DIGIPEN INSTITUTE OF TECHNOLOGY EUROPE-BILBAO

COURSE CATALOG

2024–2025

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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 located in Redmond, Washington, USA is considered to be an eligible institution exempted from degree authorization requirements by the Washington Student Achievement Council effective November 1, 2012.

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, USA.

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 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.

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Trademarks

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DigiPen Institute of Technology Europe-Bilbao reserves the right to make changes to the curricula, calendar, and Course Catalog without any prior notice.

The course offerings and requirements of DigiPen Institute of Technology Europe-Bilbao 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 Administration. Current major and degree requirements may also be obtained from the Office of the Administration. For the most current information, visit the Institute's official Course Catalog online at ***digipen.es/academics/current-courses.***

**Please note that "Institute" and "DigiPen Europe-Bilbao" refer to "DigiPen Institute of Technology Europe-Bilbao" when used in the Course Catalog and "DigiPen" refers to "DigiPen Institute of Technology, Redmond main campus."*

Contact Information

Name of the School

DigiPen Institute of Technology Europe-Bilbao

Contact Information

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Campus List

MAIN CAMPUS
DigiPen Institute of Technology
9931 Willows Road NE
Redmond, WA 98052
USA
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BRANCH CAMPUSES
DigiPen Institute of Technology Singapore
510 Dover Road, #03-01
SIT@SP Building
Singapore 139660

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Beta 1 – Ribera de Zorrozaurre, 2
48014 Bilbao (Bizkaia)
Spain

Local Degree Authorization

DigiPen Institute of Technology Europe-Bilbao has been permitted by the Basque Ministry of Education to establish its presence in the Basque Country as a foreign specialized institution.

Programs of Study Offered

Currently, the Institute offers the following degree programs:

- Bachelor of Science in Computer Science in Real-Time Interactive Simulation
- Bachelor of Fine Arts in Digital Art and Animation

Academic Calendar and Deadlines

Fall 2024 Semester

DATE	EVENT	REMARKS
September 3, 2024 *Tuesday*	Orientation – Incoming students	
September 4, 2024 *Wednesday*	Classes begin – Fall 2024 semester	
September 10, 2024 *Tuesday*	Last day to drop Fall 2024 semester courses for 100% refund	
September 10, 2024 *Tuesday*	Last day to add courses for Fall 2024 semester.	
September 17, 2024 *Tuesday*	Final day to drop courses without academic penalty.	
October 7, 2024 *Monday*	Withdrawal deadline for 50% refund.	
October 28, 2024 *Monday*	Final day to receive a "W" on transcript for Fall 2024 semester withdrawals. Withdrawals from the Institute after this date will receive a "WF" (or 0 quality points) which will appear on transcripts.	
November 1, 2024 *Friday*	Día de Todos los Santos, observed	No Classes
November 21, 2024 *Thursday*	Last day to submit Request for Change of Major for Spring 2025 semester. Last day to submit Application for Readmission for Spring 2025 semester.	
December 2, 2024 *Monday*	Tuition Deposit due for Spring 2025 semester	
December 6, 2024 *Friday*	Día de la Constitución, observed	No Classes
December 9 – 13, 2024 *Monday – Friday*	Fall 2024 Semester Final Exams	
December 13, 2024 *Friday*	Fall 2024 Semester Ends	
December 20, 2024 *Friday*	Fall 2024 Semester grades due	
December 22, 2024 *Sunday*	Fall 2024 Semester grade appeal deadline	
December 26, 2024 *Thursday*	Tuition balance due for Spring 2025 semester.	

Spring 2025 Semester

DATE	EVENT	REMARKS
January 7, 2025 *Tuesday*	Classes Begin – Spring 2025 Semester	
January 12, 2025 *Sunday*	Last day to drop Spring 2025 Semester courses for 100% refund.	
January 13, 2025 *Monday*	Last day to add courses for Spring 2025 Semester	
January 20, 2025 *Monday*	Final day to drop courses without academic penalty	
February 3, 2025 *Monday*	Founder's Day observed	No Classes
February 4, 2025 *Tuesday*	Withdrawal deadline for 50% refund	
February 28, 2025 *Friday*	Final day to receive a "W" on transcript for Spring 2025 semester withdrawals. Withdrawals from the Institute after this date will receive a "WF" (or 0 quality points) which will appear on transcripts.	
April 4, 2025 *Friday*	Last day to submit Request for Change of Major for the Summer 2025 semester. Last day to submit Application for Readmission for the Summer 2025 semester.	
April 10 – 16, 2025 *Thursday – Wednesday*	Spring Semester 2025 Final Exams	
April 16, 2025 *Wednesday*	Spring Semester 2025 Ends	
April 17 – April 27, 2025 *Thursday – Sunday*	Spring Break observed	No Classes
April 24, 2025 *Thursday*	Spring 2025 semester grade appeal deadline	
April 25, 2025 *Friday*	Spring 2025 grades due	
April 28 – May 4, 2025 *Monday – Sunday*	Intersession	No Classes
May 1, 2025 *Thursday*	Labour Day observed	No Classes
May 2, 2025 *Friday*	Tuition Fee due for Summer 2025 semester	

Summer 2025 Semester

DATE	EVENT	REMARKS
May 5, 2025 *Monday*	Classes Begin – Summer 2025 Semester	
May 11, 2025 *Sunday*	Last day to drop Summer 2025 Semester courses for 100% refund.	
May 12, 2025 *Monday*	Last day to add courses for Summer 2025 Semester	
May 19, 2025 *Monday*	Final day to drop courses without academic penalty	
June 3, 2025 *Tuesday*	Withdrawal deadline for 50% refund	
June 29, 2025 *Sunday*	Final day to receive a “W” on transcript for Summer 2024 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcripts.	
July 1, 2025 *Tuesday*	Tuition Deposit due for Fall 2025 semester	
July 7, 2025 *Monday*	Last day to submit Request for Change of Major for Fall 2025 semester. Last day to submit Application for Readmission for Fall 2025 semester.	
July 18 – 24, 2025 *Friday – Thursday*	Summer Semester 2025 Final Exams	
July 24, 2025 *Thursday*	Summer Semester 2025 Ends	No Classes
July 25, 2025 *Friday*	Santiago Apostol, observed	No Clases
July 30, 2025 *Wednesday*	Summer 2025 grades due	
August 1, 2025 *Friday*	Tuition Balance due for Fall 2025 semester	
August 1, 2025 *Friday*	Summer 2025 semester grade appeal deadline	

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Bachelor of Science in Computer Science in Real-Time Interactive Simulation

Program Overview

The Bachelor of Science in Computer Science in Real- Time Interactive Simulation degree program aims to produce graduates who are exceptionally competent in the field of digital media, software development, real- time simulations, and game development. Graduates will possess an in-depth understanding of computer science theory and its applications to solving real-world problems in software engineering, including design, implementation, testing, deployment and maintenance of software solutions. They will not only excel as engineers in a team-based environment, but will also be aware of larger, societal impacts of their work, and will strive to be ethical practitioners.

Student Learning Outcomes

Towards achieving the above objectives, upon completion of the BS in Computer Science in Real-Time Interactive

Simulation degree program, students are expected to achieve the following outcomes:

- Apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline
- Analyze a problem, and identify and define the computing requirements appropriate to its solutions
- Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- Function effectively on teams to accomplish a common goal
- Understand professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations, and society
- Recognize the need for, and have an ability to engage in, continuing professional development
- Use current techniques, skills, and tools necessary for computing practice
- Apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of tradeoffs involved in design choices
- Apply design and development principles in the construction of software systems of varying complexity

Career Outlook

Graduates of this degree program will possess entry- level skills to work in the video games industry, or as computer scientists, or software developer positions in various industries such as digital entertainment, consumer electronics, large-scale software development, and defense. Specific areas of focus include artificial intelligence, computer graphics, database design and development, information systems, multimedia, networking, numerical simulations, physically-based rendering, and real-time interactivity, to name a few.

Potential entry-level position titles for new graduates include: Artificial Intelligence Developer, Computer Graphics Developer, Computer Programmer, Computer Scientist, Gameplay Programmer, Game Engine Developer, Game Engine Programmer, Graphics Programmer, Networking Programmer, Physics Programmer, Software Analyst, Software Developer, Software Development Engineer, Software Development Engineer in Test, Software Engineer, Tools Developer, Tools Programmer, User-Interface Programmer, Web Developer, Web Programmer, and Web Engineer.

Degree Requirements

NUMBER OF CREDITS AND GPA

The Bachelor of Science in Computer Science in Real-Time Interactive Simulation degree program requires completion of at least 142 credits with a cumulative GPA of 2.0 or better. The program usually spans eight semesters of 15 weeks each, or a total of four academic years.

ART

The following courses are required: CG 130 and three additional credits from the following: ANI 125, ART 105, FLM 115, FLM 151, FLM 152.

COMPUTER SCIENCE

The following courses are required: CS 100, CS 120, CS 170, CS 180, CS 200, CS 225, CS 230, CS 250, CS 260, CS 280, CS 300, CS 315, CS 330, and CS 350. Students must select 12 additional credits from Computer Science courses at the 200 course-level or higher.

HUMANITIES AND SOCIAL SCIENCES

The following courses are required: ENG 110, and COM 150. Students must take six additional six credits of English courses and an additional three credits of Social Sciences courses.

MATHEMATICS

The following courses are required: MAT 140, MAT 150 or MAT 180, MAT 200 or MAT 230, MAT 250, MAT 258, and two MAT electives numbered 200 or higher.

PHYSICS
The following courses are required: PHY 200, PHY 200L, and PHY 250.

PROJECTS
The following courses are required: GAM 100, GAM 150, GAM 200, GAM 250, GAM 300, and GAM 350. Two courses from the following list are also required: GAM 375, GAM 390, GAM 400, GAM 450, and GAM 490.

GENERAL STUDIES
The following course is required: COL 101

NOTE ON GENERAL EDUCATION COURSES
The following courses satisfy the general education requirement for the Bachelor of Science in Computer Science in Real-Time Interactive Simulation: ART elective (3), COM 150 (3), ENG 110 (3), six credits of English courses (6), three credits of Social Sciences courses (3), MAT 150 or MAT 180 (4), MAT 250 (3), PHY 200 (4), PHY 200L (1), and PHY 250 (4).

Recommended Course Sequence for the Bachelor of Science in Computer Science in Real-Time Interactive Simulation

SEMESTER	COURSE	COURSE TITLE	CREDITS
Semester 1	MAT 140	Linear Algebra and Geometry	4
	CS 100	Computer Environment	4
	CS 120	High-level Programming I: The C Programming Language	4
	ENG 110	Composition	3
	GAM 100	Project Introduction	3
	COL 101	College Life and Academic Skills	1
	Semester Total		**19**
Semester 2	MAT 150 or MAT 180	Calculus and Analytic Geometry I or Vector Calculus I	4
	CS 170	High-level Programming II: The C++ Programming Language	4
	CS 230	Game Implementation Techniques	3
	COM 150	Interpersonal and Work Communication	3
	GAM 150	Project I	3
	Semester Total		**17**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		
Semester 3	MAT 200 or MAT 230	Calculus and Analytic Geometry II or Vector Calculus II	4
	CS 180	Operating Systems I: Man-Machine Interface	3
	CS 200	Computer Graphics I	3
	CS 225	Advanced C/C++	3
	GAM 200	Project II	4
	Semester Total		**17**
Semester 4	MAT 250	Linear Algebra	3
	PHY 200	Motion Dynamics	4
	PHY 200L	Motion Dynamics Lab	1
	CS 250	Computer Graphics II	3
	CS 280	Data Structures	3
	GAM 250	Project II	4
	Semester Total		**18**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		

SEMESTER	COURSE	COURSE TITLE	CREDITS
Semester 5	MAT 258	Discrete Mathematics	3
	PHY 250	Waves, Optics, and Thermodynamics	4
	CS 300	Advanced Computer Graphics I	3
	CS 330	Algorithm Analysis	3
	GAM 300	Project III	4
	Semester Total		**17**
Semester 6	Math Elective	Any Mathematics course numbered 200 or higher	3
	CS 315	Low-Level Programming	3
	CS 350	Advanced Computer Graphics II	3
	Computer Science Elective	Any Computer Science course numbered 200 or higher	3
	CG 130	3D Computer Animation Production I	3
	GAM 350	Project III	4
	Semester Total		**19**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		
Semester 7	CS 260	Computer Networks I: Interprocess Communications	3
	Math Elective	Any Mathematics course numbered 200 or higher	3
	Computer Science Elective	Any Computer Science course numbered 200 or higher	3
	English Elective	Any English course of three credits or more	3
	Art Elective	Select one: ANI 125, ART 105, FLM 115, FLM 151, FLM 152	3
	GAM 400*	Project IV	4
	Semester Total		**19**
Semester 8	English Elective	Any English course of three credits or more	3
	Computer Science Elective	Any Computer Science course numbered 200 or higher	3
	Computer Science Elective	Any Computer Science course numbered 200 or higher	3
	HSS Elective	Any History, Psychology, or Social Sciences course of three credits or more	3
	GAM 450*	Project IV	4
	Semester Total		**16**
Degree Total (minimum credits required)			**142**

**Note: Other courses may fulfill this requirement. See Degree Program Requirements for details.*

Bachelor of Fine Arts in Digital Art and Animation

Program Overview

The Bachelor of Fine Arts in Digital Art and Animation degree program is designed to prepare artists for a career in the entertainment industry. In this program artists are challenged to tell visual stories through games, short films, and narrative illustrations. This begins with a strong foundation in fine arts, animation, film, and digital arts. These topics are applied in cinematic projects and game projects following pipelines adapted from the professional world. An artist may choose to specialize in a specific field through individual projects, team-based projects, and other coursework.

