projects of varying genres.

Description of the Library Facilities and Internet Access

Library Services

The DigiPen library serves the research and course needs of all DigiPen online students. Students can access to more than 200,000 e-books, industry specific journals, and databases of peer-reviewed articles. These resources are continuously updated to ensure that students have access to relevant information. The library can also provide access on request to more unique resources such as Soundly, a library of over 100,000 sound effects, and the GDC vault, an archive of game industry-related lectures and talks going back several years. Library staff provide reference services, information literacy instruction, and inter-library loan materials. In addition to these curriculum-related resources, the library has a collection of career-oriented materials, covering topics such as resumes, cover letters, and interviews.

Students should check the library website, digipen.edu/library for more information on how to access resources. Library staff can also be reached by email (library@digipen.edu), phone (425) 895-4420, or Teams ([library.us](https://teams.microsoft.com/join/libraryus)) for questions.

Internet Access

Internet access is a regulated service and is provided for students free of charge. Students may lose this privilege if they do not abide by the *Student Network and Internet Usage Policy* (see the following section).

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 that 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 above 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. For questions or concerns about this policy, or to report a problem with internet access, contact the IT staff by email at 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 infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially the FAQs at copyright.gov/help/faq.

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using DigiPen’s network will also be referred to DigiPen’s Appeals and Disciplinary Committee and be subject to disciplinary sanctions, up to and including expulsion from the Institute, under the Regulation of Conduct and Disciplinary Procedures.

DMCA Copyright Infringement Policy

DigiPen Institute of Technology (“DigiPen”) respects the intellectual property rights of others and expects members of its community to do the same. In accordance with the Digital Millennium Copyright Act (DMCA), DigiPen will respond to notices of alleged copyright infringement occurring on systems or networks operated by the institution.

DigiPen has adopted the following procedures for addressing claims of copyright infringement involving materials posted, transmitted, or stored on DigiPen-controlled systems.

Designated DMCA Agent

Notifications of claimed copyright infringement should be sent to DigiPen’s designated DMCA agent:

Name: Chief Financial Officer
DigiPen Institute of Technology
9931 Willows Road NE
Redmond, WA 98052
Email: mgats@digipen.edu

The designated agent is registered with the U.S. Copyright Office DMCA directory (<https://dmca.copyright.gov/osp/>).

Notice of Claimed Infringement

To be effective under the DMCA, a notification must include the following information:

1. A physical or electronic signature of the copyright owner or a person authorized to act on their behalf.
2. Identification of the copyrighted work claimed to have been infringed.
3. Identification of the material claimed to be infringing and information reasonably sufficient to permit DigiPen to locate the material.
4. Contact information for the complaining party, including address, telephone number, and email address.
5. A statement that the complaining party has a good-faith belief that the use of the material is not authorized by the copyright owner, its agent, or the law.
6. A statement that the information in the notification is accurate and, under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Upon receipt of a valid notice, DigiPen will take appropriate action, which may include removing or disabling access to the material.

Counter-Notification

Users who believe their content was removed or disabled in error may submit a counter-notification that includes the following:

1. A physical or electronic signature of the user.
2. Identification of the material that was removed or disabled and its previous location.
3. A statement under penalty of perjury that the user has a good-faith belief the material was removed or disabled due to mistake or misidentification.
4. The user’s name, address, and telephone number, and a statement consenting to the jurisdiction of the Federal District Court for the district in which the user resides.

If DigiPen receives a valid counter-notification, it may restore the material in accordance with the DMCA unless the complaining party files a court action seeking to restrain the alleged infringement.

Repeat Infringer Policy

DigiPen maintains a policy of terminating, in appropriate circumstances, the accounts or network access of users who are determined to be repeat infringers of copyright.

Accommodation of Standard Technical Measures

DigiPen accommodates and does not interfere with standard technical measures used by copyright owners to identify or protect copyrighted works.

Emergency Procedures

For all emergency situations, students, faculty, and staff are to remove themselves from personal danger before contacting anyone for assistance.

For more information involving both emergencies and non-emergencies situations, please visit our website at <https://www.digipen.edu/student-portal/campus-information/emergency-procedures>.

In the event of an emergency on campus that appears to be life threatening or will require municipal services (Fire, Police or Ambulance) to be contacted, all students, faculty, and staff are to **call 911 (ext. 9911 from an on-campus phone)**. Once the information is confirmed by the 911 operator, the student, faculty, or staff member needs to **call (425) 629-5006 (ext. 5006 from an on-campus phone) OR (425) 445-4453** to report that 911 has been called, and to give a brief description of the event.

For non-life threatening events on campus, all students, faculty, and staff should **call (425) 629-5006 (ext. 5006 from an on-campus phone) OR (425) 445-4453**.

Calendar and Deadlines

Fall 2026 Semester

Date	Event
August 17, 2026 <i>Monday</i>	Tuition balance due for Fall 2026 Semester Last day to submit Application for Alumni Audit for Fall 2026 semester.
August 31, 2026 <i>Monday</i>	Classes begin – Fall 2026 semester
September 7, 2026 <i>Monday</i>	Labor Day observed
September 8, 2026 <i>Tuesday</i>	Last day to add courses for Fall 2026 semester.
September 10, 2026 <i>Thursday</i>	Last day to drop Fall 2026 semester courses for 100% refund.
September 14, 2026 <i>Monday</i>	Final day to drop Fall 2026 semester courses without academic penalty. Census Day – Last day for students to submit Documented Academic Activity for each of their classes.
September 29, 2026 <i>Tuesday</i>	Withdrawal deadline for 50% refund.
October 12, 2026 <i>Monday</i>	Indigenous Peoples Day / Columbus Day
October 26, 2026 <i>Monday</i>	Final day to receive a “W” on transcript for Fall 2026 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on the transcript.
November 2, 2026 <i>Monday</i>	Official registration for Spring 2027 semester courses begins
November 11, 2026 <i>Wednesday</i>	Veterans Day observed
November 14, 2026 <i>Saturday</i>	Fall Career Summit
November 23, 2026 <i>Monday</i>	Last day to submit Request for Change of Major for Spring 2027 semester. Last day to submit Application for Readmission for Spring 2027 semester.

Date	Event
November 26 – 27, 2026 <i>Thursday – Friday</i>	Thanksgiving observed
December 7, 2026 <i>Monday</i>	Last day to submit Application for Alumni Audit for Spring 2027 semester.
December 7 – 11, 2026 <i>Monday – Friday</i>	Fall 2026 semester final exams
December 11, 2026 <i>Friday</i>	Fall 2026 semester ends Last day for students to submit work for Fall 2026 (11:59 pm Pacific Time)
December 15, 2026 <i>Tuesday</i>	Fall 2026 semester grades due Tuition balance due for Spring 2027 semester.
December 17, 2026 <i>Thursday</i>	Fall 2026 semester grade appeal deadline

The Institute is closed on all statutory holidays. Exam periods and breaks may be subject to change.

Spring 2027 Semester

Date	Event
January 4, 2027 <i>Monday</i>	Classes begin – Spring 2026 semester
January 12, 2027 <i>Tuesday</i>	Last day to add courses for Spring 2027 semester.
January 14, 2027 <i>Thursday</i>	Last day to drop Spring 2027 semester courses for 100% refund
January 18, 2027 <i>Monday</i>	M. L. King Jr. Day observed
January 18, 2027 <i>Monday</i>	Final day to drop Spring 2027 semester courses without academic penalty Census Day – Last day for students to submit Documented Academic Activity for each of their classes.
February 2, 2027 <i>Tuesday</i>	Withdrawal deadline for 50% refund
February 5, 2027 <i>Friday</i>	Founder's Day observed

Date	Event
February 15, 2027 <i>Monday</i>	President’s Day observed
March 1, 2027 <i>Monday</i>	Final day to receive a “W” on transcript for Spring 2026 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.
March 1 - March 5, 2027 <i>Monday-Friday</i>	Spring break
March 15, 2027 <i>Monday</i>	Official registration for Summer 2027 and Fall 2027 semester courses begins
April 5, 2027 <i>Monday</i>	Last day to submit Request for Change of Major for Summer 2027 semester. Last day to submit Application for Readmission for Summer 2027 semester.
April 15, 2027 <i>Thursday</i>	Tuition balance due for Summer 2027 semester
April 19, 2027 <i>Monday</i>	Last day to submit Application for Alumni Audit for Summer 2027 semester.
April 19 – 23, 2027 <i>Monday – Friday</i>	Spring 2027 semester final exams
April 23, 2027 <i>Friday</i>	Spring 2027 semester ends Last day for students to submit work for Spring 2027 (11:59 pm Pacific Time)
April 25 2027 I <i>Sunday</i>	Commencement
April 26 – May 7, 2027 <i>Monday – Friday</i>	Intersession
April 27, 2027 <i>Tuesday</i>	Spring 2027 semester grades due
April 29, 2027 <i>Thursday</i>	Spring 2027 semester grade appeal deadline

The Institute is closed on all statutory holidays. Exam periods and breaks may be subject to change.

Summer 2027 Semester

Date	Event
May 10, 2027 <i>Monday</i>	Classes begin – Summer 2027 semester
May 18, 2027 <i>Tuesday</i>	Last day to add courses for Summer 2027 semester.
May 20, 2027 <i>Thursday</i>	Last day to drop Summer 2027 semester courses for 100% refund.
May 24, 2027 <i>Monday</i>	Final day to drop Summer 2027 semester courses without academic penalty. Census Day – Last day for students to submit Documented Academic Activity for each of their classes.
May 31, 2027 <i>Monday</i>	Memorial Day observed
June 8, 2027 <i>Tuesday</i>	Withdrawal deadline for 50% refund.
June 18, 2027 <i>Friday</i>	Juneteenth Day observed
July 5, 2027 <i>Monday</i>	Independence Day observed. Final day to receive a “W” on transcript for Summer 2027 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on the transcript. Final day to drop a course.
July 12, 2027 <i>Monday</i>	Last day to submit Request for Change of Major for Fall 2027 semester. Last day to submit Application for Readmission for Fall 2027 semester.
August 15, 2027 <i>Sunday</i>	Last day to submit Application for Alumni Audit for Fall 2027 semester.
August 16 - 20, 2027 <i>Monday-Friday</i>	Summer 2027 final exams.
August 20, 2027 <i>Friday</i>	Summer 2027 semester ends Last day for students to submit work for Summer 2027 (11:59 pm Pacific Time)
August 24, 2027 <i>Tuesday</i>	Summer 2027 semester grades due
August 26, 2027 <i>Thursday</i>	Summer 2027 semester grade appeal deadline

The Institute is closed on all statutory holidays. Exam periods and breaks may be subject to change.

Fall 2027 Semester

Date	Event
August 16, 2027 <i>Monday</i>	Tuition balance due for Fall 2027 semester. Last day to submit Application for Alumni Audit for Fall 2027 semester.
August 30, 2027 <i>Monday</i>	Classes begin – Fall 2027 semester
September 6, 2027 <i>Monday</i>	Labor Day observed
September 7, 2027 <i>Tuesday</i>	Last day to add courses for Fall 2027 semester.
September 9, 2027 <i>Thursday</i>	Last day to drop Fall 2027 semester courses for 100% refund.
September 13, 2027 <i>Monday</i>	Final day to drop courses without academic penalty. Census Day – Last day for students to submit Documented Academic Activity for each of their classes.
September 28, 2027 <i>Tuesday</i>	Withdrawal deadline for 50% refund.
October 11, 2027 <i>Monday</i>	Indigenous Peoples Day/Columbus Day
October 25, 2027 <i>Monday</i>	Final day to receive a “W” on transcript for Fall 2027 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcript.
November 1, 2027 <i>Monday</i>	Official registration for Spring 2028 semester courses begins.
November 11, 2027 <i>Thursday</i>	Veterans Day observed
November 22, 2027 <i>Monday</i>	Last day to submit Request for Change of Major for Spring 2028 semester. Last day to submit Application for Readmission for Spring 2028 semester.
November 25 – 26, 2027 <i>Thursday – Friday</i>	Thanksgiving observed
December 6, 2027 <i>Monday</i>	Last day to submit Application for Alumni Audit for Spring 2028 semester.

