

COURSE CATALOG ADDENDUM: VERSION 1

2021–2022

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Notices

[Updated February 2022]

[Europe-Bilbao Campus is accredited.]

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, USA.

The Bachelor of Science in Computer Engineering program offered at Redmond campus is accredited by the Engineering Accreditation Commission of ABET, www.abet.org. This accreditation action extends retroactively from October 1, 2012.

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

Standards of Progress

[Updated February 2022]

[Revised Content]

Satisfactory Academic Progress

MINIMUM GPA REQUIREMENT

While enrolled at DigiPen, 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 of all courses taken at DigiPen Institute of Technology to meet the qualitative standard. A student must maintain a cumulative GPA of 2.0 or better to maintain SAP. Failure to meet this standard will place a student on Academic Warning and may lead to the student's Administrative Withdrawal from the Institute.

FAILING TO MEET MINIMUM GPA REQUIREMENT

Students who fail to maintain the required minimum Cumulative GPA will be placed on Academic Warning. Students on Academic Warning must maintain a minimum 2.0 GPA each semester while working to bring up the Cumulative GPA to 2.0. If the student's Cumulative GPA reaches 2.0, they will be removed from Academic Warning. If student fails to meet the 2.0 GPA semester requirement while on Academic Warning, they will be administratively withdrawn. If withdrawn, student may appeal following the appeals process.

FULL-TIME STATUS

Full-time enrollment for undergraduate students is 12 or more credits per semester.

MAXIMUM TIME FRAME

Undergraduate students may attempt no more than 150% of the maximum credits required to complete an academic program.

Attendance Policy

Attendance is recognized as an important component to the learning process in higher education. As an attendance-taking institution, DigiPen Institute of Technology is required, to publish and enforce a policy of acceptable student attendance. The attendance policy must be consistently applied and enforced. Student class attendance is accurately recorded to ensure that the required knowledge, skills, and competencies can be reasonably achieved.

- Students are expected to attend all classes in a timely manner.
- The instructor must list class tardy/absent guidelines in the syllabus, and mark student attendance accordingly.
- Students absent from all classes for a period of 14 consecutive days may be withdrawn from the Institute as of their last day of attendance.
 - » Unexcused Absences from any one class for 14 consecutive days may result in administrative withdrawal from that class, as of the last day of attendance.
 - » Consecutive absences are counted before and after holidays, as one continuous period. Holiday does not constitute a restart.
- Absences (unexcused/excused) should not exceed 20% of total required class sessions during any semester.
 - » Absences of more than 20% will require advising by the Administration Office, and may be required by the Instructor.

Process for Grievances and Appeals

[Updated February 2022]

[Europe-Bilbao Campus is accredited.]

CONCERNS OVER ACADEMIC STANDING

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 unattainable, students may file an appeal with the Department Chair for that course. If the resultant solution is still unsatisfactory, then students may file an appeal with the Dean of Faculty. Students may appeal grades and review exams no later than two weeks after grade reports are issued. The Institute reserves the right to destroy any examination papers after the two-week appeal period. However, academic records will be kept indefinitely.

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 Executive Director. If dissatisfied with the decision of the Executive Director, students may file a second appeal with the Chief Operating Officer – International. If they are still dissatisfied, students may appeal to the President of the Institute.

OTHER DISPUTES

Students who feel that they have any other type of dispute with the Institute should file a complaint with the relevant Department Chair or supervisor. A copy of this complaint shall be given to those involved with the dispute. If the student is not satisfied with the decision of the Department Chair or supervisor, a second complaint may be submitted to the Chief Operating Officer—International. If the student is still dissatisfied with the decision, they may appeal to the President of the Institute.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

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 Ignacio de Ojalora, Director, via iotalora@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@digipen.edu

General Information

Accreditation History

[Updated February 2022]

[New content]

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 offered at Redmond campus is accredited by the Engineering Accreditation Commission of ABET, www.abet.org. This accreditation action extends retroactively from October 1, 2012.