Student Learning Outcomes

Graduates of the Bachelor of Fine Arts in Digital Arts and Animation degree program have utilized software packages and technical tools common to the industry. In addition, they will have developed strong interpersonal communication skills and critical thinking strategies. These skills are augmented by general education courses ranging from programming and natural sciences to ethics and intellectual property.

Career Outlook

Graduates of the program are prepared for the following entry- and intermediate-level positions: 2D Animator, 3D Animator, Character Modeler, Environment and Asset Modeler, Technical Artist, Concept Artist, UI Designer, Rigger, Lighter, Texture Artist, Camera Designer, Scene Planner, Compositor, Match-move Artist, Visual Effects Artist, Simulation Artist, Storyboard Artist, Maquette Sculptor, Producer, Project Manager, Web Designer, and Art Instructor.

Degree Requirements

NUMBER OF CREDITS AND GPA

The Bachelor of Fine Arts in Digital Art and Animation degree program requires completion of at least 131 credits with a cumulative GPA of 2.0 or better. The program usually spans eight semesters of 15 weeks each, or four academic years.

ANIMATION

The following courses are required: ANI 101 and ANI 151.

ART

The following courses are required: ART 101, ART 115, ART 120, ART 125, ART 130, ART 150, ART 151, ART 200, ART 201, ART 251, ART 300, ART 350, ART 401, and ART 450.

COMPUTER GRAPHICS

The following courses are required: CG 201, CG 225, CG 275, and CG 300.

DIGITAL ART AND ANIMATION ELECTIVES

Nine credits from any of the following 300 level or higher courses: Art, Animation, Film, or Computer Graphics (excluding ART 400).

FILM

The following courses are required: FLM 115 and either FLM 201 or FLM 210.

GENERAL STUDIES

The following courses are required: COL 101 and COL 230.

HUMANITIES AND SOCIAL SCIENCES

The following courses are required: COM 250, LAW 115, SOS 115, ENG 116, and any three credits of English courses at the 150 course-level or higher.

OPEN ELECTIVES

Sufficient additional credits to meet the required 131 semester credits for the program.

PROJECTS

The following courses are required: PRJ 101, and 24 additional credits of Project courses

SCIENCE

The following courses are required: CS 115 and three credits of Physics courses.

GENERAL EDUCATION

Three credits of General Education courses, including Humanities and Social Sciences, and Mathematics.

- **NOTE ON GENERAL EDUCATION COURSES**
  The following courses satisfy the general education requirement for the Bachelor of Fine Arts in Digital Art and Animation: ART 115 (3), ENG 116 (3), three credits of English courses (3), FLM 115 (3), LAW 115 (3), SOS 115 (3), CS 115 (3), COM 250 (3), three credits of Physics courses (3), and three credits of General Education courses (3).

Recommended Course Sequence for the Bachelor of Fine Arts in Digital Art and Animation

SEMESTER	COURSE	COURSE TITLE	CREDITS
Semester 1	ANI 101	Animation Basics I	3
	ART 101	The Language of Drawing I	3
	ART 115	Art and Technology	3
	ART 125	Tone, Color, and Composition I	3
	ENG 116	Storytelling	3
	COL 101	College Life and Academic Skills	1
	Semester Total		**16**
Semester 2	ANI 151	Animation Basics II	3
	ART 120	Language of Drawing II	3
	ART 130	Tone, Color, and Composition II	3
	ART 150	Human Anatomy	3
	ART 151	Life Drawing I	3
	PRJ 101	The Basics of Production	3
	Semester Total		**18**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		
Semester 3	ART 201	Life Drawing II	3
	CG 201	Introduction to 2D Computer Graphics	3
	CG 225	Introduction to 3D Computer Graphics	3
	FLM 115	History of Film and Animation	3
	PRJ 201 or PRJ 202	2D Animation Production or Game Art Project I	4
	Semester Total		**16**
Semester 4	COL 230	College Success for Artists	1
	ART 251	Character Design	3
	ART 300	Perspective, Backgrounds, and Layouts	3
	ART 350	Storyboards	3
	CG 275	Introduction to 3D Animation	3
	PRJ 251 and PRJ 252	2D Animation Production or Game Art Project I	4
	Semester Total		**17**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		
Semester 5	Digital Art and Animation Elective	Art, Animation, Film, or Computer Graphics course numbered 300 or higher	3
	FLM 201 or FLM 210	Cinematography or Cinematography for Visual Effects	3
	ART 200	Animal Anatomy	3
	CG 300	3D Environment and Level Design	3
	PRJ 300	3D Production Pipeline	4
	Semester Total		**16**

SEMESTER	COURSE	COURSE TITLE	CREDITS
Semester 6	Digital Art and Animation Elective	300 level or higher: ART, ANI, FLM, or CG	3
	Digital Art and Animation Elective	300 level or higher: ART, ANI, FLM, or CG	3
	CS 115	Introduction to Scripting and Programming	3
	COM 250	Professional Communication	3
	PRJ 350 or PRJ 352	Cinematic Production or Game Art Project II	4
	Semester Total		**16**
Summer	Summer courses are offered for those who wish to reduce future semester loads. Courses from previous semesters are also offered.		
Semester 7	ART 401	Conceptual Illustration and Visual Development	3
	ART 450	Portfolio	3
	Physics Elective	Any three-credit Physics course	3
	English Elective	Any three-credit English course numbered 150 or higher	3
	PRJ 400 or PRJ 402	Cinematic Production or Game Art Project II	4
	Semester Total		**16**
Semester 8	General Education Elective	Any ENG, LAW, HIS, SOS, PSY, or MAT elective	3
	Open Elective	An elective of the student's choice from any department at DigiPen	3
	SOS 115	Media and Ethics: A Social Science Perspective	3
	LAW 115	Introduction to Intellectual Property and Contracts	3
	PRJ 450	Career Preparation	4
	Semester Total		**16**
Degree Total (minimum credits required)			**131**

Minors

To obtain a minor at DigiPen, students must apply for the minor via ***SRS*** and satisfy criteria prescribed by the department awarding the minor.

- At least nine of these credits must be earned at DigiPen Europe-Bilbao.
- Students may only receive minors outside of their major focus of study.
- Must meet minor requirements from the same catalog year as the major degree plan.
- Freshmen may not apply for minors.
- Students may not apply for a minor if they cannot complete it before or concurrent with their undergraduate graduation.
  - Minor requirements must be completed at the same time as degree requirements or before. If not completed, the minor request will be automatically removed and will not be awarded.
  - No minor will be granted retroactively.
- If a student withdraws from the Institute, they will be removed from both their major degree program and minor.
  - Must reapply to both upon attempting to return to the Institute.

Art Minor

(Not available to BFA DAA students)

To earn an Art Minor at DigiPen Europe-Bilbao, students must complete a block of credits satisfying the following:

- 15 credits of any ANI, ART, CG or FLM courses.
- At least nine credits must be earned at DigiPen Europe-Bilbao.

English Minor

To earn an English minor at DigiPen Europe-Bilbao, a student must complete a block of 18 credits satisfying the following:

- Any ENG courses except for ENG 450.
- At least one upper division ENG course numbered 300 or higher.

Math Minor

To earn a math minor at DigiPen Europe-Bilbao, a student must complete a block of 27 credits satisfying the following:

- The courses are taken from MAT 140 or higher.
- Six credits from MAT courses numbered 300 or higher.
- Three credits may be substituted with a PHY course numbered 300 or higher.
- At least nine credits in this subject area must be taken at DigiPen Europe-Bilbao.

Physics Minor

To earn a physics minor at DigiPen Europe-Bilbao, a student must complete a block of 18 credits satisfying the following:

- PHY courses numbered 200 or higher, or CS 550;
- At least nine of these credits must be earned at DigiPen Europe-Bilbao.

Courses

Some courses listed as alternate prerequisites are not offered at every DigiPen campus. Please contact the Office of the Administration for more details.

Department of Animation and Production

Animation Courses

ANI 101 **Animation Basics I** (3 cr.)
Prerequisite(s): None

This course introduces the principles of animation through a variety of animation techniques. Topics include motion research and analysis, effective timing, spacing, volume control, stagecraft, and choreography. Weekly screenings of classic animation are held, followed by in-class critiques.

ANI 151 **Animation Basics II** (3 cr.)
Prerequisite(s): ANI 101

This course explores concepts and techniques of traditional animation. Motion and posing is explored through character development, which includes the expression of personality, mood, thought, and attitude. Emphasis is placed on the refinement of drawings, subtlety of movement, and creativity.

ANI 300 **3D Character Animation I** (3 cr.)
Prerequisite(s): ANI 151, CG 275

This course explores 3D character animation techniques of performance, physicality, and weight using basic rigs provided by the instructor. Special attention is given to thumbnailing key poses, video research, and stagecraft.

ANI 350 **3D Character Animation II** (3 cr.)
Prerequisite(s): ANI 300

This 3D animation course explores acting through the medium of the human voice, including narration, expressive reading, diction, lip-synchronization techniques, and vocal refinement.

ANI 399 **Special Topics in Animation** (3 cr.)
Prerequisite(s): None

The content of this course may change each time it's offered. It is for the purpose of offering a new or specialized course of interest to the faculty or students that is not covered by the courses in the current catalog.

Film Courses

FLM 115 **History of Film and Animation** (3 cr.)
Prerequisite(s): None

This course examines the more than 100-year history of film and animation. Beginning with the scientific and technical advances that made these media technologies possible, students explore every major movement and genre as well as their impact on society. The course gives students critical vocabulary required for explaining story, animation, and cinematic techniques.

FLM 201 **Cinematography** (3 cr.)
Prerequisite(s): FLM 115

This course explores camera composition, lighting, and editing techniques through a series of cinematic projects. Topics include 2D and 3D camera moves, film and script analysis, storytelling conventions, choreography, and staging.

FLM 399 **Special Topics in Film** (3 cr.)
Prerequisite(s): None

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

Internship Courses

INT 390 **Internship I** (4 cr.)
Prerequisite(s): None
Permission of instructor required.

An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. It is usually a professional activity under general supervision of an experienced professional and in a job situation, which places a high degree of responsibility on the student.

INT 450 **Internship II** (4 cr.)
Prerequisite(s): None
Permission of instructor required.

An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. It is usually a professional activity under general supervision of an experienced professional and in a job situation, which places a high degree of responsibility on the student.

Projects Courses

PRJ 101 **The Basics of Production** (3 cr.)
Prerequisite(s): ART 101, ART 125, ANI 101

This course investigates production pipelines adopted by schools and companies. Topics include career opportunities, best practices and methodologies, efficient workflows, and basic navigation of common industry software. Projects range from small individual assignments to a limited team-based project within a game engine.

PRJ 201 **2D Animation Production** (4 cr.)
Prerequisite(s): ART 120, ART 130, ANI 151, PRJ 101

This course is the first semester of a two-semester traditional animation project. Work is completed in small teams with a special emphasis on physicality. Additional topics include research, visual development, and production pipeline management.

PRJ 202 **Game Art Project I** (4 cr.)
Prerequisite(s): ART 120, ART 130, ANI 151, PRJ 101

This course is the first semester of a two-semester project that focuses on the creation of a simple real-time game or simulation with 2D graphics. Artists work on cross-discipline teams of three or more members. Topics include visual design, game art pipeline, essential development practices, fundamentals of team dynamics, and task prioritization methods.

PRJ 251 **2D Animation Production** (4 cr.)
Prerequisite(s): PRJ 201

This course is the second semester of a two-semester traditional animation project. Work is completed in small teams with a special emphasis on production quality. Topics include cleanup, scanning, coloring, raster and vector-based software, and production pipeline management.

PRJ 252 **Game Art Project I** (4 cr.)
Prerequisite(s): PRJ 202

This course is the second semester of a two-semester project and focuses on the creation of a simple real-time game or simulation with 2D graphics. Topics include art polish, visual consistency, formal playtesting, game pacing, and game balance.

PRJ 300 **3D Production Pipeline** (4 cr.)
Prerequisite(s): CG 275, PRJ 251 OR PRJ 252

This course introduces a limited 3D production pipeline through a one-semester individual project. A range of artistic disciplines will be covered, including modeling, texturing, rendering, rigging, and animation. Storyboards and designs for characters, environments, and assets are provided.