Date	Event
December 6 – 10, 2027 <i>Monday – Friday</i>	Fall 2027 semester final exams
December 10, 2027 <i>Friday</i>	Fall 2027 semester ends
December 14, 2027 <i>Tuesday</i>	Fall 2027 semester grades due Last day for students to submit work for Fall 2027 (11:59 pm Pacific Time)
December 15, 2027 <i>Wednesday</i>	Tuition balance due for Spring 2028 semester
December 16, 2027 <i>Thursday</i>	Fall 2027 semester grades appeal deadline

The Institute is closed on all statutory holidays. Exam periods and breaks may be subject to change.

DigiPen Admissions Process and Requirements

Policy on the Admission of Students with Disabilities

DigiPen makes no pre-admission inquiry about an applicant's disability. Applicants may share information about their disability on their application for admission, if they choose. DigiPen recognizes the decision to self-identify any disability is a personal one and we respect an applicant's decision not to do so.

DigiPen Institute of Technology is committed to providing equal opportunity and access to prospective students with disabilities in completing and submitting an application for admission.

Applicants who experience disability and would like to request accommodations in completing their application for admission should contact: admissions@digipen.edu.

Some examples of reasonable accommodation in the admissions process include:

- Use of print or electronic materials
- Use of auxiliary aids
- Assistance in reviewing the application guidelines and criteria

Contacting the Office of Admissions for disability-related assistance is confidential. Information about an applicant's disability will be kept private in accordance with federal and state law, and not shared with admission review committee members.

Application Process

Admissions Requirements for MS in Artificial Intelligence and MS in Game Development

All applicants to our Master of Science in Artificial Intelligence and Master of Science in Game Development programs should complete their application by the final application deadline for their intended enrollment term. The final application deadline for any term is two weeks prior to the start of classes. Any applications completed after the final application deadline may not be evaluated for the current application term. Applicants must submit the following:

1. DigiPen Institute of Technology's Online Application for Admission. This application form is available at: <https://connect.digipen.edu/portal/apply>.
2. \$60.00 application fee.
3. Current resume/CV.
4. Applicants with an undergraduate degree in any major other than Computer Science or Computer Engineering will be required to complete an Experience and Skills Self-Assessment within the online application. The self-assessment is not a test and will be considered alongside other admissions materials as a part of our holistic review process.
5. Official transcripts from ALL colleges and universities attended. International students must provide attested copies or certified-true copies of all academic records. See more about this requirement in the International (Non-U.S. Resident) Applicants section if an applicant has transcripts and other official documentation in languages other than English.
 1. Official transcripts from all colleges and universities attended must be sent directly by the issuing institutions. Alternatively, applicants may send their transcripts if they are SEALED in envelopes and STAMPED across the seal by the Office of the Registrar.
 2. Applicants must provide evidence of their completion of a bachelor's degree with a recommended minimum 2.5 cumulative GPA; for international students, DigiPen will determine the minimum academic performance standards based on the educational system of the individual applicant.
6. Other official documentation, if applicable. This includes, but is not limited to, official proof of proficiency in the English language (See more about this requirement in the Proof of Proficiency in the English Language section) for non-native English speakers.
7. Statement of Purpose (Optional). Statement of Purpose questions will be provided as an optional item in the online application. Applicants may choose to answer any or all Statement of Purpose questions.
8. Letters of Recommendation (Optional). Up to two letters of recommendation from individuals familiar with the applicant's academic background and/or work ethic, e.g. an instructor, school counselor, or employer may be considered. Recommendation letters from family members will not be considered. Applicants should notify the authors of their recommendation letters prior to entering names. Applicants may choose to enter the contact information for their reference in the

online application. The form will email the reference a link to an electronic recommendation form. References may also send their letter of recommendation to admissions@digipen.edu.

9. General GRE (Optional). Official Graduate Record Examination (GRE) scores for the General Test may be sent directly to DigiPen. GRE code: 4193.

International (Non-U.S. Resident) Applicants

DigiPen welcomes students from all countries and cultures. Because of language and educational differences, DigiPen does require some additional information from international applicants to ensure a successful experience for students. International applicants are asked to complete the application process as early as possible, to guarantee timely evaluation of their application.

International Students with Transcripts in Languages Other than English

Applicants with credentials issued in a language other than English, must submit them in both the original language and English. Please do not have your grades converted or interpreted in any way. For information on qualified translators, please contact the American Translators Association (atanet.org) or another recognized translation service (i.e., a certified translator, certified court interpreter, an authorized government official, and/or official from the school where you obtained the degree). Proof of the translator's credentials must accompany each translation. Please note that self-translated copies are not acceptable. All transcripts and diplomas must be issued by a bona fide, legitimate degree-granting university. If the issuing school provides official documents in English, an additional English translation is not required.

International Admissions Disclaimer Recognition of Online Degrees

Some countries do not formally recognize online degrees, which may affect graduates' eligibility for other educational programs, certifications, or employment opportunities in those countries. We strongly advise prospective students to consult appropriate professionals and authorities in their home country before enrolling in our online programs. It is the student's responsibility to understand any local or otherwise relevant circumstances, requirements, or limitations that may apply to recognition of their degree. DigiPen does not represent or guarantee that its online degree programs are recognized or meet academic, professional, or regulatory requirements outside of the United States.

F-1 Visa Limitations

International students should be aware that enrollment in our online programs will not qualify for an F-1 student visa in the United States.

Fully online programs are not eligible for issuance of a Form I-20 and therefore students cannot obtain or maintain F-1 visa status through enrollment in a fully online degree program.

Blocked Countries

Due to U.S. economic sanctions and export control laws that restrict services, including the provision of online educational services in certain regions, we are currently unable to offer our online programs to students located in the following countries:

- Cuba
- Iran
- North Korea
- Syria

This list is subject to change as needed to comply with any changes to U.S. laws and regulations.

Admission/Denial to DigiPen's Programs

DigiPen considers every part of an applicant's materials and qualifications when evaluating the applicant for admission. Meeting the minimum standards is not a guarantee for admission. Applicants who exceed the minimum standards are more likely to be admitted.

Reapplication Information

Applicants who are denied admission are encouraged to continue developing their skills and re-apply for a future term. In many cases, more time and preparation can strengthen a candidate's readiness for success in this program.

Degree Plan Policy

DigiPen students may only be enrolled in one degree plan at any given time. This includes Alumni Audit programs.

Readmission

Readmission applicants may apply to return to a valid DigiPen degree plan. The degree plan placement is decided by the Office of the Registrar and is not open to student choice.

- A student who wishes to return to DigiPen after a break in enrollment may apply to do so by completing a readmission application and submitting required materials. Students who are suspended due to academic or disciplinary reason may not return to the Institute until the semester following the suspension period. Students may apply for readmission to their eligible semester as soon as the admission period for that semester opens and applicable materials are available for

submission. An interview may also be required as part of the readmission process. DigiPen cannot guarantee readmission into a student's original degree plan due to limited availability of course offerings from previous degree curricula. The decision on degree plan is made by the Institute and is not open to student choice. Visit the [Readmission Process](#) page on our website for more information.

Change of Major

Students may apply to switch from their current DigiPen degree plan to another DigiPen degree plan. This is called a Change of Major (COM). The Office of the Registrar will decide which catalog year the student will be assigned to for the new degree plan. This is not open to student choice.

Students must meet with their Academic Advisor (Redmond) for advising, and with the Office of the Registrar (all campuses) for a degree audit to verify valid degree plans eligible to the student. Any program course waivers must be approved before the start of the semester in which the program change will take effect.

It is important to note that students will be required to select a semester in which they want to start the new degree plan. Once selected, the student will be required to register for and attend at least one class in the semester that the COM begins. If they do not, the COM will be revoked and the student will be reverted to the original degree plan. Visit the [Change of Major](#) page on our website for more information.

Students may not start a Change of Major (COM) in the same semester as a Leave of Absence (LOA) or Hardship Leave of Absence (HLOA).

- If a student receives an approval for a COM request, the student must attend classes in the semester immediately following the COM approval or that approval will be cancelled, and student must reapply for the COM.
- If student has received a COM but intends to take an LOA in the first semester of the COM, the COM will be cancelled, and they must reapply for a COM to begin the semester immediately following the LOA.
- If a student is currently on an LOA, they may apply for a COM, to be effective in the semester they return from the LOA. If the COM is approved while they are on LOA, they must register for and attend the classes for the new major in the semester immediately following the LOA (the start of the COM).

DigiPen Initiated Degree Plan Change

Degree Plan changes may sometimes be initiated by the Institute. Current students may be offered the option to change into a valid degree plan based on DigiPen's recommendation.

This recommendation must be agreed upon by the respective Program Director, the Registrar, the Director of Student Success, the Dean of Faculty, and the Vice President of Compliance and Regulatory Affairs.

- DigiPen regularly reviews its programs for rigor and continued relevance to the industries. As such, DigiPen may determine that a more updated degree plan will be more beneficial to students in terms of program outcomes and occupational outlook. The degree plans for programs are reviewed by the respective Program Director, the Registrar, the Director of Student Success, the Dean of Faculty, and the VP of Compliance and Regulatory Affairs.

Transfer Policies

Transfer Credit Policy

Incoming students should submit final college transcripts at least two weeks prior to the start of classes to receive transfer credit.

Transcripts received after this date are not guaranteed to be evaluated prior to the start of classes.

No transfer or waived credit may be accepted for a course during any semester in which a student has enrolled and attended the same course.

Transfer credit processed after the start of Fall Semester will be accrued in the Fall Semester; transfer credit processed after the start of Spring Semester will be accrued in the Spring Semester; and transfer credit processed after the start of Summer Semester will be accrued in the Summer Semester, or the next semester in which the student is actively enrolled. Students must be actively enrolled during the semester of accrual to receive transfer credit.

Graduating students must be actively enrolled during their final semester at DigiPen.

Transfer Credit Process

Students who have documented college-level credit from another institution are automatically considered for transfer credit during the admissions application process. It is the student's responsibility to send all official transcripts and test scores for consideration.

Transfer credit evaluations are completed on a course-by-course basis. The Office of the Registrar will evaluate college-level credit earned at other accredited institutions with respect to a student's degree program at DigiPen. For transfer credit to be accepted, it must satisfy a course requirement for the student's degree program.

To be considered for transfer credit, courses from other institutions must have been taken within the last 10 years and must appear on an official transcript from an accredited institution with a grade of C or better. DigiPen reserves the right to accept or reject credits earned at other institutions. Credits earned at a DigiPen campus are not subject to the 10-year expiration policy. Transferred courses are entered on transcripts, but no grades or quality points are awarded. Transfer credit is not calculated into the student's grade point average at DigiPen.

Transfer credit may be accepted subject to the following conditions and restrictions:

1. The course(s) offered for transfer must be taken at an accredited institution, approved by the regulatory authority which oversees the educational system in the country where the institution is located. These courses must appear on official transcripts from the institution. The final decision regarding the transferability of credits rests with DigiPen.
2. The course(s) must be comparable in outcomes, competencies, and academic quality to DigiPen courses; transfer credit will be denied for courses not meeting this standard.
3. Transfer credit will be considered for courses in which the grade of "C" or better is recorded.
4. Courses will be considered only if taken and passed within the last 10 years.
5. Courses considered for transfer to a student's major are subject to review by academic department offices and may require a validation examination, portfolio review, and/or additional documentation to be approved.
6. Developmental courses, orientation courses, or courses that receive a "pass" or "credit" grade are not eligible for transfer credit.
7. In general, designated project and performance courses may not be satisfied with transfer credit.
8. **Graduate Students:** The MSAI and MSGD programs allow up to 12 transfer credits each.

Military Transcripts

If you are a veteran, please submit all military transcripts when applying to DigiPen Institute of Technology. A review of your military transcripts will determine if any credits can be transferred to your degree program.

Transferability of Credits to Other Institutions

A student wishing to transfer DigiPen credits to another institution may request the Institute to furnish transcripts and other documents necessary to a receiving institution. The Institute advises all prospective students that the courses and credits reflected on their transcript may or may not be accepted by a receiving institution. Students should inquire with the specific receiving institution about the transferability of DigiPen credits.

Granting Credits for Work Experience

DigiPen does not grant credit for work experience.

Tuition and Fees

All tuition and fees are in U.S. dollars.

Application Fee

All tuition and fees are in U.S. dollars.