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.
- 2013: DigiPen (Singapore) was granted ACCSC renewal of accreditation for five years.
- 2014: DigiPen was granted approval for its Bachelor of Science in Computer Science degree program by ACCSC.
- 2014: DigiPen (Singapore) was granted approval for its first joint degree program with Singapore Institute of Technology, Bachelor of Engineering with Honours in Systems Engineering (ElectroMechanical Systems).
- 2015: DigiPen (Singapore) was granted approval for its change of location to its current facility by ACCSC.
- 2015: The Bachelor of Science in Computer Engineering program offered at Redmond campus was accredited by the Engineering Accreditation Commission of ABET, www.abet.org.
- 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: The Bachelor of Science in Computer Science in Real-Time Interactive Simulation program offered at Redmond campus 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.
- 2018: DigiPen (Singapore) was granted ACCSC renewal of accreditation for five years.
- 2019: DigiPen (Singapore) was granted approval to change the program name from Bachelor of Engineering with Honours in Systems Engineering (ElectroMechanical Systems) to Bachelor of Engineering in Systems Engineering (ElectroMechanical Systems).
- 2019: DigiPen (Singapore) was granted approval for two joint degree programs with Singapore Institute of Technology (BS in Computer Science in Real-Time Interactive Simulation) and BS in Computer Science in Interactive Media and Game Development), and the Master of Science in Computer Vision degree program by ACCSC.
- 2020: DigiPen was granted approval to offer a portion of degree programs via distance education.
- 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.
- 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.

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

[Updated February 2022]

[Europe-Bilbao Campus is accredited.]

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, The Bachelor of Science in Computer Engineering program offered at the Redmond campus was accredited by the Engineering Accreditation Commission of ABET, www.abet.org. This accreditation action extends retroactively from October 1, 2012

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

In 2017, 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.

In 2018, DigiPen added a new program: the BS in Computer Science in Machine Learning degree program. The first cohort is scheduled to start 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 2022, DigiPen Europe-Bilbao was granted accreditation by ACCSC as a branch campus of the main school located in Redmond, Washington, USA.

**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.*

General Data Protection Regulations (GDPR)

[Updated February 2022]
[New content]

Informative Clause

DATA MANAGER:

DigiPen Institute of Technology Europe - Bilbao
(hereinafter DigiPen Bilbao)
Ribera de Zorrotzaurre, 2
48014 Bilbao (Bizkaia)

CONTACT INFORMATION:

Telephone: +34 94 636 51 63
Website: digipen.es
Email: admissions.es@digipen.es
Data Protection Officer: lopd@digipen.es

PURPOSE

The data collected in the application for admission and which is subsequently collected in the case of admission as a student of DigiPen is used for the following purposes:

- a. To manage enrolment to the academic degree program requested and respond to requests for information regarding DigiPen degrees and the services provided to its students.
- b. To manage student academic records in the event of admission to the degree program and to monitor and control student activities while enrolled at DigiPen.
- c. To issue internal publications, news bulletin, and viewbooks of DigiPen.

DigiPen requests identification data including image and information regarding academic background, billing, and contact information.

COMMUNICATION TO THIRD PARTIES

DigiPen Bilbao is an international campus belonging to the private degree-granting institution DigiPen Institute of Technology, whose headquarters are located in Redmond, Washington (United States). The central headquarters designs study plans and academic programs, issues degrees, and monitors academic records along with DigiPen Bilbao. Therefore, this contract binds the applicant for registration of DigiPen Bilbao with DigiPen Institute of Technology, located at 9931 Willows Road NE, Redmond, WA, USA 98052 ("DIT USA"), to which the student actually enrolls, with the Bilbao campus being a subsidiary location.

It is possible that in certain circumstances personal data may be communicated among DigiPen faculties located in Bilbao (Spain), Redmond (United States), and Singapore in order for adequate academic, administrative, and career management of students.

LEGITIMIZATION OF PROCESSING

The basis that legitimizes the processing carried out by DigiPen Bilbao are:

- The contractual or pre-contractual relationship into which the interested party has entered, in relation to enrolment processing and academic management.
- Consent of the interested party for the international transfer of data to the faculty of Singapore for communications among students and the relationship of the faculty regarding academic and administrative management of students.
- Consent of the interested party for the use of any image provided in photographs and videos produced by DigiPen Bilbao and which are displayed in the national and international environments in which DigiPen participates, including social networks.
- Consent of parents or guardians in the case that the student is under age to request enrolment application.
- Legitimate interest in relation to the issuance of news bulletins, internal publications, and viewbooks of the activities and services of DigiPen Bilbao.

Proxy

Students may grant 'proxy' to an individual to access certain aspects of their student account, by filling out the Proxy Form. 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 Faculty, and Registrar about ONLY the information to which the student has permitted proxy access. This form will be distributed to all students during Orientation and can also be obtained from the Administration.

For more information on GDPR, please visit gdpr-info.eu.