PRJ 350 **Cinematic Production** (4 cr.)
Prerequisite(s): ART 300, CG 300, PRJ 300, ENG 116, ART 350

This course is the first semester of a two-semester sequence on the production of a short 2D or 3D film. The course focuses on concept, pre-production, and asset creation in a team environment. Topics include effective presentations, managing scope, and team dynamics.

PRJ 352 **Game Art Project II** (4 cr.)
Prerequisite(s): ART 300, CG 300, PRJ 300, ENG 116, ART 350

This course is the first semester of a two-semester team production of a game. Topics include advanced art pipeline, game engine rendering, visual consistency, and advanced testing techniques.

PRJ 400 **Cinematic Production** (4 cr.)
Prerequisite(s): ART 350, ENG 116, PRJ 350

This course is the second semester of a two-semester sequence on the production of a short 2D or 3D film. With pre-production completed, the sequence continues with final animation, rendering, and post-production. Commercial art direction, quality control, production deadlines, team dynamics, and technical challenges are addressed.

PRJ 402 **Game Art Project II** (4 cr.)
Prerequisite(s): PRJ 352

This course is the second semester of a two-semester team production of a game. Topics include advanced art pipeline, game engine rendering, visual appeal and consistency, user interface design, animation polish, and advanced testing techniques.

PRJ 450 **Career Preparation** (4 cr.)
Prerequisite(s): PRJ 400 or PRJ 402 or INT 390

This course focuses on building portfolios and reels in preparation for the professional world. Emphasis is placed on professional practices, methodologies, and presentation.

Department of Computer Science

Computer Science Courses

CS 100 **Computer Environment** (4 cr.)
Prerequisite(s): None

This course provides a detailed examination of the fundamental elements on which computers are based. Topics include number systems and computation, electricity and basic circuits, logic circuits, memory, computer architecture, and operating systems. Operational code and assembly languages are discussed and then implemented on a hardware platform, such as a personal computer or an autonomous vehicle.

CS 115 **Introduction to Scripting and Programming** (3 cr.)
Prerequisite(s): None
Credit may be received for CS 115 or for CS 120, but not for both.

This course introduces programming environments to students who are not experienced programmers. This course covers simple logic, programming flow, and the use of variables. It introduces students to the history of programming and the basic vocabulary of the programming industry. The course culminates in a series of hands-on exercises using this knowledge to solve problems. At his or her discretion, the instructor may cover special topics in programming or scripting.

CS 120 **High-Level Programming I: The C Programming Language** (4 cr.)
Prerequisite(s): None

This course serves as a foundation for all high-level programming courses and projects by introducing control flow through statement grouping, decision making, case selection, and procedure iteration as well as basic data types. Additionally, this course addresses the lexical convention, syntax notation, and semantics of the C programming language.

CS 170 **High-Level Programming II: The C++ Programming Language** (4 cr.)
Prerequisite(s): CS 120

This course introduces the C++ language with particular emphasis on its object-oriented features. Topics include stylistic and usage differences between C and C++, namespaces, function and operator overloading, classes, inheritance, templates, and fundamental STL components.

CS 180 **Operating Systems I: Man-Machine Interface** (3 cr.)
Prerequisite(s): CS 100 or CS 101, CS 170

This course presents an overview of modern operating systems as implemented on personal computers. It presents an overview of what an operating system is and does, with emphasis on the following topics: organization and design, process management, threading, interprocess communication, process synchronization, and memory management.

CS 200 **Computer Graphics I** (3 cr.)
Prerequisite(s): CS 170, MAT 140

This course presents fundamental mathematical elements, data structures, and algorithms useful for animating and viewing 2D primitives. The course aims to fulfill two objectives. The first objective is to provide students with a sufficient mathematical and algorithmic background to design and implement 2D graphics applications. The second objective is to prepare students with the knowledge required for writing 3D graphics applications. The first half of the course deals with scan-conversion algorithms for rasterizing 2D primitives such as lines, circles, ellipses, triangles, and arbitrary polygons. The second half of the course is concerned with the viewing and animation of these 2D primitives. The course covers topics such as interpolation techniques, transformations, culling, clipping, animation techniques, and the 2D viewing pipeline.

CS 225 **Advanced C/C++** (3 cr.)
Prerequisite(s): CS 170

This course builds on the foundation created in the first two high-level programming courses (CS 120 and CS 170). It presents advanced topics of the C/C++ programming language in greater detail. Such topics include advanced pointer manipulation, utilizing multi-dimensional arrays, complex declarations, and standard library functions. Advanced C++ topics include class and function templates, operator overloading, multiple inheritance, runtime type information, the standard template library, and performance issues.

CS 230 **Game Implementation Techniques** (3 cr.)
Prerequisite(s): CS 120
Concurrent Course(s): CS 170

This presents game implementation techniques and engine architecture. Students investigate foundational concepts of game architecture, such as game-system component separation and game flow, while learning about essential elements such as the game state manager, input/output handler, and frame rate controller. This course introduces Windows programming, state machines, and collision detection algorithms, which students will integrate into their own remakes of classic games. As part of their implementation, students create and expand their own collision, vector, and matrix libraries, enabling them to incorporate basic physics engines. Students survey concepts in space partitioning, particle systems, map editors, and other elements as a bridge to more advanced concepts in implementation techniques and engine architecture.

CS 250 **Computer Graphics II** (3 cr.)
Prerequisite(s): CS 200

This course examines the mathematical elements and algorithms used in the design and development of real-time 3D computer graphics applications, such as games, cockpit simulators, and architectural walk-throughs. 3D computer graphics involve drawing pictures of 3D objects, usually on a 2D screen. This process of generating a 2D image of a 3D graphics application can be described as a series of distinct operations performed on a set of input data. Each operation generates results for the successive one. This process is called the graphics rendering pipeline, and it is the core of real-time computer graphics. The graphics pipeline can be conceptualized as consisting of three stages: application, transformation, and rasterization. The course begins by introducing the 3D graphics pipeline. The application stage is examined from the viewpoint of the representation, modeling, and animation of 3D objects. Topics include user interaction, camera animation techniques, simulation of dynamic objects, and collision detection techniques. Next, the course examines the process of mapping 3D graphic objects from model-space to viewport coordinates. The transformation stage implements this process. Finally, the conversion of a geometric primitive in viewport coordinates into a 2D image is studied. The rasterization stage implements this final process.

CS 260 **Computer Networks I: Interprocess Communication** (3 cr.)
Prerequisite(s): CS 180, CS 225

This course introduces the hierarchical network communication in a distributed computing environment. Course topics cover network technologies, architecture, and protocols. The curriculum gives specific emphasis to the TCP/IP stack and in making students familiar with writing portable socket-based software. It prepares students for programming multiplayer games in later semesters.

CS 280 **Data Structures** (3 cr.)
Prerequisite(s): CS 225

This course introduces classical abstract data types (ADT) in computer science. ADTs provide the hierarchical views of data organization used in programming. Among the topics covered are the algorithms and primitives of the data structures for arrays, linked lists, stacks, queues, trees, hash tables, and graphs. In addition, the course provides an introduction to algorithm complexity and notation.

CS 300 **Advanced Computer Graphics I** (3 cr.)
Prerequisite(s): CS 250

This course introduces students to algorithms that are essential to creating photorealistic images in interactive simulations. Topics covered include an overview of modern GPU (graphics processor unit) architecture and the common graphics APIs used, including OpenGL and DirectX. Rendering techniques covered include texturing, illumination models, transparency, shading algorithms, mapping techniques (bump mapping, environment/reflection mapping, etc.), and shadows. Students learn how to implement all algorithms by using vertex and pixel shaders.

CS 315 **Low-Level Programming** (3 cr.)
Prerequisite(s): CS 100, CS 225

This course introduces modern microprocessor architectures. Topic areas include computer architecture, modern assembly languages, and writing assembly-language programs. Emphasis is placed on using assembly language to optimize high-level language programs.

CS 325 **User Interface and User Experience Design** (3 cr.)
Prerequisite(s): CS 280

This course presents fundamental topics in the field of human-computer interface design. Topics covered in the course will help students understand human capabilities, design principles, prototyping techniques and evaluation methods for human-computer interfaces, with special emphasis on natural user interfaces. The course will guide the students towards an implementation of a novel user interaction.

CS 330 **Algorithm Analysis** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230, CS 225, CS 280

This course provides students with an introduction to the analysis of algorithms, specifically proving their correctness and making a statement about their efficiency. Topics for discussion may include loop invariants, strong mathematical induction and recursion, asymptotic notation, recurrence relations, and generating functions. Students examine examples of algorithm analysis from searching and sorting algorithms.

CS 350 **Advanced Computer Graphics II** (3 cr.)
Prerequisite(s): CS 300

This course deals with the efficient representation and processing of complex 3D scenes in order to avoid bottlenecks in the use of the CPU and the GPU. Specific topics include a variety of spatial data structures (binary space-partitioning trees, octrees, kd-trees, and grid data structures), several object-culling methods (occlusion, viewport, and portal), and finally the construction and uses of bounding volumes and their hierarchies for collision detection and related geometric operations.

CS 365 **Software Engineering** (3 cr.)
Prerequisite(s): CS 225

This course covers a wide range of topics in software engineering from the practical standpoint. It encompasses project management issues as well as technical development principles and methods. Topics include system architecture, security, methodologies and notation, UML, object-oriented analysis and design, requirements analysis, implementation, verification, validation, maintenance, and software engineering standards. Risk management and iterative design receive special emphasis. Student teams apply acquired knowledge to a substantial project.

CS 380 **Artificial Intelligence for Games** (3 cr.)
Prerequisite(s): CS 280

This course introduces students to a wide range of concepts and practical algorithms that are commonly used to solve game AI problems. Case studies from real games are used to illustrate the concepts. Students have a chance to work with and implement core game AI algorithms. Topics covered include the game AI programmer mindset, AI architecture (state machines, rule-based systems, goal-based systems, trigger systems, smart terrain, scripting, message passing, and debugging AI), movement, pathfinding, emergent behavior, agent awareness, agent cooperation, terrain analysis, planning, and learning/adaptation.

CS 388 **Introduction to Portable Game System Development** (3 cr.)
Prerequisite(s): CS 250, GAM 250

This course introduces students to portable game systems programming and development, which is different from PC programming and development due to the embedded structure of the machine. Students work with a very limited amount of memory and CPU power. To overcome the system's memory limitations, several graphics techniques are used, such as tile-based game objects and backgrounds using color palettes. As for the CPU limitations, fixed point decimal is used instead of float numbers, along with asynchronous

operations. Several portable game system specific topics, such as managing multiple graphics engines simultaneously and handling the touch pad are discussed.

CS 399 **Special Topics in Computer Science** (3 cr.)
Prerequisite(s): None
Permission of instructor required.

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

CS 460 **Advanced Animation and Modeling** (3 cr.)
Prerequisite(s): CS 300, CG 130, MAT 300

3D animation and modeling play significant roles in computer simulation and video game software. Game developers need to have a comprehensive understanding of these techniques. This course introduces algorithms for specifying and generating motion for graphical objects. It addresses practical issues, surveys accessible techniques, and provides straightforward implementations for controlling 3D moving entities with different characteristics. The class covers two broad categories. Students will first learn an interpolation-based technique, which allows programmers to fill in the details of the motion or shape once the animator specifies certain basic information, such as key frames, paths, coordinate grids, or destination geometry. Then, they learn a behavior-based technique, which generates motion that satisfies a set of rules, such as kinematics, physics, or other constraints.

Department of Digital Arts

Computer Graphics Courses

CG 130 **3D Computer Animation Production I** (3 cr.)
Prerequisite(s): None

This course introduces students to the basic theories and techniques of 3D computer animation. The curriculum emphasizes standard 3D modeling techniques, including polygonal and spline modeling, texture map creation and application, keyframing, and animating through forward kinematics and inverse kinematics.

CG 201 **Introduction to 2D Computer Graphics** (3 cr.)
Prerequisite(s): ANI 151, ART 120, ART 130

This course introduces 2D computer graphics software and practices for digital painting and production. Topics include transition from traditional to digital art, photo editing and manipulation, material studies, critical thinking skills and techniques, conceptualization, and illustration.

CG 225 **Introduction to 3D Computer Graphics** (3 cr.)
Prerequisite(s): ANI 101, ART 120, ART 130

This course introduces students to 3D software and practices for production. Topics include organization strategies, modeling, unwrapping, texture mapping, rigging, lighting, and cameras.

CG 275 **Introduction to 3D Animation** (3 cr.)
Prerequisite(s): CG 225, ANI 151

This course explores and exercises the concepts and techniques of 3D animation through a series of assignments applied to characters. The course emphasizes character development in the expression of personality, mood, thought, and attitude through motion and posing.

CG 300 **3D Environment and Level Design** (3 cr.)
Prerequisite(s): CG 275

This course introduces students to the principles of 3D environment design. Theatrical sets, architectural simulations, and level design are considered. In order to provide students with a broader skill set, this course also presents the mechanics of how to use other 3D animation software, with an emphasis on the unique strengths of the package. Students explore the comparative strengths of different software packages and the impact that this has on workflow. The course emphasizes critical thinking skills and strategies for tool selection.