A \$60.00 application fee must accompany the application form. The application fee is refundable if the applicant requests a refund within three days after submitting the application fee and cancels the application. This fee can be waived for students who demonstrate financial need through an SAT fee-waiver program or for participation in a similar need-based program. DigiPen also provides application fee waivers to applicants who visit for an on-campus admissions event or who attend an online information session or virtual admissions meeting.

Enrollment Fee

Upon acceptance into a degree program, a \$150 enrollment fee must be paid to confirm enrollment. If a student cancels enrollment, the student may request a refund of the enrollment fee within three days after signing the enrollment agreement and making an initial payment.

Tuition Fee Payment

Please see the payment schedule in the Student Enrollment Agreement for dates and amounts due. The payment of tuition and all associated fees is the sole responsibility and obligation of the registering student. Tuition increases will be announced a minimum of six months before taking effect.

Payment of tuition and fees can be made by credit card, personal check, electronic fund transfer (eCheck), wire transfer (for International Transactions Only), or cash.

DigiPen accepts credit card payments (VISA, MasterCard, American Express, and Discover) online with a 3% domestic credit card fee.

To process a credit card payment, the Office of Accounting will need:

- Student's full name
- Student's DigiPen ID number
- Credit card information
- Amount of payment

To process an electronic fund transfer or eCheck with no convenience fee, you will need:

- Bank routing number

- Bank account number

To pay online by eCheck or credit card, visit digipen.edu/departments/accounting/making-tuition-payments.

All payments made by personal check should be sent to:

DigiPen Institute of Technology
Office of Accounting: Accounts Receivable
9931 Willows Road NE
Redmond, WA 98052

Tuition

The following tuition rates are for the 2026-27 academic year.

2026-27 Tuition Rates

Costs	Fall Semester (6 credits)	Spring Semester (6 credits)	Summer Semester (6 credits)	Annual Total for Three Semesters
Tuition*	\$9,996	\$9,996	\$9,996	\$29,988
Administrative Fee**	\$50	\$50	\$50	\$150

*Tuition of \$1,666 per credit reflects the current academic year and may change in future terms.

**Additional university fees may apply depending on enrollment status and program participation.

Policies

General Notes About Tuition

- Tuition is subject to change with six months' notice.
- Students re-registering for a course that needs to be retaken must pay the regular course fees and are responsible for re-registering in the course.
- Students auditing a course must pay the regular course fees.

Cost of Attendance

The Cost of Attendance (COA) is a standardized set of budgets used as a basis for determining maximum financial aid eligibility. Cost of attendance is established each year based on changes in costs. The standard COA includes tuition, fees, housing and food, laptop, books, transportation, and personal expenses. Cost of attendance can vary depending on program of study, living arrangements while in school, and a variety of other factors. Cost of attendance can also be increased by exception to include expenses such as health insurance, childcare, and additional fees. For full COA details broken down by type of student, please visit <https://online.digipen.edu/admissions/tuition-and-financial-aid>.

Student Tuition Recovery Fund (STRF) Disclosure

DigiPen Institute of Technology is a registered out-of-state institution confirmed by the Bureau for Private Postsecondary Education (BPPE) located in Sacramento, California.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau for Private Postsecondary Education,
1747 North Market Blvd., Suite 225,
Sacramento, CA 95833,
(916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Books and Supplies

Estimated cost for textbooks and supplies is \$710 per year. This cost is not included as a part of the cost of tuition.

Online Administrative Fees

This fee covers administrative support for students, such as add/drop requests and enrollment verifications.

This fee is \$50.00 per semester for all students.

Alumni Audit Fees

Tuition, and all fees are waived except for an administrative fee of \$50 per semester and course material fees if applicable. See individual course descriptions for any additional course fees.

Delinquent Account Fee

A monthly service fee of \$50 assessed on delinquent accounts. A student's account is considered delinquent if the student has a balance due on the first day of the month following the start of the semester.

Graduation Fee

There is no graduation fee. Students who choose to participate in the Commencement Ceremony will be notified of the cost of regalia.

Diploma Fee

The Office of the Registrar will provide all students with a graduation packet (Official Transcript, Diploma, Graduation Letter, and Diploma Cover) following Commencement. Students may pick up this packet from campus, or have it mailed to them for free.

Diploma Replacement Fee

Any student requesting a replacement diploma will be assessed a \$20 fee and, cost of shipping if applicable. The cost of shipping is variable.

Course Fees

Some courses may require lab or material fees.

Other Fees

Readmission Fees

A \$25.00 non-refundable application fee must accompany the readmission application form. The readmission fee is waived for students returning to DigiPen from United States military active duty.

Cancellation and Refund Policies

Cancellation Policies

The Student will have the opportunity to withdraw without penalty within three business days following the regularly scheduled orientation procedures.

The application and enrollment fees paid by Students who withdraw will be refunded if requested within three days after signing an enrollment agreement or making an initial tuition payment.

If the Student requests cancellation more than three days after signing an enrollment agreement and making initial tuition payment, but prior to starting school, they are entitled to a refund of tuition paid, minus the enrollment and application fees.

Tuition Refund Policy and Schedule

General

To be eligible for a tuition refund for a course drop or institutional withdrawal, the student must be considered to have withdrawn from the course and/or institute. The determination of whether a student is deemed withdrawn and the effective date of withdrawal is determined by the Office of the Registrar in accordance with Nonattendance Taking Policy. In these cases, tuition shall be refunded as follows: Before the close of the 11th calendar day from the beginning of the semester: Students receive a 100% tuition refund.

Before the close of the 12th calendar day through the 30th calendar day from the beginning of the semester: Students receive a 50% tuition refund.

After the 30th calendar day from the beginning of the semester: Students are required to pay 100% of the tuition and no refund is available.

Except for the registration fee that is non-refundable, all other assessed fees are refunded on the same schedule as tuition payments.

Active-Duty Military Deployment

DigiPen recognizes a call to active service in the U.S. Armed services, Reserves, or National Guard including all branches of the U.S. military, i.e., Army, Marine Corps, Navy, Air Force or Coast Guard. Students are responsible for providing appropriate documentation. Refunds of

institutional charges related to the deployment will be subject to approval of DigiPen's Board of Directors along with the COO Redmond and CFO. Tuition refunds are issued in accordance with this policy and the appropriate refund schedule.

Catastrophic Events and Natural Disasters

Refunds of institutional charges related to catastrophic events and natural disasters will be subject to approval by DigiPen's Board of Directors along with the Chief Operating Officer- Redmond and Chief Financial Officer. Refunds related to catastrophic events and natural disasters will be based on the availability of alternative instruction formats, date of occurrence, and other relevant factors surrounding the event, including guidance and recommendations from federal and state agencies. In the event that alternate modes of instruction or student support are not feasible with available means and resources, DigiPen shall refund student tuition on a pro rata basis for impacted courses that cannot be provided. In the alternative, if the duration and severity of the event or disaster is such that DigiPen can re-establish its programs within three months, DigiPen can provide reduced costs or free retakes of courses and programs cancelled as a result of the event or disaster. Student financial aid awards and disbursements may be subject to adjustments.

Other Events Impacting Completion of Instruction

In cases that are not a result of natural disasters or catastrophic events and where DigiPen cannot fully deliver the instruction for a single class or all classes for which a student has contracted, DigiPen will determine a reasonable alternative for delivering the instruction or reasonable financial compensation for the education that the student did not receive.

Special Circumstance and Appeals

Requests for special circumstance tuition refund appeals are typically accepted for medical and military-related withdrawals. Students may also request special consideration for reasons other than medical or military related. Students who would like to file an appeal against a decision regarding their tuition refund shall file a written request to the Accounting Department at <mailto:accounting@digipen.edu>. If dissatisfied with the decision of the Accounting Department, students may file a second appeal with the Chief Financial Officer.

Tuition Account Reimbursement

Reimbursement Requests

Except for excess Title IV federal student aid, any credit balance left on a student account is applied to future charges unless the student requests a reimbursement check by signing a Reimbursement Request Form. Excess Title IV federal funds are automatically released to the student and/or parent borrower under federal student aid regulations.

Reimbursement Check

A reimbursement check is made payable to the student, unless otherwise instructed by the student on the Reimbursement Request Form. A reimbursement check may be picked up from the Office of Accounting or mailed to the address specified on the Reimbursement Request Form. A reimbursement check may be issued within two to four weeks from the date the request was received or the credit balance appeared on the student account, whichever is later.

Inactive Student Accounts

Except for excess Title IV funds, any credit balance left on a student account that becomes inactive through graduation, withdrawal, or any other event is automatically reimbursed to the student within 60 days of the account's change of status. A reimbursement check is made to the student and mailed to the student's last-known billing address. If a student wishes to have the Institute return the credit balance to a lender of a federal or alternative student loan, the student must complete the appropriate paperwork with the Office of Financial Aid at the time of graduation or withdrawal from the Institute.

Termination Date

For refund purposes, the termination date for institutional withdrawal is the last date of actual attendance at the Institute by the student or the date of determination in accordance with the Institute's withdrawal policy. Similarly, the termination date for withdrawal from individual classes is the date of receipt of the appropriate withdrawal form. Notice of cancellation or withdrawal should be given by completing the appropriate withdrawal form, whether it is withdrawal from the Institute or from specific classes for which the student registered.

If the student's account remains delinquent for over 30 days, the Institute reserves the right to cancel the student's registration.

Special Cases

In the documented event of prolonged illness or accident, death in the family, or other special circumstances that make it impractical to complete the program in which the student is enrolled, the Institute shall make a settlement that is reasonable and fair to both parties. These will be determined on a case-by-case basis. Students may submit a request for consideration via email, to the Accounting Office at accounting@digipen.edu.

Application of Policy

Any monies due to the student shall be refunded within 60 days from the Date of Determination when the Institute determines that a student is considered as withdrawn or within 60 days from the receipt of payment or credit memo, in the event that the date of such receipt is occurred after the Date of Determination.

If a student's financial obligation is not fulfilled, the Institute is authorized to do the following until the owed monies are paid:

- Block the student's class registration for upcoming semester.

- Block the student's ability to re-enroll in DigiPen.

DigiPen's Institutional Refund Policy operates independently from the Return of Title IV Funds Policy required for Title IV federal student aid recipients.

Financial Assistance

The Role of the Office of Financial Aid

The primary objective of the Office of Financial Aid is to assist students and their families in meeting basic educational costs. The Office of Financial Aid's goal is to provide financial assistance to eligible students by utilizing all federal, state, community, and on-campus resources for those who qualify. We strive to provide comprehensive information about all financial aid programs and to deliver student financial assistance in a timely and efficient manner. DigiPen administers all financial aid programs in accordance with established federal, state, and institutional regulations and policies. Please contact the Office of Financial Aid or visit digipen.edu/financial-aid for the most up-to-date information on the policies and programs detailed below.

Federal Student Aid

Who Can Apply

To be eligible to apply for Federal Student aid, students must meet the following requirements:

- Be a citizen of the United States or an eligible non-citizen;
- Have a valid Social Security number;
- Be enrolled in a degree program
- Not owe a repayment on a grant or be in default on a student loan;
- Be making Satisfactory Academic Progress (if a returning DigiPen student).

For more information, please see the *Satisfactory Academic Progress* section.

Other types of financial aid, such as Veterans Benefits and Private Loans, have additional eligibility criteria.

How to Apply

To apply for Federal Student Aid, go to studentaid.gov/h/apply-for-aid/fafsa and complete the Free Application for Federal Student Aid (FAFSA). The FAFSA will be available October 1st of each calendar year. Please be sure to include DigiPen Institute of Technology federal school code: 037243. It is important to file the FAFSA as early as possible so that the student's financial aid award can be finalized and the academic year can be planned. Please know that some funds are limited and are awarded on a first-come, first-served basis.

Types of Financial Aid

Financial aid is available to those who qualify. Financial Aid is intended to pay for courses required to complete your declared degree and/or major. If you are planning to take courses that do not directly fulfill an academic degree requirement, contact the Office of Financial Aid to determine how your aid will be affected. For the most up to date information on types of aid offered, please check the Financial Aid Handbook on the DigiPen website.

Loans

Loans are a form of financial aid that is borrowed and that must be repaid. An education loan is money borrowed to pay educational expenses.

Federal Direct Loan Program

This program is also referred to as the William D. Ford Federal Direct Loan Program. Eligible students and parents borrow directly from the U.S. Department of Education. DigiPen Institute of Technology awards these loans, but students and parents repay them directly to the federal government.

Federal Direct Unsubsidized Loans

This is a fixed-interest loan awarded to graduate students who complete a FAFSA, regardless of financial need.

This loan is unsubsidized during enrollment so interest will begin accruing immediately as funds are disbursed. Students can opt to either pay the interest as it accrues, or defer payment, in which case the interest is capitalized

Private Loans

Private Education Loans, also known as Alternative Education Loans, are student loans offered by private banks or other financial institutions. These loans are credit-based and may have variable interest rates. DigiPen Institute of Technology does not participate in any preferred lender arrangements, nor does it endorse any lenders.

Veterans Affairs - The GI Bill®

The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at benefits.va.gov/gibill/.

For the most up to date and detailed information, please view the Veterans Affairs Benefits Handbook or visit the [DigiPen Veterans Benefits website](#).

Veterans Benefits

Selected programs of study at DigiPen Institute of Technology are approved by the Washington Student Achievement Council's State

Approving Agency (WSAC/SAA) for enrollment of persons eligible to receive Veterans Affairs (VA) educational benefits. The following VA educational assistance benefits are available at DigiPen:

- Chapter 30 (Title 38, U.S. Code)—Montgomery GI Bill® for Active Duty and Veterans
- Chapter 31 (Title 28, U.S. Code)—Veterans Readiness and Employment (VR&E).
- Chapter 32 (Title 38, U.S. Code)—Veterans Educational Assistance Program
- Chapter 33 (Title 38, U.S. Code)—Post 9/11 GI Bill®
- DigiPen participates in the Yellow Ribbon program for those students who may be eligible.
- Chapter 35 (Title 38, U.S. Code)—Dependents of Disabled/Deceased Veterans
- Chapter 1606 (Title 10, U.S. Code)—Montgomery GI Bill® for National Guard & Selected Reserves

Eligibility for the various VA educational benefits programs is determined, in part, by the student's date of enlistment, and the student must be a degree-seeking student with a declared major at DigiPen. In all cases, the Department of Veterans Affairs makes the final determination of eligibility. Application forms for VA benefits are available at va.gov.

Prospective students who believe they might be eligible for VA educational benefits should contact DigiPen's Office of Financial Aid for more information and to begin the application process.

The Office of Financial Aid may assist veterans in seeking other sources of financial aid in addition to their VA educational benefits.

Certification

In order to start the initial certification process, students will need to provide the School Certifying Official with a copy of their Certificate of Eligibility (obtained from the VA), copy of DD-214 (if a veteran), and complete DigiPen's VA Benefits Certification Request Form.

The Office of Financial Aid will send out an email with the VA Benefits Certification Request Form attached each semester for completion. Submitting the VA Benefits Certification Request Form indicates a student's interest in being certified for the semester and confirms courses registered for count towards the student's degree program or declared minor.

Students will not be certified for the semester until the VA Benefits Certification Request Form is completed and signed by the student and their Student Success Advisor.

VA Benefits & Late Certification

All chapter 31 or 33 VA students who have submitted a copy of their Certificate of Eligibility to the School Certifying Official by the first day of classes will not receive a late fee, be denied access to classes, libraries, or other institutional facilities, have their account frozen or be required to cover any VA covered portion of their financial obligation due to delayed disbursement funding from the VA.

VA benefits must be certified within the first 30 days of the semester to ensure timely payment from the VA. Documents turned into the School Certifying Official after the 30-day deadline will be processed, but payment for that semester is at the discretion of the VA.

Enrollment Requirements for Financial Aid Eligibility

Federal regulations set full-time enrollment for graduate students at six or more credits per semester or as required for the program. Graduate students must be enrolled at least half-time to be eligible for Federal Student Loans. Changes in a student's enrollment may require adjustment and/or repayment of awarded financial aid funds.

Federal Return of Title IV Funds (R2T4) Policy

Financial aid funds are awarded to a student under the assumption that the student will attend DigiPen for an entire term. If the student officially or unofficially withdraws from DigiPen during the term, the student and school are required to return the unearned part of the federal funds back to the Department of Education. The calculation used to determine the amount of earned and unearned aid is called the Return to Title IV (R2T4) calculation.

For Official Withdrawals

- All federal aid is considered earned if the student remains enrolled and remains in attendance through at least the 60% point of the term in which federal aid is received.
- A prorated portion of the federal aid received must be returned according to the R2T4 formula if the student officially withdraws prior to completing 60% of the term.

For Unofficial Withdrawals

- A prorated portion of the federal aid received must be returned, according to the R2T4 formula using the 50% point of the term as the last date of academic activity if it is determined a student unofficially withdrew.

For the complete Return of Title IV Funds policy please refer to the [Financial Aid Handbook](#).

Academic Opportunities

Waiver Credit

Students may apply for course waivers if they can demonstrate that their knowledge and skills—whether they were gained by formal education, exam, work experience, or life experience—are equivalent to those gained by courses offered at DigiPen Institute of Technology. Credit may be granted through other means, such as transfer credits from other post-secondary institutions.

Course Waiver Examinations

Students may petition to waive designated courses by demonstrating sufficient mastery of the material. If approved, students may waive the requirement to complete a specific course. A course waiver does not result in credit earned and will not reduce the total number of semester hours required for a degree; however, it will increase the available number of elective hours for a degree. No grades or quality points are awarded.

To petition for a course waiver, students should take the following steps:

1. Contact their Student Success Advisor to discuss their degree requirements and course waiver process.
2. Submit a copy of their transcript and/or other supporting documentation (with relevant details highlighted) to the academic Department Chair. Supporting documentation may be a combination of prior academic coursework and relevant work experience in the subject area.
3. Successfully pass a course waiver examination at least equal in scope and difficulty to a final examination in the course (if required by the academic department). Waiver examinations may not be repeated.

If a course waiver is approved, the academic Department Chair will submit the approval to the Office of Registrar for processing. For waiver requests completed by July 1, students will receive notification by August 1. Waiver requests submitted after July 1 will be handled on a rolling basis, as faculty schedules allow. Results of waiver requests received after the July 1 deadline are not guaranteed to be available before the start of classes.

The following restrictions apply to all course waiver requests.

1. A student must be currently enrolled before a course waiver can be recorded on the permanent record.
2. A maximum of 15 credits may be waived.

3. Courses that were audited, repeated, or received a grade of “WF”, “F” or “NP” are ineligible for course waivers.

Distance Education

Delivery System

DigiPen uses an online Learning Management System (LMS) to support course content and online interaction. The course syllabus, assignments, gradebook, announcements, and additional resources are hosted in the LMS. Academic activities are tracked via the online Learning Management System for each course.

The LMS supports asynchronous work such as chat, shared documents, resources and collaborative spaces.

Prerequisites for Participation

Students are required to complete an Online Learning Readiness Self-Check (OLRSC) to confirm their aptitude for distance education. This assessment includes questions designed to determine students' familiarity with online learning technologies and techniques, communication and collaboration styles, and digital literacy.

Students are required to affirm they have the equipment and internet access necessary to succeed in distance education.

DigiPen offers all newly enrolled students access to Student Success Modules for Online Learning and ongoing support as needed.

Technology and Equipment Requirements

1. A headset (headphones and a microphone that reduces background noise)
2. A webcam that supports HD video
3. A computer that meets the following minimum specifications:
 1. Intel i7 processor
 2. 32 GB of RAM
 3. NVIDIA (not AMD) video card with at least 8 GB of VRAM
 4. 1 TB storage
 5. 2+ USB 3.0 Ports
 6. 1+ HDMI Ports
4. Windows 11 Home (not macOS, Linux, or Chromebook)
5. A stable, reliable internet connection that supports 10 Mbps or higher downloads

Learning Resource System

DigiPen's Learning Resource Center (LRC) allows students and faculty to gain access to 10 databases through OneSearch by going to the main library web page, digipen.edu/library. The web page also has a

list of resources available to students as well as library services forms, library policies, and contact information for both the library and the Academic Support Lab. Students taking online classes have the same level of access as residential students.

Resources beyond those held by the LRC will also be made available to distance education students. Inter-library loan is available via online request form to grant access to articles and books drawn from hundreds of other libraries around the world.

Reference services are available via email library@digipen.edu, and Teams online meetings. Equipment needed for specific classes are required for all students to purchase or are provided for students via an equipment fee.

Special Considerations

Grade Changes and Appeals

Only the faculty member who administered the grade may make grade changes. In cases where the faculty member is not available to consider a grade change, the Dean of Faculty, may make such a change. See [Grade Appeal Process](#) for more information.

Course Overload

During a given semester students may be enrolled in a maximum of 12 credits. Students seeking special permission to take more than the maximum credits in a given semester should use the Course Registration Override Request Form and get approval from their Academic Advisor.

Institutional Attendance Policy

Documented Academic Activity and Attendance

Federal regulations require the institute to document that each student has begun participation in all enrolled courses, and to fully document student academically related activities. If there is no documented academic activity for the first two weeks of the semester, the student will be withdrawn from the course.

Note: Although DigiPen Institute of Technology does not officially track attendance in class as a policy, instructors have the purview to decide if their own course sections will or will not require attendance. If the instructor decides to require attendance, they will document policies and procedures in the course syllabus.

Leave of Absence (LOA) Policy

There are situations which may make it necessary for a student to seek a voluntary Leave of Absence (LOA). In such cases, students are allowed a one semester leave of absence.

Two Types of LOA

1. Standard LOA
2. Hardship LOA (HLOA)

Details

Standard Leave of Absence (LOA)

- Students may not take LOA during their first two semesters.
- Limited to one semester and will automatically terminate at the end of the semester in which it is taken.

- Must be requested no later than two weeks before the current semester's end, for LOA to begin in the following semester.
- International students must seek approval from the ISA Department if the next available semester is more than 5 months out.

Hardship Leave of Absence (HLOA)

- Limited to one semester and will automatically terminate at the end of the semester in which it is taken.
- May be requested and approved during the semester of the HLOA.
- Has the same requirements and conditions as a Hardship Withdrawal (HW), except that students don't have to reapply as they would if they fully withdrew from the school.
- If student still has the same hardship situation at the end of the HLOA semester, they will be required to take a full Hardship Withdrawal and then apply for readmission once the situation is corrected.

Details

- Once a LOA/HLOA is approved and the semester classes begin, the LOA/HLOA must be completed (may not come back mid-semester).
- As LOA and HLOA are limited to 1 semester, they will automatically terminate at the end of the semester.
- Federal regulations limit LOA/HLOA to 180 days (including all holidays) within a 12-month period. Students who exceed 180 days of cumulative leave will be administratively withdrawn.
- The Institute's refund policy will be applied in accordance with applicable and published requirements.
- Financial Aid and Scholarships may be affected by taking a LOA/HLOA. No LOA/HLOA will be approved without the student first meeting with a Financial Aid representative.
- Students on an approved LOA/HLOA will have their institutional financial aid held for them if they return within the approved timeframe.
- Students taking a HLOA will be considered a withdrawal for Title IV Financial Aid purposes and will be subject to a Return of Title IV calculation for the semester from which they are taking the HLOA.
- Student Accounts may be affected by taking a LOA/HLOA. Students must meet with an Accounting Department representative to review their accounts and obtain approval. No LOA will be approved with a past-due balance.
- If students don't return within the LOA timeline, they are administratively withdrawn and must reapply.
- Students undergoing Conduct Investigations may not take an LOA/HLOA.
- Students must register for classes in the semester following the LOA/HLOA semester. Students must complete this registration no later than 2 weeks prior to the end of the LOA/HLOA

semester. If they do not register for classes in the semester following the LOA/HLOA, they will be administratively withdrawn from the institution.

- Students may not participate in any club activities or be on campus while on LOA/HLOA.
- Students may not graduate while on LOA/HLOA, as they must be active in our system and complete their course in the graduating semester.
- Students may not start a Change of Major (COM) in the same semester as an LOA or HLOA.
 - If a student receives an approval for a COM request, the student must attend classes in the semester immediately following the COM approval or that approval will be cancelled, and student must reapply for the COM.
 - If student has received a COM but intends to take an LOA in the first semester of the COM, the COM will be cancelled, and they must reapply for a COM to begin the semester immediately following the LOA.
 - If a student is currently on an LOA, they may apply for a COM, to be effective in the semester they return from the LOA. If the COM is approved while they are on LOA, they must register for and attend the classes for the new major in the semester immediately following the LOA (the start of the COM).