CG 305 **Digital Sculpture** (3 cr.)
Prerequisite(s): CG 275

This course introduces an array of digital modeling, sculpting, and painting techniques with a set of industry-standard 3D and 2D tools. After a series of exercises, students learn the tools and work flow of digital sculpting and enhance their knowledge of anatomy. As part of this class, students create a highly finished 3D character that is fully designed, modeled, posed, sculpted, and textured. They also demonstrate knowledge of environmental sculpting.

CG 375 **Character Rigging** (3 cr.)
Prerequisite(s): CG 275

This course exposes students to rigging techniques. All students will share models and texture sets and work on learning industry best practices for professional grade character rigs.

CG 399 **Special Topics in Computer Graphics** (3 cr.)
Prerequisite(s): None

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty or students that is not covered by the courses in the current catalog.

Department of Fine Arts

Art Courses

ART 101 **The Language of Drawing I** (3 cr.)
Prerequisite(s): None
Credit may be received for ART 101 or ART 102, but not both.

This course explores the nature of drawing as a language skill and the use of drawing by production artists and animators. Topics include applied drawing goals, critical thinking skills, and best practices in drawing practice, drill, and play. Design principles, reference research, and the design process are applied to a series of practical problems. This course also explores drawing materials, drawing strategy, drawing sequence, and linear drawing methodology, practice, and theory.

ART 105 **Art Processes** (3 cr.)
Prerequisite(s): None

This course provides a basic working knowledge of the processes used in making art. Topics include the origins and techniques involving drawing, tone, color, composition and artistic process as well as a simple overview of art history.

ART 115 **Art and Technology** (3 cr.)
Prerequisite(s): None

This course provides an overview of art history from Paleolithic times through the modern day. The course examines classical art materials and methods and traces the technological advances of society and art. It considers the interplay between art and technology and how they have historically impacted society.

Art 120 **Language of Drawing II** (3 cr.)
Prerequisite(s): ART 101

This course introduces construction drawing as a method to create the sensation of depth and volume in art. Particular attention is paid to planar- and value-based strategies to add a convincing sense of legitimacy and consistency in 2D art and animation.

ART 125 **Tone, Color, and Composition I** (3 cr.)
Prerequisite(s): None

This course introduces various methods for activating the picture plane, manipulating the viewer's visual experience, and visually communicating complex ideas and moods. These methods are reinforced through the study and application of light, darkness, value, color-harmony systems, and compositional strategies.

ART 130 **Tone, Color, and Composition II** (3 cr.)
Prerequisite(s): ART 125

This course builds upon the theories, techniques, and practices introduced in ART 125 while introducing the concepts of analysis and extrapolation in the creation of a visual reference library for implementation in subsequent coursework.

ART 150 **Human Anatomy** (3 cr.)
Prerequisite(s): ART 101
Corequisite(s): ART 151

This course explores the skeletal and muscular structures of the human body. Skeletal and muscular forms are identified from both live models and anatomical references. Topics include terminology, structural arrangement, and kinetic function. The course gives special emphasis to adapting this knowledge to the needs of artists and animators.

ART 151 **Life Drawing I** (3 cr.)
Prerequisite(s): ART 101

This course introduces the challenges of drawing the human form and applying lessons in anatomy to the figure. Life drawing for animation is examined in this course by studying the skeletal structure, muscle form, gesture, and emotion when drawing a live model.

ART 200 **Animal Anatomy** (3 cr.)
Prerequisite(s): ART 150

This course introduces the major skeletal and muscular structures of animals. Topics include terminology, structural arrangement, and kinetic function. The course also considers standard locomotion cycles and the relationship between humans and various animals. This course gives special emphasis to adapting this knowledge to the needs of artists and animators.

ART 201 **Life Drawing II** (3 cr.)
Prerequisite(s): ART 125, ART 151

This course emphasizes drawing the human form from a structural perspective. Strategies for visualizing anatomy are explored. These include identifying bony landmarks and constructing the form through primitives and value. Additional topics include drawing the clothed figure and foreshortening.

ART 251 **Character Design** (3 cr.)
Prerequisite(s): ART 201, CG 201

This course introduces the traditions of character design and the basic structural strategies for creating animated characters. The course explores simplification gradients relative to human, animal, and inanimate object-based characters. It also considers issues of costume, personality, and story interaction. The course emphasizes professional applications, techniques, and standards of quality. The work completed in this course may serve as pre-production design for PRJ 300, PRJ 350, or ANI 300.

ART 300 **Perspective, Backgrounds, and Layouts** (3 cr.)
Prerequisite(s): ART 201, CG 201

This course explores the animation pre-production skills of background and layout art. It emphasizes professional applications, techniques, and standards of quality. Students are guided through classical depth cue and perspective systems as they apply this knowledge to the creation of animation backgrounds and layouts. Additionally, students explore means of using drawing to create elements such as camera lens illusions, architectural space, theatrical sets, game visual design, matte painting, and surface texture.

ART 350 **Storyboards** (3 cr.)
Prerequisite(s): ART 201, ENG 116, FLM 115

This course explores the animation pre-production skills of storyboard art. Emphasis is placed on storytelling and cinematography to create both production and presentation storyboards. Drawing is applied as a means to create story-flow, character development, mood, time, and place.

ART 399 **Special Topics in Art** (3 cr.)
Prerequisite(s): None

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty or students that is not covered by the courses in the current catalog.

ART 401 **Conceptual Illustration and Visual Development** (3 cr.)
Prerequisite(s): ART 300

This course explores the animation pre-production skills of conceptual illustration and visual development. Students apply their knowledge of drawing, storytelling, and composition to create speculative drawings for animation. They review compositional systems, design process, and illustration techniques. Additionally, students explore means of using drawing to visually explore story and character ideas from both existing and original story materials. They also consider adaptation, stylization, and visual variety. The course emphasizes professional applications, techniques, and standards of quality. The work completed in this course serves as pre-production design for PRJ 300, PRJ 350, or ANI 300.

ART 450 **Portfolio** (3 cr.)
Prerequisite(s): PRJ 350 or PRJ 352

This course explores elements of personal branding and professional portfolio development. Emphasis is placed on visual continuity in the creation of traditional and digital art portfolios, web sites, demo reels, and promotional items. The course also covers strategies for job interviews, contract negotiations, understanding business documents, and exhibiting at trade shows.

Department of Game Software Design and Production

Game Projects Courses

GAM 100 **Project Introduction** (3 cr.)
Prerequisite(s): None

This course focuses on basic software development, concept development, and team dynamics. The central focus of the course is team development of a simple digital game or simulation. Industry history and practices will also be explored.

GAM 150 **Project I** (3 cr.)
Prerequisite(s): CS 120, GAM 100

This course focuses on the team creation of a simple digital two-dimensional game or simulation. Techniques are introduced for working effectively on a team, following a development process, and using best practices in coding, design, communications, and team dynamics. Issues in game marketing and legal issues of game development are discussed.

GAM 200 **Project II** (4 cr.)
Prerequisite(s): GAM 150, CS 170 or CS 230

This course is the first semester of a two-semester project, which will be continued in GAM 250. Students will work together on teams of three or more to create a simple real-time two-dimensional game or simulation. Techniques are explored for working effectively on a team, following a development process, using discipline-based best practices, and applying core discipline-based skills to game development. This first semester focuses on pre-production to ensure the technology, tools, design, art, audio, and team are ready for full production in the following semester.

GAM 250 **Project II** (4 cr.)
Prerequisite(s): GAM 200

In this course, students work to complete the projects they began in GAM 200. Techniques are explored for iterating effectively, formal testing, tracking progress, and integrating design, art, and audio into a unified experience. This second semester focuses on production to bring the project to the point where the target audience finds it engaging.

GAM 300 **Project III** (4 cr.)
Prerequisite(s): GAM 250, CS 280

This course is the first semester of a two- or three-semester project, which will be continued in GAM 350, and then in GAM 375 for a three-semester project. Students will work together on teams of three or more to create an advanced real-time game or simulation. Techniques are explored for creating high-performance teams, tuning development processes for specific projects, using advanced discipline-based best practices, and applying specialized discipline-based skills to game

development. This first semester focuses on pre-production to ensure the technology, tools, design, art, audio, and team are ready for full production in the following semester.

GAM 350 **Project III** (4 cr.)
Prerequisite(s): GAM 300

In this course, students work to complete the projects they began in GAM 300. This second semester focuses on production to bring the project to the point where the target audience finds it engaging. Furthermore, techniques are explored for creating effective resumes, interviewing, and pursuing internships. The project may be continued for a third semester in GAM 375.

GAM 375 **Project III** (4 cr.)
Prerequisite(s): GAM 350

This course is the final semester of the three-semester project begun in GAM 300 and continued in GAM 350. Techniques are explored for polishing design, art, and audio, creating effective marketing materials, and highlighting individual contributions to the project. This semester focuses on post-production and shipping a highly polished final project.

GAM 390 **Internship I** (4 cr.)
Prerequisite(s): GAM 250

An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. It is usually a professional activity under general supervision of an experienced professional and in a job situation, which places a high degree of responsibility on the student.

GAM 400 **Project IV** (4 cr.)
Prerequisite(s): GAM 350 or GAM 390

In this course, students prepare their personal portfolio of projects in order to be ready for a professional job search. This can involve a new project to demonstrate a particular professional skill, or taking a previous project to very high level of quality.

GAM 450 **Project IV** (4 cr.)
Prerequisite(s): GAM 400
Credit may be received for only one of: CSP 450, GAM 450.

In this course, students prepare their personal portfolio of projects in order to be ready for a professional job search. This can involve a new project to demonstrate a particular professional skill, or working to complete a project they began in GAM 400.

GAM 490 **Internship II** (4 cr.)
Prerequisite(s): GAM 390

An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. It is usually a professional activity under general supervision of an experienced professional and in a job situation, which places a high degree of responsibility on the student.

Department of General Study

College Success Courses

COL 101 **College Life and Academic Skills** (1 cr.)
Prerequisite(s): None

This course assists students in developing the classroom and communication skills necessary to succeed in both educational and professional situations.

COL 230 **College Success for Artists** (1 cr.)
Prerequisite(s): PRJ 201 or PRJ 202

This course introduces industry research, professional expectations, and requisite levels of proficiency. The course helps identify strengths, skills, interests, and areas for growth and requires the creation of an academic plan.

Department of Humanities and Social Sciences

Communications Courses

COM 150 **Introduction to Communication** (3 cr.)
Prerequisite(s): None

This course provides an introduction to the principles and processes of individual and small group communication. Topics include verbal and nonverbal communication, effective interpersonal communication, best practices for creating and improving team dynamics, and public speaking.

COM 250 **Professional Communication** (3 cr.)
Prerequisite(s): None

This course prepares students for the communication challenges that await them in the professional world. Topics covered may include professional networking strategies, career search materials, self-presentation and interview skills, and effective communication across all levels and functions of the workplace.

English Courses

ENG 110 **Composition** (3 cr.)
Prerequisite(s): None

This course focuses on generating and discussing ideas for composition and engages in all stages of the writing process, with emphasis on the development and application of critical thinking skills. The primary focus of the course is developing the ability to construct, write, and revise argumentative/

persuasive essays. Assignments may also include other types of writing, such as narrative, descriptive, and comparative essays.

ENG 116 **Storytelling** (3 cr.)
Prerequisite(s): None

This course covers the principal elements of storytelling including theme, character, perspective, setting, plot, and dialogue. It emphasizes non-visual media such as short stories, novels, and plays, though visual media including film and video games may be discussed as well.

ENG 315 **Scriptwriting** (4 cr.)
Prerequisite(s): ENG 116 or ENG 245

This course covers the fundamentals of concept development, dramatic structure, and writing for a visual medium. It leads to the completion of at least one original preproduction script in screenplay format.

ENG 399 **Special Topics in English** (3 cr.)
Prerequisite(s): None
Permission of instructor required

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

Law Course

LAW 115 **Introduction to Intellectual Property and Contracts** (3 cr.)
Prerequisite(s): None

The animation and computer software industries are founded upon the principle of intellectual property. This course introduces students to the social concepts and traditions that led to the idea of intellectual property. It surveys the various international legal systems governing intellectual property, giving special consideration to Title 17 and the local statutes that govern copyrights, trademarks, and patents in the United States. Students learn fundamental issues surrounding this field, such as fair use, international relations, and economics. The course also introduces students to a basic overview of contracts, including structure, traditions, and vocabulary.

Psychology Course

PSY 101 **Introduction to Psychology** (3 cr.)
Prerequisite(s): None

This course introduces major topics in psychology, specifically as they relate to cognition and learning. These topics include perception, cognition, personality and social psychology, and biological aspects of behavior. Students are also introduced to human information processing, memory, problem solving, attention, perception, and imagery. Other topics covered may include mental representation and transformation, language processing, and concept formation.