Process

- Student meets with their Academic Advisor to request the LOA form and obtain their signature (required).
 - HLOAs require a personal statement and supporting documentation for the request
- Form must be processed and approved by all of the following departments:
 - Financial Aid Department
 - Accounting Department
 - International Student Affairs Department (for International Students)
 - Human Resources (if student is employed at DigiPen)
 - Office of the Registrar
- Student is informed of approval or denial, and of any specific deadlines or future requirements.
- Student must register for classes for upcoming semester, no later than 2 weeks prior to the end of the LOA semester.

Documentation of Academic Activity Policy

DigiPen Institute of Technology is a non-attendance taking institution; however federal regulations require the institute to document that each student has begun attendance in all enrolled courses and further documentation of student academically related activities. If there is no documented academic activity for the first two weeks of the semester, the student will be withdrawn from the course.

As such, DigiPen Institute of Technology requires documentation of academic activity in the following ways:

- Academic activity is considered documented only if entered as an assignment in the Learning Management System (LMS),
- All graded course assignments must be documented in the LMS,
- At least one academic activity must be documented in the first or second week of the semester.

Withdrawals (Initiated by Student)

From Individual Courses

To withdraw from individual courses, a student must use Colleague Self Service (CSS) or seek assistance from their Student Success Advisor.

From the Institute

To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal form obtained through their Student Success Advisor. Students may indicate on their Institutional Withdrawal form if they would like the withdrawal to be processed immediately or after final grades of the current semester have been issued. For students indicating that they would like to withdraw immediately, their LDA will be the date they sign their Withdrawal Form

Hardship Withdrawal

Students may seek a Hardship Withdrawal (HW) when one of four conditions prevents the student from completing one or all courses: death of a close family member; severe/terminal illness in the family; a physical or mental health issue incapacitating the student; 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 should meet or consult with their Student Success Advisor and complete the HW form to apply.

Unofficial Withdrawals

At the end of the term, students who receive all failing grades will be evaluated to determine if they earned their grade or ceased attendance prior to the end of term without completing the official withdrawal process. If it is determined that a student ceased attendance, the 50% point of the semester will be used as their last date of academic activity. This date will be used to withdraw the student from the term. Students will be subject to the Financial Aid Return of Title IV policy.

Administrative Withdrawals (Initiated by the Institute)

Students will be Administratively withdrawn from the institute if they:

1. Fail to maintain satisfactory PACE, while on Academic Warning.
2. Fail to maintain the minimum required GPA while on Academic Warning.
3. Fail to pass a class on the 4th attempt while on Academic Warning.
4. Fail to complete their program within 1.5 times the credit hours required to complete the program while on Academic Warning.
5. Violate the Code of Student Conduct and/or DigiPen's policies.
6. Fail to maintain matriculated/active status by not registering for any courses in a Fall, Spring, or Summer semester.
7. Are not able to begin the withdrawal process or otherwise notify DigiPen of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control then an administrative withdrawal is processed.

WF Withdrawal

After the deadline for W grades in a given semester, if a student is found to have zero Academic Activity in a class, they will be withdrawn from the class and assigned a WF grade.

The WF grade carries the same Cumulative GPA and PACE effects as an F grade.

If a student receives WF grades (after the set date) in all classes of a required semester, the student will be fully withdrawn from the institution.

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%+, 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 for 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 of suspension (Fall, Spring, Summer). Withdrawn students applying for readmission must include a request to the Academic Appeals Committee with their 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 for Student Engagement.

The Academic Appeals Committee is comprised of members from the Academic Affairs, Student Affairs and Enrollment divisions and 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.

The "W" Grade

If a student withdraws from individual classes or the Institute, please note the following:

1. If withdrawing before the end of the second week of instruction, no course entries will appear on the student's transcript for that semester.
2. If withdrawing after the end of the 14th calendar day of the semester and before the end of the 8th week of the semester, the Office of the Registrar will assign a final grade of "W" for each course in which the student was enrolled.
3. After the 8th week of the semester, students who withdraw themselves or are academically or administratively withdrawn by the Institution (other than Hardship and Military Duty) will receive a "WF" grade for each applicable course.

Process for Grievances and Appeals

Appeal of Course Grade

Students who would like to file an appeal against a decision regarding their academic standing in a particular course should discuss the matter with their instructor. If a satisfactory resolution is not attained, students may file an appeal with the Dean of Faculty by sending the Grade Appeal Form and corroborative documents to academic.affairs@digipen.edu. Students may appeal grades no later than two days after grade reports are issued. DigiPen reserves the right to destroy any examination papers after the appeal period. However, academic records will be kept indefinitely.

Appeal of Academic Suspension

Students must submit their academic withdrawal appeal within two business days from the time they receive their academic suspension email in their DigiPen email account.

Appeal for Refund of Tuition

Students who would like to file an appeal against a decision regarding their tuition refund shall file a written request to the [Accounting Department](#). If dissatisfied with the decision of the Accounting Department, students may file a second appeal with the Chief Financial Officer.

Other Disputes

Students who feel that they have any other type of dispute with the Institute should first try to address the issue with the person or department they are having the issue with. If the student is unable to resolve the issue directly with the individual or department they are working with, then they may reach out to the Vice President of Student Engagement for student concerns or the Dean of Faculty for academic/faculty concerns.

If the student is still not satisfied with the decision, they may file an official complaint to the Chief Financial Officer (for finance-related issues) or the Chief Operating Officer (for all others). A copy of this complaint shall be given to those involved with the dispute. Once the decision of the Chief Operating Officer is determined, students may submit a final appeal by contacting the President of the Institute.

Filing a Complaint with an External Party

A student may file a complaint with an external party should they feel that the Institute has not adequately addressed a complaint or concern after they have followed the institute's Process for Grievances and Appeals.

Washington Student Achievement Council

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

Student Complaint Procedure

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

All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished

by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard.
Suite 302
Arlington, VA 22201
Tel: (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the Institute and may be obtained by contacting Mandy Wong, Vice President of Compliance and Regulatory Affairs via compliance.us@digipen.edu, and may be obtained by contacting complaints@accsc.org or www.accsc.org/Student-Corner/Complaints.aspx.

If students are unsure of whom to speak to regarding a complaint, they may contact Mandy Wong at the following address:

Mandy Wong
Vice President of Compliance and Regulatory Affairs
DigiPen Institute of Technology
9931 Willows Road NE
Redmond, WA 98052
Tel: (425) 558-0299
Email: compliance.us@digipen.edu

Grade Appeal Process

1. Students who would like to dispute their final grade should first contact and discuss their concerns with the instructor of that course. If a satisfactory resolution is unattainable, the student may file a grade appeal.
2. 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.
3. Appeals must be submitted to academic.affairs@digipen.edu. Appeals will be reviewed by the Dean of Faculty (or designee).
4. 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.
5. 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.
6. 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.

Transcripts

DigiPen has teamed up with National Student Clearinghouse as our transcript ordering service.

Official transcripts are requested through [National Student Clearinghouse](#). Requestors will be asked for payment via a credit or debit card.

Unofficial transcripts can still be generated through [Colleague Self Service \(CSS\)](#) by students in Colleague SIS. Students who are not in Colleague SIS must use [National Student Clearinghouse](#) to request an official transcript (no unofficial version is available).

Notifications about requested transcript as well as tracking are available. Requestors will receive email notifications once a request is submitted and have the ability to log in to track progress on the request. Requestors also have the ability to opt in to receive text message notifications.

Please contact the Office of the Registrar with any questions regarding ordering transcripts at registrar.us@digipen.edu.

Please contact National Student Clearinghouse with any technical issues at transcripts@studentclearinghouse.org.

Exams

All students are required to be in attendance at the times scheduled by the Institute for final exams. Instructors are not required to make arrangements for individuals to take final exams at a different time than the rest of the class. Should a student miss an exam, it is the student's responsibility to notify the instructor in writing within 24 hours of the missed exam. In the event that a student fails to provide such notification to an instructor, or if the Institute does not find the reasons for missing an exam justifiable, the student will be given a failing grade for the exam(s).

If a student misses a final exam and notifies the instructor within 24 hours of the missed exam, the Instructor shall review the individual circumstances. Only documented emergencies will be considered acceptable reasons for missing exams. Exam retakes shall be allowed at the sole discretion of the Instructor and Department Chair. If allowed, the exam retake must be completed prior to the official deadline for semester grades. Examples of unacceptable reasons for missing an exam include the demands of a time-consuming job, the desire to leave town for a vacation or family gathering, the desire to do well on tests in other courses, etc.

A retaken exam shall be different than the original one taken by the other students of the class, and the timing of it shall be at the sole discretion of the individual instructor. In all cases, retakes shall be administered no later than one week after the original, missed exam.

Student Services

Student Affairs

The Office of Student Affairs provides services to all degree-seeking students in order to support their academic, professional, and personal development. The [Student Handbook](#) provides information on the services and procedures that a student will need in their life at DigiPen and beyond, including:

- Academic Advising
- Career Services
- Mental Health Resources
- Disability Support Services
- International Student Affairs & Study Abroad
- New Student Orientation

Academic Advising

Students will be assigned to a Student Success Coordinator and a Student Success Advisor who support degree planning, academic goal setting, and serve as points of contact for questions related to school policies and procedures. Student Support Coaches serve as the primary point of contact for students. For additional advising information, please contact studentsuccess@digipen.edu.

Career and Alumni Relations

DigiPen's Career and Alumni Relations staff provides a variety of resources for matriculated/active degree-seeking students to jumpstart their professional development before they graduate and transition into the industry. These resources include facilitated events for students and alumni to meet and interact with industry professionals, online tools and on-campus facilities to connect with prospective employers, and professional development workshops. Additionally, students have access to one-on-one appointments with a Career and Alumni Relations staff member to review application materials (e.g., resumes, cover letters, portfolios) and discuss various career development strategies.

DigiPen's Career and Alumni Relations staff maintains Handshake, an online database of jobs, employers, posts available career opportunities for students and alumni through exclusive and active social networking groups. The Career and Alumni Relations staff also attends industry events such as the Game Developers Conference, to promote the Institute's programs and students. For further information, please email the Career and Alumni Relations staff at

careerservices@digipen.edu. Please note that employment upon graduation is not guaranteed, nor is DigiPen obligated to secure employment on behalf of students.

Disability Support Services

DigiPen Institute of Technology ("DigiPen") is committed to providing equal access to all of its programs, courses, activities, events, and services. As required by the Americans with Disabilities Act of 1990 (the "ADA") as amended and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended (P.L. 93-16), DigiPen will provide reasonable accommodations to qualified students with disabilities.

DigiPen's Disability Support Services Office ("DSS Office") and its staff are appointed by the President of DigiPen to practice the authority to review student documentation and determine the needs for any reasonable accommodations to be provided by DigiPen to ensure equal access. Wherever possible, reasonable accommodations will be offered provided they neither fundamentally alter the nature of the programs or the academic requirements that are considered essential to the program of study, nor create an undue hardship for DigiPen.

DSS Office staff will engage in a collaborative effort with students to assure equal access for students with disabilities. The DSS Office will also work with departments, faculty, and staff in the broader DigiPen community to prevent and eradicate discrimination on the basis of disability.

Current and prospective students who would like more information on DSS should contact the DSS Office at dss@digipen.edu.

Mental Health Resources

DigiPen provides resources to support students with a variety of personal issues. Availability may be limited for students located outside of Washington state and the United States. Current and prospective students who would like more information about DigiPen's mental health resources should contact their Coach or email kwidmer@digipen.edu.

Alumni Relations

The Institute maintains a database of all graduates, and DigiPen alumni are encouraged to report back regarding changes to their professional status. DigiPen hosts annual alumni events, as well as other networking and community building events for alumni to connect with one another. DigiPen also provides career resources post-graduation and encourages alumni to remain connected with the DigiPen community.

The Alumni Audit allows graduates of DigiPen Institute of Technology to take courses tuition-free within 10 calendar years of graduation (administrative fees apply). Participating alumni must review and sign

an Alumni Audit Enrollment Agreement prior to attending courses. Graduates of DigiPen Online may only audit courses offered through DigiPen Online, and may not audit DigiPen Redmond courses.

International Student Affairs & Study Abroad

The International Student Affairs and Study Abroad (ISASA) office oversees International Student Services, Overseas Immersion Programs, and Study Abroad. They serve as the primary support system for international students. They provide comprehensive support for F1 international students, handling immigration compliance (SEVIS), issuing I-20 forms, and advising on visa regulations. They guide students on employment eligibility, required health insurance, and facilitate orientation to help international students adapt to life in the US.

The officials in the office serve as the Designated School Officials (DSOs) who are authorized to process, recommend, and sign immigration documents.

Their core responsibilities include: immigration and visa support, employment advising, orientation and integration, travel assistance, well-being advocacy, and Study Abroad programs. Current students who would like more information on ISASA should contact the office at dso@digipen.edu or studyabroad@digipen.edu

Standards of Progress

Semester Credit Hour

The semester credit hour is the basic unit of credit awarded at the Institute. The academic value of each course is stated in semester credits. DigiPen defines a semester credit hour as follows:

Over any semester, one semester credit hour of academic credit equals at least 15 hours of classroom contact

In addition, each semester credit also assumes a minimum of 30 hours over the semester for external preparation, project work, or homework by the student.

A classroom contact hour is 53 minutes in length.

Whenever “semester hour” is used in this Catalog, it is synonymous with “semester credit hour” (SCH) and does not always represent “hours per week in class.”

Credit Expiration

DigiPen will only accept credits from other accredited institutions, if the credits were earned within the last 10 years. DigiPen will not accept any credits earned outside of DigiPen, if they are more than 10 years old. Students may appeal this policy if they believe their credits to still be viable and relevant. Appeals may be made through the Office of the Registrar at registrar.us@digipen.edu.

Grading System

The following system applies to all graduate students;

The following grading system is in use and, except where otherwise specified, applies to both examinations and homework assignments. The weight of a final examination grade is a matter individually determined by each instructor. See the following Grade Point Average section for additional information.

Grade	Description	Quality Points	Explanation of Minimum Grade Requirement
A	Excellent	4.0	
A-	Excellent	3.7	
B+	Good	3.3	
B	Good	3.0	
B-	Good	2.7	
C+	Fair	2.3	

Grade	Description	Quality Points	Explanation of Minimum Grade Requirement
(1)(2)C	Fair	2.0	Minimum grade required for transfer. Minimum grade required to earn credit for graduate students.
C-	Fair	1.7	
D	Failure	1	
F	Failure	0	

¹A grade “C” (for 2.0 quality points) or better is required for transfer credit.

²A grade “C” (for 2.0 quality points) or better is required to earn credit for graduate-level classes.

Withdrawal Information and Status

Status	Description	Notes
AU	Audit	The student attended the course without expectation of receiving credit or a grade.
E	Expulsion	A permanent separation from the Institute, with no possibility of return. Initiated by the Institute as a punitive action.
IP	In Progress	The grade was not available from the instructor at the time the transcript was printed.
NP	No Pass	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	For courses where a letter grade is not required.
S	Suspension	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	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, however, it affects PACE. - Withdrawal from the Institute equates to the status of “W”.
WF	Withdrawal Failure	Removal of a student from a course or the Institute, which may or may not allow for future readmission.

Status	Description	Notes
		Withdrawal from the Institute or a course (after deadline for “W”), equates to the status/ grades of “WF” and affects the cumulative GPA and PACE just as an “F” grade would
WI	Withdrawal Investigation	A withdrawal initiated by the student in an attempt to avoid investigation for a possible offense. - This status documents that the student is under investigation but has chosen to withdraw of their own volition, in an attempt to avoid possible consequences. - Once investigation is complete, this status and pertinent grades will be changed according to the outcome. - Does not affect cumulative GPA, however, it affects PACE.
HW	Hardship Withdrawal	Removal of a 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, however, it affects PACE.

Withdrawal Policy Deadlines

(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, and Military Orders Withdrawal will receive a “HW”.

Assessment Process

DigiPen has an assessment process to evaluate the defined student learning outcomes of the education and training and established competencies. This process includes a combination of methods such as grading, portfolio assessment, projects, and criterion-referenced testing based on developed and appropriate rubrics.

Each course syllabus contains clearly defined course objectives and learning outcomes, course requirements, grading policy and allotment, and grading distribution. Students are made aware of the grading policy, performance standards, and grading distribution at the beginning of each course. The faculty measures the student’s achievement of the stated course objectives and learning outcomes based on the grading policy published in the course syllabus.

Grade Point Average

The academic standing of each student is determined on the basis of the grade point average (GPA) earned each semester. The GPA is determined by using the quality points assigned to each course grade a student earns. The quality point value for each grade earned during a semester is multiplied by the number of credit hours assigned to that course as listed elsewhere in this catalog. The sum of these points is the total number of quality points earned during the semester. This sum is divided by the number of credit hours attempted (hours from courses with grades of “A” [or 4.0 quality points] through “F” [or 0 quality points]) to obtain the GPA.

The cumulative GPA consists of all courses completed at DigiPen. If multiple attempts were made for the same course, only the grade earned in the most recently-completed attempt is calculated in the cumulative GPA. Course grades of “AU,” “I,” “W,” “P,” and “NP” are non-punitive grades, so they are not calculated in the overall GPA since they carry no quality points.

The following example demonstrates how GPA is calculated:

Course	Credits	Grade	Points
CS 100	4	A	16.0 (4 x 4.0)
MAT 140	4	A-	14.8 (4 x 3.7)
CS 105	3	B	9.0 (3 x 3.0)
ENG 110	3	D	3.0 (3 x 1.0)
CS 120	4	B+	13.2 (4 x 3.3)
Totals	18		56

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 56 divided by 18 for a **3.11 GPA**.

Satisfactory Academic Progress (SAP)

While enrolled at DigiPen Institute of Technology, students are required to maintain satisfactory academic progress (SAP) to remain in good standing in their program. SAP is based on the cumulative Grade Point Average (GPA) of all courses taken at DigiPen to meet the qualitative standard, completion rate of credits (PACE) to meet the quantitative standard, completion of the program within the maximum timeframe (150%), and successful completion of all courses within three attempts. If you believe you are in danger of not meeting SAP standards, please schedule an appointment with your Student Success Advisor.

For All Academic Warning Students

Students will be notified within one week of final grade submission if they have been placed on Academic Warning for any reason via their

DigiPen email. During their first semester on Academic Warning, students will be restricted to enrolling in a maximum of 12 credit hours, and their final schedule must be approved by an Academic Advisor. Students who exceed the 12-credit limit may have their schedules administratively adjusted to comply with this requirement. Students must meet with an Academic Advisor to review their Academic Warning semester requirements and to complete their Academic Warning Success Plan. A deadline to meet with an Academic Advisor will be included in their Academic Warning email notification. Failure to meet with an Academic Advisor by the specified deadline may result in a hold being placed on their Colleague Self-Service account, preventing any course add, drops, or withdrawals until the student has met with an Academic Advisor. Students who fail to meet with an Academic Advisor to complete their Academic Warning Success Plan are still responsible for meeting the semester requirements outlined below and are subject to withdrawal and suspension. Students on Academic Warning for multiple reasons will have to meet all their requirements each semester to avoid being institutionally withdrawn and suspended.

Full-Time Status

Full-time enrollment for graduate students is 6 or more credits per semester.

Academic Warning and Administrative Withdrawal

Graduate students who fail to maintain the requirements listed above will be placed on Academic Warning in the following semester and must meet with their Academic Advisor to agree on a plan for getting back to Good Standing. Failure to satisfy these requirements will result in administrative withdrawal, and withdrawn students must wait one semester before they can apply for readmission.

Financial Aid Requirements

The Office of Financial Aid is required by federal and state regulations to determine if students receiving financial aid are making Satisfactory Academic Progress (SAP). To maintain eligibility for all forms of aid a student must meet specific standards for Satisfactory Academic Progress. This is to ensure that all students are making progress towards degree completion.

Federal State and Institutional Aid SAP Policy

All students receiving federal financial aid must meet the Qualitative Standard, Quantitative Standard and the Maximum Time Frame Standard to maintain eligibility for financial aid funds.

Federal, State and Institutional Aid SAP Standards Graduate Students

Qualitative Standard (GPA) - Graduate students must maintain at least a 3.0 cumulative GPA.

Quantitative Standard (PACE) - Graduate students must complete at least 67% of attempted credits or cumulative attempted credits.

Maximum Time Frame - Graduate students may attempt no more than 150% of the credits required to complete their program.

Eligibility Review Policy

SAP eligibility is reviewed after the completion of each term. All periods of attendance count toward the fulfillment of each requirement (e.g., terms that a student must fund due to failure to make SAP and students who have previously attended the school without Title IV aid and who now apply for aid). Students not making SAP will be notified by the Office of Financial Aid via email at the end of each term. Students can also see their current Financial Aid SAP Status in the Financial Aid section of Colleague Self-Service student portal.

Course Repeat

Students may attempt a course a total of four times in an effort to earn a passing grade.

- Once a course is passed, students are only able to use federal financial aid to pay for a retake of that class one time. Any additional retakes of the passed class cannot be covered with federal financial aid. If a course is failed, students may continue to receive federal funding for each repeat of the class until a passing grade is earned as long as the student is meeting Satisfactory Academic Progress.
- A student who attempts a course without passing three times will be placed on Academic Warning and will be allowed to make a final fourth attempt while on Academic Warning.
- If the student passes on the fourth attempt, they will be removed from Academic Warning (as it pertains to the Course Repeat Policy) and will continue with their program.
- If the student fails the fourth attempt, they will be administratively withdrawn from the institute. **There will be no appeal or readmit in this case.**
- The student may apply for readmit into a different program that does not have the failed course as a requirement.
- Students may not repeat a course that they have previously passed, unless that course is listed in the catalog as a “repeatable for credit” course.
- All course attempts (including withdrawals) are included in the total attempts calculations for this policy.

SAP Statuses

After each semester, the Office of Financial Aid and the Academic Advisors will evaluate each student's GPA, PACE, and Maximum Time

Frame and determine if SAP standards are met. Based on this evaluation the student's SAP status for the next term is determined. Below is a list of each SAP status and the corresponding definitions.

Good Standing

Students are considered in "good standing" if at the end of the semester they meet all the SAP standards defined above. Students in good standing are not notified at the end of each semester.

Financial Aid Warning

Students who do not meet all of the SAP standards at the end of a semester and who were not already on warning in that semester will be placed on warning for the following semester and notified via email. This is an opportunity for the student to improve their academic performance to meet SAP standards. No appeal is necessary, and students can receive federal financial aid during the warning term. Students on warning are notified of their SAP status via email.

Financial Aid Termination

Students who do not meet the SAP standards at the end of a semester in which they were on warning will have their eligibility for federal student aid terminated. They will not be eligible for federal student aid until they can meet SAP standards or appeal their termination. See the following section for more details on the appeal process.

Financial Aid Probation

If a student successfully appeals their financial aid termination, they are placed on probation for one or more semesters as determined by the Office of Financial Aid. Students granted an appeal for a single semester must meet SAP standards by the end of that semester. Students granted probation for multiple semesters must meet the terms of their SAP Academic Plan. If students do not meet these requirements, their eligibility for aid will be terminated until another appeal is granted or they are meeting SAP standards. See the following section for more details on the appeal process.

Regaining Eligibility After Termination

Students can appeal to the Office of Financial Aid to be placed on Financial Aid Probation and receive aid after their eligibility for aid was terminated.

Appeal & Academic Plans

Appeals must be submitted in writing to the Office of Financial Aid outlining any extenuating circumstance(s) that influenced the student's academic performance. Extenuating circumstances are those events that are beyond the student's control (i.e. serious injury, illness or mental health condition, death of an immediate family member, etc.).

The appeal should be typed and include:

- A description of the extenuating circumstance(s)
- Documentation of circumstance(s);
- Copy of Completed Academic Plan signed by an Academic Advisor. The purpose of an academic plan is to bring the student's academic performance back within the required SAP standards by the end of one or more semesters. The plan is devised and approved by the Academic Advisor, including a detailed description of how the student plans to address the issue going forward, a signature, and contact information.