Social Sciences Courses

SOS 115 **Media and Ethics: A Social Science Perspective** (3 cr.)
Prerequisite(s): None

This course guides students in the ethical assessment of both the processes and outcomes of social decision-making. After an introduction to basic ethical theories, students acquire an understanding of the structure of social institutions and the process through which one makes social choices. Central to the analysis is a study of ethics as a criterion for assessment of social decision-making with emphasis on the study of particular issues of social choice. The course also provides a theoretical framework within which to spot and analyze ethical issues in the media.

SOS 399 **Special Topics in Social Sciences** (3 cr.)
Prerequisite(s): None
Permission of instructor required

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

Department of Mathematics

Mathematics Courses

MAT 140 **Linear Algebra and Geometry** (4 cr.)
Prerequisite(s): None

The two main themes throughout the course are vector geometry and linear transformations. Topics from vector geometry include vector arithmetic, dot product, cross product, and representations of lines and planes in three-space. Linear transformations covered include rotations, reflections, shears and projections. Students study the matrix representations of linear transformations along with their derivations. The curriculum also presents affine geometry and affine transformations along with connections to computer graphics. This course also includes a review of relevant algebra and trigonometry concepts.

MAT 150 **Calculus and Analytic Geometry I** (4 cr.)
Prerequisite(s): None
Credit may be received for MAT 150 or MAT 180, but not for both.

This course introduces the calculus of functions of a single real variable. The main topics include limits, differentiation, and integration. Limits include the graphical and intuitive computation of limits, algebraic properties of limits, and continuity of functions. Differentiation topics include techniques of differentiation, optimization, and applications to graphing. Integration includes Riemann sums, the definite integral, anti-derivatives, and the Fundamental Theorem of Calculus.

MAT 200 **Calculus and Analytic Geometry II** (4 cr.)
Prerequisite(s): MAT 150 or MAT 180
Credit may be received for MAT 200 or MAT 230, but not for both.

This course builds on the introduction to calculus in MAT150. Topics in integration include applications of the integral in physics and geometry and techniques of integration. The course also covers sequences and series of real numbers, power series and Taylor series, and calculus of transcendental functions. Further topics may include a basic introduction to concepts in multivariable and vector calculus.

MAT 250 **Linear Algebra** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230

This course presents the mathematical foundations of linear algebra, which includes a review of basic matrix algebra and linear systems of equations as well as basics of linear transformations in Euclidean spaces, determinants, and the Gauss-Jordan Algorithm. The more substantial part of the course begins with abstract vector spaces and the study of linear independence and bases. Further topics may include orthogonality, change of basis, general theory of linear transformations, and eigenvalues and eigenvectors. Other topics may include applications to least-squares approximations and Fourier transforms, differential equations, and computer graphics.

MAT 256 **Introduction to Differential Equations** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230

This course introduces the basic theory and applications of first and second-order linear differential equations. The course emphasizes specific techniques such as the solutions to exact and separable equations, power series solutions, special functions and the Laplace transform. Applications include RLC circuits and elementary dynamical systems, and the physics of the second order harmonic oscillator equation.

MAT 258 **Discrete Mathematics** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230

This course gives an introduction to several mathematical topics of foundational importance in the mathematical and computer sciences. Typically starting with propositional and first order logic, the course considers applications to methods of mathematical proof and reasoning. Further topics include basic set theory, number theory, enumeration, recurrence relations, mathematical induction, generating functions, and basic probability. Other topics may include graph theory, asymptotic analysis, and finite automata.

MAT 300 **Curves and Surfaces** (3 cr.)
Prerequisite(s): MAT 250, MAT 258

This course is an introduction to parameterized polynomial curves and surfaces with a view toward applications in computer graphics. It discusses both the algebraic and constructive aspects of these topics. Algebraic aspects include vector spaces of functions, special polynomial and piecewise polynomial bases, polynomial interpolation, and polar forms. Constructive aspects include the de Casteljau algorithm and the de Boor algorithm. Other topics may include an introduction to parametric surfaces and multivariate splines.

MAT 340 **Probability and Statistics** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230, MAT 258

This course is an introduction to basic probability and statistics with an eye toward computer science and artificial intelligence. Basic topics from probability theory include sample spaces, random variables, continuous and discrete probability density functions, mean and variance, expectation, and conditional probability. Basic topics from statistics include binomial, Poisson, chi-square, and normal distributions; confidence intervals; and the Central Limit Theorem. Further topics may include fuzzy sets and fuzzy logic.

MAT 399 **Special Topics in Mathematics** (3 cr.)
Prerequisite(s): None
Requirement: Permission of instructor

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

Department of Physics

Physics Courses

PHY 115 **Introduction to Applied Math and Physics** (3 cr.)
Prerequisite(s): None

We live in a world governed by physical laws. As a result, we have become accustomed to objects' motions being in accordance with these laws. This course examines the basic physics and mathematics governing natural phenomena, such as light, weight, inertia, friction, momentum, and thrust as a practical introduction to applied math and physics. Students explore geometry, trigonometry for cyclical motions, and physical equations of motion for bodies moving under the influence of forces. With these tools, students develop a broader understanding of the impact of mathematics and physics on their daily lives.

PHY 200 **Motion Dynamics** (4 cr.)
Prerequisite(s): MAT 150 or MAT 180

This calculus-based course presents the fundamental principles of mechanics, including kinematics, Newtonian dynamics, work and energy, momentum, and rotational motion.

PHY 200L **Motion Dynamics Laboratory** (1 cr.)
Prerequisite(s): None
Concurrent Course(s): PHY 200

This course presents the concepts of PHY 200 in the laboratory. The experiments allow the student to experience the laws of basic physics involving linear motion, force, gravitation, conservation of energy, conservation of momentum, collisions, rotational motion, and springs. Error analysis and data reduction techniques are taught and required in experimental reports.

PHY 250 **Waves, Optics, and Thermodynamics** (4 cr.)
Prerequisite(s): MAT 200 or MAT 230, PHY 200

This calculus-based course presents the fundamentals of fluid dynamics, oscillations, waves, geometric optics, and thermodynamics.

PHY 300 **Advanced Mechanics** (3 cr.)
Prerequisite(s): MAT 200 or MAT 230, CS 250, MAT 250, PHY 250

This course covers the physics behind more complex mechanical interactions as well as the numerical techniques required to approximate the systems for simulations. A thorough analysis of mechanical systems through energy analysis provides the basis for the understanding of linear and rotational systems. The combination of theoretical physics and numerical methods provide students with the background for simulating physical systems with limited computational power. Topics covered include Lagrangian Dynamics, Hamilton's Equations, dynamics of rigid bodies, motion in non-inertial reference frames, the use of the inertia tensor, collision resolution, and numerical techniques including methods of approximation.

PHY 399 **Special Topics in Physics** (3 cr.)
Prerequisite(s): None
Prerequisite: Permission of Instructor

The content of this course may change each time it is offered. It is for the purpose of offering a new or specialized course of interest to the faculty and students that is not covered by the courses in the current catalog.

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 Europe-Bilbao 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, or
- at least 22.5 hours of supervised laboratory time, or
- at least 45 hours of internship experience

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, except for independent studies or internship experience.

A classroom contact hour is 53 minutes in length.

Whenever “semester hour” is used in the Course Catalog, it is synonymous with “semester credit hour” (SCH) and does not always represent “hours per week in class.” Students taking courses over the summer should be aware that the total number of hours for a course is compressed into fewer weeks, but is not reduced. The number of courses that a student is recommended to take during the shorter summer semester is therefore fewer than the fall or spring semesters.

Credit Expiration

DigiPen will only accept credits, earned at DigiPen or as transfer if they are earned within the last 10 years. Any credits that are more than 10 years old, will not be counted toward any DIT program/degree.

Grade Level Progression

CREDIT AMOUNT	CLASS STANDING
less than 30 earned credits*	Freshman class standing
30 earned credits or greater	Sophomore class standing
60 earned credits or greater	Junior class standing
90 earned credits or greater	Senior class standing

**An earned credit is defined as a credit that is awarded a passing final grade and counts towards the program in which the student is currently enrolled.*

Grading System

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	
C	Fair	2.0	
*C-	Fair	1.7	minimum grade required to earn credit for undergraduate students
D	Failure	1.0	
F	Failure	0	

**A grade “C-” (for 1.7 quality points) or better is required to earn credit for undergraduate-level classes.*

Withdrawal Information and Status

STATUS	DESCRIPTION	
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.
I	Incomplete	Students who have completed most of the required work for a course and submitted passing work, but circumstances beyond their control prohibit them from taking the final exam or completing coursework by the final due date.
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. Some examples of this are internship, seminar, and thesis courses.
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 a 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. • Withdrawal from the Institute equates to the status of “W”.
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.

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, internships, 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**.

Dismissal by the Institute

By written notice to a student, the Institute may, at its sole discretion, dismiss a student at any time if the student is in default of any of the terms, covenants, or conditions of the Institute.

1. Fail to maintain the minimum required cumulative GPA of 2.0 in undergraduate programs, while on Academic Warning
2. Fail to pass a class on the 4th attempt.
3. Fail to complete their program within 1.5 times the credit hours required to complete the program.
4. Violate the attendance policy.
5. Violate the Code of Student Conduct and DigiPen's Policies.

Upon dismissal, the student shall immediately return to the Institute all materials in the student's possession relating to the program, whether created by the student or other students, or provided by the Institute. In the event of dismissal, tuition and fees, if any, shall be refunded in accordance with the refund schedule, as it may be amended from time to time.

Satisfactory Academic Progress (SAP)

Academic SAP

FULL-TIME STATUS

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

QUALITATIVE STANDARD - MINIMUM CUMULATIVE 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.

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 a student fails to meet the 2.0 GPA semester requirement while on Academic Warning, they will be administratively withdrawn. If withdrawn, a student may appeal following the appeals process.

QUANTITATIVE STANDARD - PERCENTAGE OF ATTEMPTED CREDITS EARNED (PACE)

PACE represents the ratio of all completed credits over attempted credits. Example, a student who has attempted 45 credit hours must have successfully completed at least 30 credit hours: 30/45 = 0.667 or 67%.

Students must maintain a cumulative PACE of 67% or better to maintain SAP. Students who fail to maintain the required minimum cumulative PACE will be placed on Academic Warning the semester following where their cumulative PACE falls below 67%. Students who earn a 67% PACE during their probationary semester but do not raise their cumulative PACE to or above 67% will continue on Academic Warning until their cumulative PACE reaches 67%. Failure to satisfy these requirements will result in administrative withdrawal. Students are removed from Academic Warning as soon as their cumulative PACE is at or above 67%. All attempted credits count toward PACE, this includes credits from courses with a grade of 'W or 'F''.

MAXIMUM TIME FRAME

Students may attempt no more than 150% of the maximum credits required to complete an academic program.Once it has become impossible for a student to complete their program within 150% of their attempted credits, they will be placed on Academic Warning and must complete an academic plan with their Academic Advisor to follow to complete their credits. Failure to follow this plan will result in administrative withdrawal.

REPEATING COURSES

A student may attempt a course up to three times in an effort to earn a passing grade. If a student fails to pass the course within three attempts, the student will be placed on academic warning. Upon failing the fourth attempt of a course, the student will be administratively withdrawn. Withdrawals from courses are considered attempts. All grades and attempted courses remain on a student's transcript. However, only the grade earned in the most recent attempt of a course is calculated in a student's Cumulative GPA.

Once a student passes a course, they may not repeat the course again.

PASSING CLASSES AND GRADUATION

All students must have a cumulative GPA of at least 2.0 to graduate.

Special Considerations

Independent Study Policy

An independent study course is an alternative form of course delivery, requiring a high level of self-directed learning, with minimal assistance from the instructor. Independent study courses offer the student an opportunity to learn more about a specific subject, outside of the formal classroom, with scheduled one-on-one interaction with the instructor. These activities may be experiential, directed reading, or independent research supervised by a faculty member and approved by the chairperson of the department under which the course is listed. If the department chair is the faculty member offering the independent study, then the study proposal must be reviewed and approved by the Academic Dean.

Independent study courses do not replace existing courses, nor are they necessarily Special Topics courses. Either existing courses or special topics courses may be offered as independent study in the right circumstances.

An independent study may not be used for resolving scheduling conflicts or making up failed classes. The department chair and faculty member will determine the number of students and credit hours that the instructor can supervise for independent study every semester. The total number of credits for an independent study may not be altered after the course is in progress.

The number of credits awarded by the course should be one semester credit hour for each 40 clock hours of documented independent study activities. Students may take up to 6 credits of Independent Study per semester; however, Independent Study credits are limited to less than 10% of the total credits required for the degree program in which they enrolled.

MINIMUM REQUIREMENTS

Although it is at the discretion of each academic department to provide more rigorous and specific guidelines as deemed fit, the following minimum criteria must be met to ensure the overall outcomes of the educational experience, the success of the students, and compliance with the accreditation standards:

- Undergraduate Students who take independent studies must have a minimum cumulative GPA of 2.0 and must complete a minimum of 30 credits before taking the Independent Study.
- The independent study must include comprehensive objectives in a written proposal, a reviewed and approved syllabus, and promote a high level of self-directed learning.
- The student must interact with the instructors throughout the course, via a scheduled weekly meeting.

Non-Degree Seeking (NDS) Policy

APPLICATION PROCESS

- To apply for NDS studies at DigiPen, complete an Application for Admission.
    - Applicants who intend to take undergraduate level courses should apply as an Undergraduate NDS student.
    - Applicants who intend to take graduate level courses should apply as a Graduate NDS student.
- NDS Applicants must provide proof of graduation
    - Undergraduate NDS Applicants must provide official transcript indicating evidence of graduation from high school, and if applicable, official transcripts from all post-secondary institutions
    - Graduate NDS Applicants must provide official transcript indicating evidence of graduation from a college/university.
    - Applicants should have a recommended minimum 2.5 cumulative GPA in their most recent studies.
- Non-native English speakers must provide Proof of English Language proficiency.
- Students may select a degree program track, and additional corresponding materials may be required.

ADMITTED NDS STUDENTS

- Students must pass prerequisite courses before they are able to register for courses with prerequisite requirements or obtain an approved prerequisite override form from the instructor.
- Admittance to a course is determined on a course-by-course basis; not all courses are available for NDS students.
- Undergraduate Students must maintain a minimum 2.0 GPA to remain enrolled as a NDS student.
- Undergraduate Students must receive a minimum passing grade of 'C-'(1.7 quality points) in each course.
- Graduate Students must maintain a minimum 3.0 GPA to remain enrolled as a NDS student.
- Graduate Students must receive a minimum passing grade of 'C' (2.0 quality points) in each course.
- Enrollment will continue unless a student does not register for classes for either Fall or Spring.

RESTRICTIONS

- DigiPen students on academic suspension/withdrawal or other warning/probation are not eligible for NDS studies until the conclusion of the warning/probationary period.
- NDS students are not guaranteed acceptance into any of the DIT Degree Seeking programs, and must meet all requirements, apply, and be accepted.
    - Transfer credit limit for undergraduates is 50% of the total required degree program credits.
    - Courses must meet all DIT transfer credit requirements to be honored.
- Transfer credit limit for graduates is 15 credits.
    - Courses must meet all DIT transfer credit requirements to be honored.
- Courses taken in NDS studies do not lead to a degree and are not applicable to earning a professional certificate from DigiPen

Course Overload

During a given semester, students may be enrolled in a maximum of 21 credits. Students seeking special permission to take more than the maximum credits in a given semester should use the Override Form and get approval from their academic advisor.

Attendance Policy

Attendance is recognized as an important component to the learning process in higher education. 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.

Excused Absence Policy

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

Withdrawals *(Initiated by Student)*

FROM INDIVIDUAL COURSES

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

FROM THE INSTITUTE

To formally withdraw from the Institute, a student must submit a completed Withdrawal Notice Form to the Office of the Administration. Withdrawal Notice Forms may be obtained from the Office of the Administration.

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

HARDSHIP WITHDRAWAL

Students may seek a hardship withdrawal when one of three conditions prevents a student from completing all courses: death of a close family member, severe/terminal illness in the family, or injury or illness that incapacitates the student. Hardship withdrawals may be sought any time after the last date to withdraw from classes, as listed in the Academic Calendar, but not after all materials for a course have been completed (i.e., after submitting the final exam or final assignment). The Hardship Withdrawal Form, a personal statement, and appropriate documentation (i.e., death certificate, obituary, letter from a state-licensed physician or mental health professional) must be provided to support all requests to the Administration Office. Once all documents are received, the Administrator will forward the documents to the Hardship Withdrawal Review Committee.

If the Committee grants a hardship withdrawal, the student will receive "W" grades in all approved courses and is ineligible to receive a grade or an incomplete in any class in that semester. The student will be withdrawn from DigiPen Europe-Bilbao, effective the student's last day of attendance. Regular refund policies apply. Students seeking readmission must abide by DigiPen's readmission policy

The "W" Grade

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

6. If withdrawing before the end of the second week of instruction, no course entries will appear on the student's transcript for that semester.

7. 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.

8. After the 8th week of the semester, students who withdraw or are academically withdrawn (other than Hardship and Military Duty) will receive an "F" grade for every course they have withdrawn from.

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	"F" grade

Administrative Withdrawals *(Initiated by 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 DigiPen's policies.

6. Fail to maintain matriculated/active status by not registering for any courses in either the Fall or Spring semesters

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.

Dean's Honor List Requirements

Prepared at the end of each fall and spring semester, the Dean's Honor List officially recognizes and commends students whose semester grades indicate distinguished academic accomplishment. Both the quality and quantity of work done are considered.

Students must meet the following qualifications to be a recipient of this honor:

1. Students must be matriculated.

2. Students must be registered full-time in credit-bearing courses during the fall or spring semester.

3. Full-time students must complete 12 or more credits in one semester.

4. Only passing grades (4.0 [or "A"], 3.0 [or "B"], and 2.0 [or "C"], in credit-bearing courses are counted for eligibility.

5. No failing grades: a grade of "D" (or 1.0 quality points), and "F" (or 0 quality points) in any course makes the student ineligible, regardless of other grades.

6. Minimum cumulative GPA of 3.5 is required.

7. Any courses that do not count towards the degree are excluded.

8. AP and Internship credits are excluded.

9. Pass/Fail credits are NOT to be counted when calculating qualifying credits.

10. "Incomplete" grades will be evaluated after they are made up. The student must have qualified for the Dean's Honor List before and after the "Incomplete" grade was made up.

The student's cumulative grade point average is not considered; only the grade point average for that particular semester is relevant.

Grade Changes and Grade Appeals

Only the faculty member who administered the grade may make grade changes. In cases where the faculty is not available to consider a grade change, the Department Chair may make such a change.

Grade appeals must be made within 14 days of final grades being issued. Using the Grade Appeal Form, appeals are made in writing to the course instructor or the department chair if the instructor is unavailable. Students may appeal to the Department Chair and then the Dean of Faculty with the Executive Director if a satisfactory resolution is not achieved.

Process for Grievances and Appeals

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 Academic Affairs. 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.

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 considered 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 Otalora, Executive 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.us@digipen.edu***

Transcripts

To request an official transcript, students should complete a Transcript Request Form (available online or from the front office) and either mail, scan, or fax it to the Office of the Administration. Requests are usually processed within three business days. Students with questions may contact the Office of the Administration at 34-94 636 51 63.

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 Office of the Administration 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 Office of the Administration and Department Chair. 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.

General Information

Institutional Mission

DigiPen Institute of Technology Europe-Bilbao 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 collaborations, 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.

Notice of Non-Discrimination

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

DigiPen Institute of Technology Europe-Bilbao does not discriminate in its educational and employment policies on the basis of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, or age.

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 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: DigiPen's Bachelor of Science in Computer Engineering program 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: 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.
- 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

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.

**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.*

About DigiPen Europe-Bilbao's Facilities

DigiPen Europe-Bilbao has modern facilities located at Beta1 – Ribera de Zorrozaurre, 2, in Bilbao. The building houses 17 rooms over 3 floors. The rooms have different configurations and sizes and are equipped with audio-visual media (projectors, microphones, computers, Internet access, and Wi-Fi connection).

Weekly student access to the DigiPen Europe-Bilbao campus typically spans from 9 a.m. to 8 p.m. Monday through Friday, and from 10 a.m. to 6 p.m. on Saturday. Core office hours for administration staff are from 9 a.m. to 8 p.m., Monday through Friday, and from 10 a.m. to 6 p.m. on Saturday.

Major necessary equipment items are included in many of the classrooms. The computer workstations provided at DigiPen are selected to meet or exceed the hardware specifications for required educational software. All computers are on internal network and have access to printers, servers, and archival media. The Institute upgrades the computer equipment on a regular basis.

Classrooms vary in size from an auditorium accommodating up to 100 students to labs for 44 students and small classrooms for 12 students. Students specializing as game programmers and game artists 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 Institute's library aims to support the Institute's curriculum, students, and faculty. Students have access to a variety of resources like reference books relevant to their program of study. The library also checks out other equipment like video cameras and console controllers..

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.

Student Network and Internet Usage Policy

GENERAL POLICIES

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

- Students are required to respect Institute property. Students may not abuse, damage, vandalize, steal, or in any way alter Institute property in any manner that would prevent another student from using it.

- Students may not install software, drivers, patches, or any other program on Institute computers. Additional software may be requested through an instructor; it is the sole responsibility of the Institute 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 the Institute 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 Institute property without written consent. This includes, but is not limited to, storing materials on any unauthorized network service or personal server.

- Commercial use of the Institute's computer or network resources is expressly and strictly forbidden. Any commercial activity will result in legal action against the offender.

The Institute reserves the right to monitor, log, and inspect any data stored on any Institute computer or transmitted over the Institute 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 the Institute'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 web site 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 Discipline Committee and be subject to disciplinary sanctions, up to and including expulsion from the Institute, under the Regulation of Conduct and Disciplinary Procedures.

DigiPen Streaming Policy

Residential programs at DigiPen require in-person participation. Streaming of residential (in-person) classes is not permitted. Courses designated as hybrid or online may include streaming.

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 emergencies situations, please visit our website at ***digipen.es/emergency-procedures***.

Applying to DigiPen

Visiting DigiPen Europe-Bilbao

The Institute offers regular Preview Days for the general public. Anyone interested in finding out more about DigiPen Institute of Technology Europe-Bilbao and its programs is welcome to attend. For information on dates and times for these information sessions, please visit our website at ***digipen.es*** or email ***admissions.es@digipen.es***.

Visitors interested in learning about the Institute's admission requirements, application process, and degree programs are encouraged to schedule a one-on-one meeting and school tour with an admissions representative. To schedule an appointment, please contact the Office of Admissions at ***admissions.es@digipen.es*** at least one week before your intended visit.

Policy on the Admission of Students with Disabilities

DigiPen Europe-Bilbao 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 Europe-Bilbao 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.es@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.

Undergraduate Application Process

DigiPen Institute of Technology Europe-Bilbao accepts and evaluates applications as they are submitted throughout the year. We encourage you to complete your application and submit the required materials within four weeks of starting the application process. Please contact the Office of Admissions if you need more time to complete your application.

Applicants should submit all application materials within four weeks of their initial application submission. Applicants who need additional time should request an extension, after submitting their initial application, by contacting the Office of Admissions at ***admissions.es@digipen.es***. Except where noted, all undergraduate applicants must submit the following for consideration:

1. DigiPen Institute of Technology Europe-Bilbao's Online Application for Admission. This application form is available at: ***management.digipen.edu/es-srs-app/ApplicationMenu.aspx***.
2. A 60€ application fee.
3. Certified-true copies of transcripts from all high schools or secondary/post-secondary institutions attended. Applicants must have completed at least a high school diploma or recognized equivalency certificate. If the documents are written in a language other than English or Spanish, applicants must submit certified-true copies of both the original document and a literal English translation. Please note that applicants should not convert or interpret their grades in any way when providing this translation. As it may take some time to certify and send all of the required materials by mail, please request official transcripts and records from your current and previous educational institutions as soon as possible.
4. Application Essay. Please see the Application Essay section below for the requirements and recommendations about completing this important component of the application.
5. Letters of recommendation (optional). Two letters of recommendation from individuals familiar with the applicant's academic background and/or work ethic, e.g., an instructor, guidance counselor, or employer. Recommendation letters from family members will not be considered. Each letter MUST be sealed, signed, and dated by the author, and each must contain a contact phone number. Please download the recommendation letter templates online at ***management.digipen.edu/es-srs-app/*** or contact the Office of Admissions at 946365163 for copies to be mailed to you.
6. Official scores for the EAU (Spain) or equivalent (other Countries). Applicants from outside of Spain may submit scores for the SAT I and should contact the Office of Admissions.

7. Proof of Proficiency in the English Language if English is not the Applicant's first language. See below for further details.

8. Other official documentation (when applicable). This includes, but is not limited to, SAT scores, certified transcripts from all institutions of tertiary education (e.g., university transcripts), and other information as requested by the Office of Admissions.

9. Art portfolio. This is only required of applicants to the BFA in Digital Art and Animation degree program. Please see the Portfolio section below for complete details about this important component of the application.

10. Applicants should not submit electronic games or modifications, as the Office of Admissions will not install any of these.

APPLICATION ESSAYS

Your application essay is an important part of the application for admission to DigiPen Institute of Technology Europe-Bilbao. What you write will help us find out information about you that is not apparent from your application or transcripts.

TOPICS

Reasons for Applying: This section is required for ALL undergraduate applicants, regardless of the program to which they are applying.

Obtaining a degree from DigiPen Europe-Bilbao will prepare you to be a professional software engineer/game programmer (BS in Computer Science in Real-Time Interactive Simulation) or a professional digital artist (BFA in Digital Art and Animation). Write an essay that conveys what your chosen profession means to you and why you want to devote your life to it. Also state why you think you are ready to enroll at such a challenging school, why you think DigiPen Europe-Bilbao is a good fit for you, and what you have done (and what are you doing now) to prepare yourself to succeed at DigiPen Europe-Bilbao.

Spelling, grammar, and sentence structure are all considered. Proofread your essay carefully.