The Financial Aid Appeals Committee will review the appeal within 5-10 business days of its receipt; the time frame for rendering a decision may vary depending on when in the semester it is submitted. Students will be notified by email if there will be a significant delay in review. Each appeal will be considered on a case-by-case basis. Students filing an appeal will be advised in writing of the decision via their student e-mail account. The committee's decision is final and cannot be appealed to a higher level. If the appeal is approved the student will be placed on probation and receive financial aid for the semester for which the appeal is submitted, their academic performance will be reviewed at the end of that semester to determine if they are meeting SAP standards or the terms of the SAP Academic Plan and are eligible to receive financial aid in the following semester. Students not meeting SAP standards or the terms of their SAP Academic Plan as applicable will have their eligibility for aid terminated until they are meeting SAP standards, or a new appeal is granted.

New Appeals

If the student fails to meet the conditions of their appeal, they will have their eligibility for financial aid terminated. Students may submit a new appeal if their failure to meet the conditions of their previous appeal was due to a new extenuating circumstance. New appeals due to the same circumstance(s) as a prior appeal will not be granted. If the previous appeal required a SAP Academic Plan, a new SAP Academic Plan must be developed by the student and their Academic Advisor.

Re-Establishing Eligibility Without an Appeal

If a student does not appeal termination, or their appeal is denied, they will regain eligibility for Federal Student Aid in the first semester after they successfully meet DigiPen's SAP standards, assuming they still meet all other eligibility criteria to receive aid.

Special Considerations

Transfer Credits

Transfer credits accepted by DigiPen are included in the maximum timeframe and the PACE of completion policy. Transfer hours accepted towards completion of a student's program count as both credits attempted and credits earned. Transfer credits are not included in the cumulative and major GPA.

Major or Degree Changes

A student may change from one degree to another during attendance at DigiPen. Students who change from one major to another are still expected to maintain Satisfactory Academic Progress and complete the course work within the maximum time frame. All attempted credits from a prior major are included in the total attempted credits. See the Degree Plan Policy for more information.

Withdrawing from Courses & 'W' Grades

A 'W', 'HW', or 'WF' grade is considered an attempted and unearned grade and impacts Maximum Timeframe and PACE when determining if a student is making SAP. The 'W' and 'HW' grades have no impact on GPA. However, 'WF' does affect cumulative GPA just like an 'F' grade would.

Returning from Official Withdrawal (Readmits)

Students returning to DigiPen after an official withdrawal who were considered "SAP ineligible" for the term in which they withdrew will need to submit an appeal to the Office of Financial Aid in order to be considered for federal aid.

150% Max Time Frame

This is 150% of the published credits required to complete a student's major program of study. Once a student reaches this point in their studies, they will be placed on "Financial Aid Termination" status. Although this may be appealed, the appeal may be denied.

These students will also be placed on Academic Warning, requiring Mandatory Advising with their SSA prior to registering for any future classes. Mandatory Advising may include planning remaining courses and other recommendations by their SSA.

PACE Calculation

Transfer credits including DigiPen credits from a previous bachelor's degree will not be included in the cumulative and major GPA.

$$(Cumulative\ credits\ earned / Cumulative\ credits\ attempted) \times 100 = PACE\ (\%)$$

See the following chart for a sample PACE calculation.

Course	Credits	Final Grade	Grade Points
PSY 101	3	A-	11.10 (3 x 3.7)
COL 101	1	P	0.00
CS 116	4	W	0.00
DES 100	4	F	0.00
DES 101	4	B	12 (4 x 3.0)
	16		23.10
Cumulative semester attempted credits (for GPA)			11.00
Cumulative semester attempted credits (for PACE)			16.00

Course	Credits	Final Grade	Grade Points
Cumulative Credits Earned			8.00
Grade Points			23.10
GPA			2.10

Earned credits include: A-, B, and P

Attempted Credits for PACE included: A-, F, W, P, and B
 $(8.00 / 16.00) \times 100 = 50\%$

The calculation of PACE is based on the total cumulative credits earned divided by cumulative credits attempted. Therefore, the PACE calculation for the above example is 8 earned credits divided by 16 attempted credits, resulting in 50% PACE.

Students not maintaining satisfactory PACE for their program will be placed on Academic Warning. Such students will work with their Student Success Advisor to establish an academic plan to help them get back on PACE to graduate within 150% of the published length of the educational program, as measured in semester credit hours. Failure to meet the terms of this academic plan by not meeting semester PACE requirements, may result in Administrative Withdrawal and the student would not be eligible to apply for readmission for one semester. For financial aid recipients, please also refer to the *SAP Policy for Financial Aid* section in the Financial Assistance chapter for more information.

Please contact the Student Success Advisors or the Office of the Registrar with any questions regarding how PACE is calculated or to determine if you are making satisfactory PACE for the program in which you enrolled.



Graduation

Graduation Requirements

Degrees will be granted at the end of the semester in which students complete:

1. All program course requirements and minimum number of credits required for their program within 1.5 times the attempted credits.
 - a. This is 150% of the published credits required to complete a student’s major program of study. Once a student hits this metric, they will be in danger of being placed on “Financial Aid Termination” status for Financial Aid. Although this may be appealed, the appeal may be denied. Students who are in danger of reaching this metric should contact their SSA and Financial Aid Officer.
2. GPA requirements for graduation.
 - a. All graduate students must have a cumulative GPA of 3.0 to graduate.
3. Fulfillment of financial obligations to the school.

Applying for Graduation

The Institute sets minimum graduation requirements for all students seeking degrees. DigiPen reserves the right to change graduation requirements at any time. Every degree candidate is expected to comply with changes in requirements as they relate to the uncompleted portion of coursework.

Most students will follow the graduation requirements published in the Catalog for the year they enter DigiPen. Students may find their Catalog Year in Colleague Self-Service (CSS). Graduating students must be actively enrolled during their final semester at DigiPen. Students who interrupt their attendance may be held to the requirements of the current Catalog when they return. Students are responsible for ensuring that all graduation requirements have been completed.

Students who feel there is justification for an exception to these graduation requirements may petition the Appeals and Disciplinary Committee. Information on filing a petition is available at the Office of the Registrar.

Graduation Application Process

Graduation Term	Graduation Application Due Date
Spring	December 1
Summer	February 1

Graduation Term	Graduation Application Due Date
Fall	August 1

1. The student completes the [Graduation Application via Colleague Self Service \(CSS\)](#) by the deadlines stated in the table above.
2. The Administrator will review the most recent transcript or degree plan to verify progress and will notify the student whether or not the student has completed all courses satisfactorily to date, and, if upon satisfactory completion of courses for which the student is currently registered, the student will be eligible for graduation.
3. Final approval will not be made until after final grades are submitted and posted to the student’s record. The student needs to keep the Office of the Registrar informed of address changes so that degrees will be mailed to the correct address.

Graduating with Academic Honors

DigiPen Institute of Technology recognizes and commends students whose cumulative GPA indicates distinguished academic accomplishment upon the completion of the program.

Graduate students who graduate with a cumulative GPA of 3.7 or above are recognized as Graduating with Distinction.

Diploma Distribution

Diplomas are available 8-10 weeks after the end of the semester in which they are earned.

Policies and Procedures

Regulation of Conduct and Disciplinary Procedures

DigiPen Institute of Technology is an academic institution that strives to ensure all students have a safe and effective learning environment free of harassment, which supports collaborative and cooperative education. To this end, students will comport themselves in a professional manner when working with instructors, faculty, administrators, and/or other students. The Institute has the right to take appropriate disciplinary action warranted by a student's misconduct. The specific provisions as to offenses, penalties, and disciplinary procedures set out below should not be construed as limiting the general authority of the Institute.

The following information are available in [DigiPen's Student Handbook](#).

- Code of Student Conduct
- Academic Dishonesty
- Disciplinary Process
- Warnings
- Penalties
- Appealing a Charge of Academic Dishonesty or Policy Violation
- Appealing a Decision Made by a Designated School Official
- Dismissal by the Institute
- Title IX

Family Educational Rights and Privacy Act (FERPA)

Students' Rights to Their Academic Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. At DigiPen, New Students become FERPA eligible (restrictions and protections apply) on the first day of classes of their first semester. From this point forward, throughout their tenure with DigiPen and until deceased, FERPA restrictions and protection of all student academic records will apply. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Institute receives a request for access. A student should submit to the Office of the Registrar, Dean, or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The

Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - If the Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Institute who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

According to SEVP regulations, SEVP-certified schools are subject to review at any time. In addition, provisions outlined in FERPA do not apply to F and M international students.

See the List Below of the Disclosures that Postsecondary Institutions May Make Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within DigiPen whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Proxy and FERPA Forms

Please be aware that while students can create Proxies and submit FERPA Forms as soon as they gain access to CSS, they are not considered FERPA eligible until the first day of classes. Consequently, the FERPA restrictions on sharing student information do not take effect until that date. DigiPen staff will only share student information when absolutely necessary to fulfill their official duties.

Proxy

In Colleague Self Service, students may grant 'proxy' to an individual to access certain aspects of their student account. By adding a proxy, students waive all or some of their privacy rights under FERPA to the designated individual. Proxy access is set by the student and can allow universal access or restrict proxy access to certain information (such as billing information, financial aid information, or grades). The designated individual will be able to view, print and download information to which the student has granted them access. Proxy access also grants the designated individual the right to communicate with Financial Aid, Bursar, Student Success Advising, Faculty, and Registrar about ONLY the information to which the student has permitted proxy access. A separate, paper FERPA waiver is not

required to release information to a proxy as long as the only information released aligns with the access the student has granted their proxy.

FERPA Release Form for Employment Reference

A Proxy in Colleague Self Service is not broad enough to cover any and all FERPA required permissions. To allow a faculty or staff member permission to support a student as a reference for a job or other university application (written or oral), a separate Student Reference Request/FERPA Release form must be completed and submitted. The Proxy module in CSS has a link to the form required for this.

Full FERPA Block

A Proxy in Colleague Self Service is not broad enough to cover a complete block of all Directory Information. Without a Full FERPA Block, the school may share basic directory information.

This includes

1. Name
2. Primary telephone number
3. Institute email address (*This is a DIT policy, whereas FERPA does not limit to institute emails only.*)
4. Major field of studies
5. Dates of attendance
6. Degrees and awards received
7. Full-time or part-time enrollment status
8. Number of credits for which a student is registered each semester.
9. Educational institutions attended

While we will not share this information without good reason, you should be aware that it is allowed under the FERPA regulations. If you would like to create a Full FERPA Block, you may click on the link, found within the CSS Proxy module. However, you should know that this will remove your name from ALL publications, events, announcements, etc.

Degrees / Minors

Artificial Intelligence

Student Learning Outcomes & Educational Objectives

Outcomes

Upon completion of the MSAI program, students are expected to achieve the following outcomes:

Graduates of the program will have the ability to:

1. **Analyze a complex problem and apply principles of computing and other relevant disciplines to elaborate solutions to it.** Our graduates will be able to analyze and solve complex problems in artificial intelligence, generative AI, and computer science by integrating advanced theoretical and practical approaches, including optimization, concurrency, and distributed systems
2. **Design, implement, and evaluate a computing-based solution to meet a given set of requirements in the context of modern AI tools.** Our graduates will be able to design, develop, and evaluate high-quality software systems and applications using best practices in software engineering, including version control, testing, and debugging, particularly in the context of AI-based applications.
3. **Communicate effectively in a variety of professional contexts.** Our graduates will be able to communicate effectively and professionally in written and oral formats, presenting complex technical information clearly and persuasively to selected audiences, including stakeholders, and team members.
4. **Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.** Our graduates will commit to upholding and integrating the ethical standards of their professional and global community into their work, through their professional development and lifelong learning.
5. **Function effectively as a member and leader of a team engaged in activities appropriate to the program's discipline.** Our graduates will work effectively in multidisciplinary teams, demonstrating strong collaboration skills and the ability to manage and contribute to complex projects, including those involving agentic design, machine learning, and interactive technologies.
6. **Apply computer science theory and software development fundamentals to produce computing-based solutions. Display advanced technical proficiency in their chosen field.** Our graduates will demonstrate advanced technical skills in computer science, including proficiency in algorithms, data

structures, programming languages, and system design, with a focus on applications relevant to interactive media and game development. They will exhibit the ability to adapt to new technologies and emerging trends in computer science and interactive media, committing to ongoing professional development and lifelong learning.