Optional Essay: Applicants should use this optional essay to explain any unusual circumstances or situations that they think may have an impact on their application.

SUBMISSION

Applicants may choose to type the answers to the application essays directly into the online application (in which case, there is an electronic signature and date stamp) or to mail a hardcopy to the Institute's Office of Admissions, or email a copy to ***admissions.es@digipen.es*** where it will be added to the applicant's file. Those who opt for online submission of the application essays should be sure to have their answers drafted and prepared before beginning the online application.

FORMATTING FOR PAPER SUBMISSION

Please adhere to the following requirements if submitting the application essay in hardcopy format:

- Applicant's name and program to which the applicant is applying should be printed at the top of each page
- Each page should be typed and double-spaced.
- The completed application essay(s) should be signed and dated on the last page.

MATHEMATICS REQUIREMENTS FOR BSCS RTIS APPLICANTS:

In addition to meeting the regular admissions requirements, all applicants to DigiPen Europe-Bilbao's BS in Computer Science in Real-Time Interactive Simulation program should have completed high school with a strong background in mathematics, including a minimum of algebra, geometry, and (when possible) calculus. Relevant courses in physics, chemistry, and computer science will also be considered in the evaluation process.

Art Portfolio

Applicants to the BFA in Digital Art and Animation degree program are required to submit an art portfolio that showcases the applicant's best and most recent work. This portfolio will contain between 15 to 20 samples of original artwork created by the applicant. Drawings fall into two categories:

PRESCRIBED DRAWINGS FROM DIRECT OBSERVATION

Using graphite pencil or charcoal and on quality art paper, the applicant should draw the following four Prescribed Drawings from real life (not from images or photographs):

1. Pair of shoes

2. The same pair of shoes as above but from a different perspective (e.g. shoes drawn from the back) or a different orientation (e.g. shoes turned upside down)

3. Interior space, such as a kitchen or bedroom

4. Self-portrait

The primary objective of these four Prescribed Drawings is for you to demonstrate foundational drawing skills. You should focus on drawing the Prescribed Drawings realistically and accurately, NOT applying any artistic style (e.g. cartooning).

On the corner of the page of each Prescribed Drawing, please write the date created and length of time spent on the drawing.

MISCELLANEOUS ART SAMPLES

The remaining 11 to 16 pieces should demonstrate an applicant's current range, skill, and process. These personal works should include 2 to 3 drawings from the following categories:

- Anatomy sketches: hands, feet, and faces from different angles

- Human figures in different poses

- Still life drawings from different angles
- Perspective drawings of interiors and exteriors
- Drawings of your own creation like characters or creatures

The submitted work should not contain illustrations copied directly from manga, anime, animations, paintings, or photographs (cited master copies are acceptable).

Note: Applicants should avoid including samples of work that rely heavily on exaggerated physical features such as large eyes, big hair, or elongated limbs. In general, portfolios should not include samples copied directly from manga, anime, Disney, or the like. These types of work have a very specific visual language, and relying on this language will hinder one's growth as an artist. Instead, applicants should demonstrate how they draw from observation or their own imagination.

OPTIONAL SAMPLES

In addition to the prescribed and miscellaneous samples, optional pieces can be added to the applicant's portfolio. These samples can include animations, digital artwork, sculptures, and any other artistic work you feel would add weight to your portfolio. Photographs of sculptures should be in good quality and well lit.

PORTFOLIO SUBMISSION GUIDELINES

BFA in Digital Art and Animation applicants should submit their art portfolios to their admissions representative via email. Artwork sent electronically should be submitted as a single file in PDF, JPEG, or PNG format.

The file should include a coversheet with the applicant's full name. An additional contents page should describe each drawing, include each sample's date of completion, list any materials used, and estimate the time taken to complete the drawing. The file should contain only one drawing per page.

Before presenting your final and completed portfolio, applicants are more than welcome to email individual pieces to us for feedback and any relevant insight.

Proof of Proficiency in the English Language

Non-native English speakers must provide proof of English proficiency in one of the following ways:

- A minimum Test of English as a Foreign Language (TOEFL) score of 550 (paper exam), 213 (computer exam) or 80 (iBT — Internet-based Test). TOEFL code: 6750.
- A minimum International English Language Testing System (IELTS) score of 6.5 or higher. (www.ielts.org).
- A minimum Cambridge English: Advanced (also known as a Certificate in Advanced English or CAE) score of C1 or higher.
- Obtain a successful score on DigiPen Europe-Bilbao's internal English Assessment.
- Completion of four years of high school at an English-speaking school, or an International School where the primary language of instruction is English.
- Completion of a post-secondary degree in the United States at an English-speaking school, or an International School where the primary language of instruction is English.
- DigiPen Europe-Bilbao may accept other proof of English proficiency, such as through the submission of internationally recognized standardized English test scores, the completion of English preparatory coursework, or internal English assessments on a case- by-case basis.
- DigiPen Europe-Bilbao may use its discretion and own internal assessments in determining sufficient English proficiency for students transferring from one DigiPen campus or program to another.

Admission/Denial to DigiPen Europe-Bilbao's Programs

DigiPen Europe-Bilbao considers every part of an applicant's materials and qualifications when evaluating an 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.

Accepted undergraduate applicants will receive an enrollment packet via standard mail. This packet will include an official letter of acceptance, and, if applicable, a request to furnish proof of high school graduation and official scores for the Selectividad before the start of classes in the fall. Students will receive their student enrollment agreement by email. By returning the signed enrollment agreement, proof of graduation, and the enrollment fee, an applicant has confirmed enrollment.

Applicants who are accepted and enrolled are required to attend an official orientation session prior to the start of the program. By attending classes after the close of the seventh calendar day form the beginning of the semester, an applicant's status converts to 'matriculated student.'

Applicants who are not accepted to the Institute will receive a letter of denial by mail. When possible, the Institute will attempt to provide information about the specific areas in which an applicant needs improvement if the applicant wishes to reapply in subsequent years. Please see the Reapplication Information section for more information.

Reapplication Information

Applicants who are denied admission are encouraged to reapply for a future year. By improving the areas suggested on the original decision letters (i.e. improving grades by taking

additional course work, devoting more time and energy to any required portfolios, etc.), many individuals reapplying for admission are accepted.

To reapply, applicants should submit a new application form and indicate that they have applied previously for admission. The Office of Admissions retains all materials submitted by applicants for a period of six years. Therefore, items such as transcripts, letters of recommendations (optional for applicants to the Institute's undergraduate degree programs), and test scores can be transferred from an applicant's original file to the new application file.

Students who are reapplying need to supply the following materials only:

- New application form. Please submit online.
- 25€ application fee.
- Any new or updated documents, such as new transcripts, new test scores, etc.
- A short essay describing the progress and improvements that the applicant has made in the areas recommended in the original decision letter.
- After submitting their new application, readmission applicants are encouraged to contact the Office of Admissions by email at ***admissions.es@digipen.es*** to confirm whether any additional materials are needed for the completion of their application.

Readmission Information

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

MEDICAL WITHDRAWALS

A physician's statement must be included and it must indicate that the applicant is ready to resume studies. Additionally, it should describe any special needs the student may require upon returning to the Institute.

READMISSION AFTER ADMINISTRATIVE WITHDRAWAL

A statement explaining how time away from the institute was spent, why the student wishes to return, and how the student plans to be successful by returning should be submitted as part of the application for readmission. Students dismissed for academic reasons are not eligible to apply for readmission until at least one semester has passed since the formal dismissal from the Institute.

READMISSION AFTER DISCIPLINARY ACTION

Applicants should include a formal appeal for the Appeals and Disciplinary Committee to review along with their application for readmission. Applicants previously withdrawn for disciplinary reasons must receive clearance from the Appeals and Disciplinary Committee to return.

READMISSION FOR PERSONAL REASONS

There are usually no impediments to returning to the Institute if there is space available; however, an academic plan may need to be developed with the student's advisor upon reenrollment, and students requesting readmission after an extended period of time must meet with an academic advisor to determine the viability of completing their degree program.

READMISSION AFTER NON-PAYMENT OF ACCOUNT

Outstanding accounts must first be settled before applying for readmission. Once settled, the policy for readmission follows the same guidelines listed in the Readmission for Personal Reasons section.

SUBMISSION OF OFFICIAL TRANSCRIPTS OF NON- DIGIPEN COURSEWORK

All readmission applicants to DigiPen Institute of Technology Europe-Bilbao must request an official transcript from the Institute's Office of the Administration to be sent to the Office of Admissions as part of their application. Additionally, if you have taken courses from another college since leaving the Institute, you must also have any and ALL official transcripts forwarded to the Office of Admissions from the Office of the Administration of each institution attended. The transcripts should show all academic work until the last semester or quarter you completed. If you are approved for readmission with coursework in progress, your admission status will be provisional, pending receipt of your final transcript(s). Finally, readmission applicants who are applying for readmission more than one year after withdrawing and who are not native English speakers may have to submit additional Proof of English language proficiency. Please see the Proof of English Language Proficiency section in the Undergraduate Admissions section.

Non-Degree Seeking

Applicants who are interested in taking individual courses that are part of the Institute's degree programs may register for them based on each semester's course offerings and availability. Applicants will be handled on a first-come, first-served basis.

1. Applicants to the Non-Degree Seeking program must show proof of graduation from high school and a recommended minimum 2.5 GPA in their most recent studies for acceptance into the program.
2. Upon application, a degree program track must be selected and additional corresponding materials may be required.
3. Students must pass or show proof of having passed prerequisite courses before they are able to register for more advanced courses. Waiver exams may be administered if the students feel they have achieved proficiency.

4. Students must earn a grade of “C-” (or 1.7 quality points) or better to pass courses that are core to their chosen track.

5. Students must maintain a minimum GPA of 2.0 in order to remain enrolled in the Non-Degree Seeking program. Enrollment is on a continuous basis unless students do not register for courses for a given semester, at which time they will be withdrawn.

6. Applicants who are not native English speakers must provide Proof of English Language proficiency. Please see the Proof of English Language Proficiency section in the Undergraduate Admissions section.

Courses taken in the Non-Degree Seeking program do not lead to a degree and are not applicable to earning a professional certificate from the Institute.

Waiver Credit, Advanced Placement Examinations, CLEP

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 Europe-Bilbao. Credit may be granted through other means: Advanced Placement (AP) Exam scores, College-Level Examination Program (CLEP) subject exam scores, or transfer credits from other post-secondary institutions. Course transfers and waivers are processed at 25€ per credit.

Course Waiver Examinations

Students may meet an academic requirement, within specified limits, by passing a waiver examination at least equal in scope and difficulty to a final examination in a course. Successful completion of the examination waives the curricular requirement for a specific course but does not result in credit earned. Waiver credits will not reduce the total number of semester hours required for a degree; however, they will increase the available number of elective hours for a degree. Waiver examinations must be taken prior to the final semester at DigiPen Institute of Technology Europe-Bilbao, and they may not be repeated.

Students have the opportunity to waive designated courses by demonstrating mastery of the material in two steps:

1. A waiver petition to the respective department, indicating prior academic coursework and relevant work experience in the subject area; and

2. Performance on a placement exam offered by the respective department at the beginning of each term.

To petition waiving a course, the student must complete a waiver request for each course, submit a transcript or photocopy of the transcript with relevant coursework highlighted, and submit the requests to the Office of the Administration. Waiver requests may be completed online through SRS. Once submitted, waiver requests need to be approved by the department appropriate to the courses. For waiver requests received by July 1, students will receive notification by August 1. Waiver requests arriving in the Office of the Administration 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.

It is not possible to predict the results of faculty review of course waiver requests. Courses generally include intermediate-level material, so a student who has completed only introductory work in a subject is not likely to be granted a waiver. Faculty take many factors into consideration, including

the academic caliber of the school where the course was taken, the difficulty of the text, the grade received, and the time elapsed since completion of the course.

The following restrictions apply to all waiver examinations:

1. A student must have an approved waiver request on file before credit by examination can be recorded on the permanent record.
2. A student must be currently enrolled before a waiver examination can be recorded on the permanent record.
3. A maximum of 15 semester hours may be waived toward a bachelor degree.
4. Examinations may not be repeated.
5. Repeat course work and "F" grades (or 0 quality points) or "NP" grades are not open to waiver requests.
6. Students may not take waiver examinations on courses they have audited.

Advanced Placement Examinations

Course waivers or credit may be granted for satisfactory achievement on Advanced Placement Exams of the College Entrance Examination Board taken within the last 10 years. AP exams must have been taken prior to the applicant's graduation from high school. No grades will be assigned to the courses, nor will they be figured into a student's grade point average. Courses waived or transferred are entered on students' transcripts, but no grades or quality points are awarded. Official results must be sent to the Office of the Administration before course waivers or transfers are granted.

DigiPen Europe-Bilbao course credits may be waived or transferred through AP examinations, and these may be applied to satisfy DigiPen Europe-Bilbao's degree requirements. The examinations and the courses for which waiver hours or credit are granted are listed below. Waivers/credit granted for a specific course count toward the satisfaction of any requirement toward which the listed course counts.