7. **Apply theory, techniques, and tools throughout the data science lifecycle and employ the resulting knowledge to satisfy stakeholders' needs.** Our graduates will demonstrate advanced technical skills in data analysis and machine learning, especially in the context of massive data acquired from real-world sources. They will be ready to contribute at every stage in the data-analysis and visualization pipeline, armed with the knowledge and skills to support domain experts towards real-world problem-solving.

Objectives

The Master of Science in Artificial Intelligence (MSAI) online program aims to produce graduates with exceptional skills in designing and developing massively complex data-driven systems. Their work is notable for its technical excellence, coupled with innovative solutions to real-world problems. Their body of work impacts fields related to artificial intelligence, machine learning, generative AI, data analytics, massive data processing & management, and cloud-based computing. Our graduates are capable of leading teams towards the design, implementation, testing, deployment, and maintenance of real-world software solutions in a team-based environment. They are prepared and motivated for a lifetime of independent, reflective learning, mentoring, and critical thinking, and engage proactively with issues related to societal impacts of their work on both a local and global scale.

Career Outlook

Graduates of this program are well-prepared to contribute to the AI industry as entry- to mid-level professionals. Possible positions include machine learning scientist, machine learning engineer, data scientist (senior/principal), data engineer, AI engineer, AI architect, natural language processing (NLP) engineer, computer vision engineer, AI product manager, AI ethics engineer, generative AI developer, software engineer, software developer, software development engineer, software development engineer in test, quality assurance engineer, software analyst, application analyst, computer programmer, web programmer, tools programmer, and game developer.

With sufficient industry experience, graduates may advance into senior positions such as AI lead engineer, principal data scientist, AI systems manager, or AI technical director.

For details about graduation rates, median debt for students who complete this program, and other important information visit <https://www.digipen.edu/disclosures>.

Degree / Minor Requirements

Number of Credits and GPA

The MS in Artificial Intelligence online program requires completion of at least 30 credits with a grade “C” (or 2.0 quality points) or above in each course and a cumulative GPA of 3.0 or better. The MSAI program typically spans five semesters of fifteen weeks each for a total of 24 months.

Core Courses Requirement

The following courses are required:

Course Code	Title	Credits
CS 5000	Data Structures and Algorithms	3
CS 5002	Python Programming for Data Analysis	3
Sub-Total Credits		6

Capstone Project Requirement

The following courses are required:

Course Code	Title	Credits
CS 5010	Capstone Project	6
Sub-Total Credits		6

Specialization Courses Requirement

The following courses are required:

Course Code	Title	Credits
CS 5200	Artificial Intelligence and Machine Learning I	3
CS 5201	Data Visualization	3
CS 5210	Neural Networks	3
CS 5211	AI-Based Data Analysis	3
CS 5220	Large Language Models	3
CS 5221	Advanced AI Systems	3
Sub-Total Credits		18

Recommended Module Flowchart for Master's of Science in Artificial Intelligence (Online)

Module	Course	Course Title	Credits
Core	CS 5000	Data Structures and Algorithms	3

Module	Course	Course Title	Credits
	CS 5002	Python Programming for Data Analysis	3
	Module Total		6
Beginner level	CS 5200	Artificial Intelligence and Machine Learning I	3
	CS 5201	Data Visualization	3
	Module Total		6
Intermediate level	CS 5210	Neural Networks	3
	CS 5211	AI-based Data Analysis	3
	Module Total		6
Advanced level	CS 5220	Large Language Models I	3
	CS 5221	Advanced AI systems	3
	Module Total		6
Capstone Project	CS 5010	Capstone Project	6
	Capstone Project Total		6
Degree Total - minimum credits			30

	Total Credits	30
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Game Development

Student Learning Outcomes & Educational Objectives Outcomes

Upon completion of the MSGD program, students are expected to achieve the following outcomes:

Graduates of the program will have the ability to:

1. Develop gameplay logic and dynamic user interface implementations.
2. Build game software using common programming languages.
3. Build game software using architectural principles and coding design patterns.
4. Build a culture of teamwork and accountability when working with others.
5. Analyze game designs through a theoretical framework grounded in practical techniques.
6. Select debugging methods and testing techniques to meet software reliability goals.
7. Select software development systems, tools, procedures, and planning methods.
8. Use algorithms and data structures to meet software development goals.
9. Use automation and telemetry to validate both gameplay code and design.

Objectives

The Master of Science in Game Development (MSGD) online program aims to produce graduates with exceptional skills in designing and developing game software. Their work is notable for its technical and design excellence, coupled with innovative solutions to real-world problems in fields related to game development. Our graduates are capable of leading teams towards the design, implementation, testing, deployment, and maintenance of game software in a team-based environment.

Career Outlook

Graduates of this program are well-prepared to contribute to the game industry as entry-level to mid-level software engineers and designers. Possible positions include software engineer, software developer, software development engineer, software development engineer in test, quality assurance engineer, software analyst, application analyst, computer programmer, user interface programmer, tools programmer, game designer, system designer, level designer, user experience designer, technical designer, and game developer.

In addition to technical training, the program provides secondary skill development that supports roles such as producer, program manager, technical program manager, and technical writer.

With sufficient industry experience, graduates may advance into senior positions such as lead engineer, lead program manager, lead designer, development manager, software architect, technical director, or game director.

Degree / Minor Requirements

Number of Credits and GPA

The MS in Game Development program requires completion of at least 30 credits with a grade “C” (or 2.0 quality points) or above in each course and a cumulative GPA of 3.0 or better. [The MSGD program typically spans five semesters of fifteen weeks each for a total of 24 months.](#)

Core Courses Requirement

The following courses are required:

Course Code	Title	Credits
CS 5000	Data Structures and Algorithms	3
CS 5001	Object-Oriented Design and Programming	3
Sub-Total Credits		6

Capstone Project Requirement

The following courses are required:

Course Code	Title	Credits
CS 5010	Capstone Project	6
Sub-Total Credits		6

Game Development Courses Requirement

The following courses are required:

Course Code	Title	Credits
CS 5100	Game Design Principles	3
CS 5101	Technical Design Methods	3
CS 5110	System Design Methods	3
CS 5111	Level Design Methods	3
CS 5120	UX Design Methods	3
CS 5121	Industry Trends in Game Design	3
Sub-Total Credits		18

Recommended Module Flowchart for Master's of Science in Game Development

Module	Course	Course Title	Credits
Core	CS 5000	Data Structures and Algorithms	3
	CS 5001	Object Oriented Design & Programming (C++)	3
	Module Total		6
Beginner level	CS 5100	Game Design Principles	3
	CS 5101	Technical Design Methods	3
	Module Total		6
Intermediate level	CS 5110	System Design Methods	3
	CS 5111	Level Design Methods	3
	Module Total		6
Advanced level	CS 5120	UX Design Methods	3
	CS 5121	Game Industry Trends	3
	Module Total		6
Capstone Project	CS 5010	Capstone Project	6
	Capstone Project Total		6
Degree Total - minimum credits			30

	Total Credits	30
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Courses

CS 5000: Data Structures and Algorithms

This course focuses on concepts in data structures and algorithms, the foundational skills necessary for developing a career in computer science and related fields. Topics covered include abstract data types, static and dynamically allocated data types (arrays, linked lists, stacks, queues), hierarchical data types (trees, graphs), hashing schemes, theory of algorithms, correctness theorem, mathematical induction, and recursion. Additional topics include divide-and-conquer, dynamic programming, backtracking, and randomized algorithms.

Credits	3
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CS 5001: Object-Oriented Design and Programming

This course focuses on concepts in Object-oriented programming and software design patterns using the C++ programming language, towards the goal of designing and developing a complex computing solution. Topics include basic language syntax, file I/O, function pointers, complex data types, and low-level programming. Additional topics include C++-specific modules on Object-oriented software design – classes and objects, single and multiple inheritance, polymorphism, and overloading, as well as software- and games-based design patterns and anti-patterns.

Credits	3
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CS 5002: Python Programming for Data Analysis

This course covers exploratory data analysis using the Python programming language. Topics covered include Python syntax, object-oriented programming in Python, data frames and array manipulation using NumPy and Pandas/Polars, basic concepts of data processing, cleaning, and summarization. Additional topics may include data visualization using Matplotlib, and practical AI modeling using scikit-learn.

Credits	3
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CS 5010: Capstone Project

This course supports mixed-discipline game, game-adjacent or Computer Science projects in preproduction, production, or post-production with a focus on the application of discipline-based skills. Project and pipeline management techniques will be applied, including team dynamics, cross-discipline integration, and best practices of the product development cycle in game production.

Credits	6
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CS 5100: Game Design Principles

This course covers game design principles and the theory behind what makes games engaging. Topics include design process, playtesting, pacing, and overall arc structure.

Credits	3
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CS 5101: Technical Design Methods

This course covers the techniques used to build dynamic user interfaces for games, how to automate and debug gameplay, model and control physics-based movement, and building complex multi-part game entities.

Credits	3
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CS 5110: System Design Methods

This course focuses on analysis and simulation of game systems from a technical perspective. The focus is on both economic and combat systems, with automation and telemetry used for debugging, analyzing, and balancing those systems.

Credits	3
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CS 5111: Level Design Methods

This course focuses on methods for creating engaging spatial environments, using procedural generation and traditional level editors. Additional topics include encounters to control progression, player guidance through space, and telemetry for level analysis.

Credits	3
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CS 5120: UX Design Methods

This course focuses on the elements of user experience design, along with technical techniques that enable dynamic user interfaces and the ability to test them effectively. Also covered are methods for creating feedback in a variety of modalities (visual, audio, etc.) that reinforce each other and create a structured arc of feedback over time.

Credits	3
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CS 5121: Industry Trends in Game Design

This course covers current trends in game design and development. Topics covered include Design, technical, audio, artistic, production, and business trends.

Credits	3
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CS 5200: Artificial Intelligence and Machine Learning I

This course covers concepts in data analysis using Artificial Intelligence (AI). Topics include key principles of learning theory, methods for model selection and evaluation, regression analysis, and classification algorithms. Additional topics include probability and statistics as they are applied in data analysis.

Credits	3
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CS 5201: Data Visualization

This course focusses on the study, field, and practical application of data visualization. Topics covered include techniques for creating effective static and interactive visualizations using graphic design, perception, psychology, and cognitive science. Additional topics may include emphasis on critiquing and creating interactive visualizations of complex systems, such as stock market trading systems and large software projects (static code, software architecture, software evolution, software execution, and data flow).

Credits	3
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CS 5210: Neural Networks

This course focuses on the theory and applications of neural networks and deep learning. Topics include artificial neural networks, backpropagation, hyperparameter selection and optimization methods in deep learning, convolutional and recurrent neural networks, deep reinforcement learning, and a discussion of generative models. Additional topics may include topical advancements in deep learning.

Credits	3
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CS 5211: AI-Based Data Analysis

This course focuses on data analysis using Artificial Intelligence (AI). Topics include clustering, data reduction, interpretable Machine-Learning algorithms such as decision trees and random forests, reinforcement learning and recommender systems. The course also reinforces the data science life cycle through projects.

Credits	3
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CS 5220: Large Language Models

This course provides a comprehensive exploration of Large Language Models (LLMs), covering their theoretical foundations, architectural innovations, training methodologies, and real-world applications. Topics covered include understanding of transformer architectures, attention mechanisms, and the scaling laws that govern modern language models. The course emphasizes both theoretical principles and practical implementation, preparing students to contribute to cutting-edge research and industrial applications in natural language processing.

Credits	3
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CS 5221: Advanced AI Systems

This course examines the technical, economic, and societal forces reshaping artificial intelligence today, with a focus on agentic AI systems, the global AI race, and the governance challenges facing industry and policymakers alike. Topics include the rise of autonomous AI agents and their enterprise adoption challenges, global competition in AI development, ethical concerns driven by AI-powered automation, and the sustainability crisis posed by AI's growing energy demands. Additional topics may include the regulatory landscape for AI tools, open-source AI and its geopolitical implications, AI safety and security vulnerabilities such as prompt injection, and organizational strategies for responsible AI deployment.

Credits	3
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