ACCEPTED AP SCORES AND DIGIPEN COURSE EQUIVALENTS

AP EXAM	MINIMUM SCORE	DIGIPEN COURSE
Art – Special Topics	4	ART 199
English – Language and Composition	4	ENG 110
English - Literature and Composition	4	ENG 399
History – World History	4	HIS 100
Japanese	4	JPN 101
Macroeconomics and Microeconomics	4	ECN 100
Statistics	4	MAT 105
Calcab AB Subscore	4	MAT 150
Mathematics – Calculus AB	4	MAT 150
Mathematics – Calculus BC	4	MAT 200
Music Theory	4	MUS 120/L
Physics 1 – Introduction	4	PHY 115
Physics C – Mechanical	4	PHY 200/L
Physics C – Electricity and Magnetism	4	PHY 270/L
Psychology	4	PSY 101

College-Level Examination Program (CLEP)

Credit may be granted for CLEP Subject Examinations with a B-level score or higher only, according to the equivalency chart below. Exams must have been taken within the last 10 years and must have been taken prior to the applicant's completion of a total of 40 hours of college credit. Course credit is entered on a student's transcript, but no grades or quality points are awarded. It is the student's responsibility to have an official score report sent to DigiPen.

CLEP SUBJECT TEST	MINIMUM SCORE	DIGIPEN COURSE
College Composition	59	ENG 110
Introductory Psychology	55	PSY 101

Students should check with the College Board at *collegeboard.org* for further details and information concerning test centers and dates.

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 August 14 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 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 must have been taken within the last 10 years and must appear on an official transcript from an accredited institution with a grade of B- or better. DigiPen reserves the right to accept or reject credits earned at other institutions. 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 "B-" 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. **Undergraduate Students:** A minimum of 50% of undergraduate degree program requirements must be completed at DigiPen.

Students transferring to DigiPen under an established articulation agreement may be subject to policies that vary from those stated here.

Intercampus Transfer Policy

Intercampus Transfers are students who have enrolled in a DigiPen degree program and wish to permanently transfer to another DigiPen campus. Students who intend to complete an intercampus transfer should first meet with their current campus Office of the Registrar to request official transcripts and to discuss the transfer requirements. Then the student should submit a completed Application for Campus Transfer to the Office of Admissions for the campus to which they wish to transfer. This application should include the application form, an essay on why they wish to transfer, and a completed transfer checklist. Students who wish to transfer should start the process as early as possible to allow enough time for materials transfer and preparing appropriate visa paperwork. Applications must be submitted by the following deadlines:

TRANSFER SEMESTER	DEADLINE
Fall	March 1
Spring	July 1

Students will be notified by the Office of Admissions of the transfer campus whether the applications are approved or denied.

Students are eligible to apply for intercampus transfers any time after matriculation and prior to the completion of 75% of the entire program in which they enrolled. A minimum cumulative GPA of 2.0 is required for intercampus transfer. In order to earn an undergraduate degree from the DigiPen campus to which students wish to transfer, the following conditions must be satisfied (in addition to the program and graduation requirements):

1. Students should complete a minimum of twenty-five percent (25%) of the credits required for the undergraduate degree program at the DigiPen campus awarding the degree;

2. At a minimum, students must maintain matriculated/active status for at least one academic year and complete the final semester at the campus awarding the degree.

Students may contact the Office of the Registrar at their current campus for more information on transfer requirements, deadlines, and any other special procedures.

Articulation Agreements

Credits from a college with an articulation agreement with DigiPen Institute of Technology Europe-Bilbao will be accepted, and grades earned will be included in students' DigiPen Europe-Bilbao transcripts. Please contact the Office of the Administration for a list of colleges with articulation agreements.

Credit Evaluation Request

Challenge and waiver examinations may be requested from the Office of the Administration or online. A student must have approval for an exam prior to taking it.

Transferability of Credits to Other Institutions

A student wishing to transfer DigiPen Europe-Bilbao 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 Europe-Bilbao credits.

Granting Credits for Work Experience

DigiPen Europe-Bilbao does not grant credit for work experience.

Tuition and Fees

All tuition and fees are in euros.

Application Fee

There is a 60€ application fee. The application fee is refundable if the applicant requests a refund within three days after submitting the application fee and cancels the application.

Enrollment Fee

Upon acceptance into a degree program, a 150€ registration fee must be paid to confirm enrollment. If a student cancels the enrollment, the student may request a refund of the registration 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 six months before taking effect.

Payment of tuition and fees can be made by electronic fund transfer.

Late Registration Fee

Students are responsible for registering for courses and reregistering for courses that need to be retaken each semester by the posted date. All late course registrations will cost an additional 100€ to cover administrative fees.

Books and Supplies

Text and reference books are estimated to be approximately 480€ per year. This cost is not included as a part of the tuition.

Tuition

The flat-rate structure at DigiPen Europe-Bilbao is based on a semester basis. The tuition costs below are for full-time students (those students taking a minimum of 16 credits or more during each of the fall and spring semesters). In order for a student to complete the degree program in the typical four years, the student must take an average of 16-20 credits per semester.

NO. OF CREDITS	EU	NON-EU
16 or more	14.000€* per year	18.000€* per year

**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.

Administrative Fee

This fee covers a limited number of transcript requests, add/drop requests, enrollment verifications, and re-registrations. This fee is 40€ per semester for all students.

Alumni Audit Fees

Tuition, application, and enrollment fees are waived, but alumni are responsible for any course, administrative, and technology fees. Fees are non-refundable for alumni audits.

Technology Fee

This fee covers supplies and maintenance costs for the students' use of equipment and upkeep of the computer labs. This fee is 40€ per semester for all students.

Name Change Fee

Students may submit two preferred name changes at no cost. However, any preferred name change requests after the initial two will incur a 75€ fee to cover administrative and material costs. Reverting to current legal name or officially changing legal name will not incur a fee.

Transfer and Waiver Fees

Course transfers and waivers are processed at 25€ per credit.

Course Fees

Some courses may require lab or material fees. Please refer to course descriptions on course registration forms.

Cancellation and Refund Policies

Cancellation Policies

- Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- All monies paid by an applicant who withdraws will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
- An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school (i.e., prior to attending classes on or after the start date as noted on the enrollment agreement), is entitled to a refund of all monies paid minus an enrollment fee of 150€.

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 Registrar's Office in accordance with Nonattendance Taking Policy. In these cases, tuition shall be refunded as follows: Before the close of the 7th calendar day from the beginning of the semester: Students receive a 100% tuition refund. Before the close of the 8th 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.

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 COO-Redmond and CFO. 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. 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 related withdrawals. Students may also request special consideration for reasons other than medical related. Tuition refund requests are evaluated. Students who would like to file an appeal against a decision regarding their tuition refund shall file a written request to the Office of the Registrar (OOR). If dissatisfied with the decision of the OOR, students may file a second appeal with the Managing Director

Tuition Account Reimbursement

REIMBURSEMENT REQUESTS

Any credit balance left on a student account is applied to future charges unless the student requests a reimbursement by signing a Reimbursement Request Form.

REIMBURSEMENT METHOD

A reimbursement is made payable to the student, unless otherwise instructed by the student on the Reimbursement Request Form. A reimbursement wire transfer 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

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 the account's change of status. A reimbursement wire transfer is made to the student.

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 courses 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.

APPLICATION OF POLICY

Any monies due to the student shall be refunded within 60 days of the account's change of status (i.e., the date when the Office of the Administration changes the status of a student's account) or within 60 days from the date of receipt of payment, in the event that the date of such receipt is after the student's last date of attendance.

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

- Withhold the release of the student's academic records or any information based upon the records.

Financial Assistance

Loans

DigiPen Institute of Technology Europe-Bilbao has arranged agreements with a select number of local banks for students to acquire student loans (available to those who qualify). Interested students should contact the banks directly for details, but may find a list of available options by contacting the Administration Office or by visiting the website ***digipen.es***.

Student Affairs

Student Affairs provides services to all degree-seeking students in order to support their academic, professional, and personal development. The sections below detail some aspects of a few of the services provided by Student Affairs.

Career Services

DigiPen Europe-Bilbao provides a variety of resources for enrolled degree-seeking students to jumpstart their professional development before they graduate and transition into the industry. These resources include on-campus facilities to connect students with prospective employers, communication workshops, and both group and one-on-one appointments to review application materials (e.g., resumes, cover letters, websites) and discuss interviewing and other job search skills.

DigiPen Europe-Bilbao establishes relationships with potential employers and maintains an online professional/social networking groups for alumni.

Please note that employment upon graduation is not guaranteed, nor is DigiPen Europe-Bilbao obligated to secure employment on behalf of students.

Disability Support Services

DigiPen Institute of Technology Europe-Bilbao is committed to providing equal access to all of its programs, courses, activities, events, and services. DigiPen Europe-Bilbao will provide reasonable accommodations to qualified students with disabilities.

DigiPen Europe-Bilbao's Disability Support Services staff is 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 Europe-Bilbao 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 Europe-Bilbao.

DSS staff will engage in a collaborative effort with students to assure equal access for students with disabilities. The DSS staff will also work with departments, faculty, and staff in the broader DigiPen Europe-Bilbao 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 Administration department.

Counseling Services

DigiPen Counseling Center provides resources to students dealing with a variety of personal issues, from short-term individual counseling to crisis intervention. All services offered by the Counseling Center at DigiPen Europe-Bilbao are overseen by licensed mental health counselors and are completely free to matriculated DigiPen Europe-Bilbao students. Current and prospective students who would like more information on DigiPen's counseling services should contact the Administration department.

Academic Advisors

Each student at DigiPen Europe-Bilbao is assigned a member of the Faculty to act as an Academic Advisor upon matriculation at DigiPen. Academic Advisors mentoring can take many forms depending on the needs of the student. Primarily, they support students through setting and working towards academic goals, resolve issues related to academic policies, scheduling and course selection, degree audits and graduation, classroom success, assisting with interactions with other faculty or staff, dealing with issues such as stress or time management, understanding the nature of their education , and many other possible topics. Students can see their assigned Faculty Mentor by visiting their SRS Account.

Make-up Work

The DigiPen Institute of Technology understands that students are occasionally unable to complete work due to legitimate and unplanned disruptions. Each course will provide opportunities to make-up learning outcomes in a way that makes sense within the structure of that course.

This may include allowing late work for excused absences, make-up labs, allowing more opportunities for assessment than are required for the course, or other intentional structures to support student success and resilience. For details specific to each course please refer to course syllabi and contact your instructor.

In some cases, for some amounts of missed instruction and work, make-up work will not preserve the integrity of the educational experience. In these cases a student should contact their Academic Advisor to discuss other possible pathways.

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 also provides career resources post-graduation and encourages alumni to remain connected with the DigiPen community. DigiPen Europe-Bilbao graduates are welcome to attend U.S. alumni events.

The Alumni Audit allows graduates of DigiPen Institute of Technology to take courses tuition-free within two calendar years of graduation. Participating alumni must review and sign an Alumni Audit Enrollment Agreement prior to attending courses.

Regulation of Conduct and Disciplinary Procedures

DigiPen Institute of Technology Europe-Bilbao is an academic institution that strives to ensure all students have a safe and effective workplace free of harassment, which supports collaborative and cooperative education. To this end, students will comport themselves in a professional manner when dealing with instructors, faculty, administrators, and/or other students. They are expected to dress and manage personal hygiene in a way that does not cause undue offense to other students, faculty, or staff of the Institute, and to refrain from verbal or physical intimidation of others. 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.

Rules and Regulations

1. It is strictly forbidden to bring in or out of the premises any digital storage and any form of memory sticks or optical media, diskettes, video recorders, etc. other than for academic and approved usages which directly apply to courses being taken by the student during the term of this agreement, or for the required purpose of maintaining back-up copies of student-created projects and assignments. Additionally, it is forbidden to bring in any personal computers or software, as well as any video or audio recording equipment, without first agreeing to and signing a Network and Internet Usage Agreement. Students are responsible for guaranteeing that any files transferred to and from DigiPen's equipment are free of malicious viruses or Trojan horses. In respect to the above, students are only allowed to carry in and out of the DigiPen premises data files only and not executable files. This includes student-created executables. Following this policy will greatly reduce the risks of virus infections to the DigiPen network. In order for DigiPen faculty to review and grade projects and assignments, source code must be stored and executables must be generated at DigiPen from the corresponding source code.

2. Students are forbidden from downloading any files from the Internet or installing any software, including executable files (single or packaged) downloaded from the internet or from any other media, and including but not limited to freeware and/or shareware on DigiPen computers, without the written approval from a DigiPen faculty member or from DigiPen's IT department.

3. In order to prevent damage to equipment and facilities, food and/or drink are not permitted anywhere within the training areas of the premises.

4. Smoking is not permitted anywhere within the premises, including, but not limited to, the washrooms, elevators, or stairwells.

5. Student ID tags must be worn visibly when on the premises. Lost or stolen ID tags must be reported to the Security as soon as possible.

6. All student projects must receive approval from DigiPen's instructors prior to commencement of any production. DigiPen reserves the right to reject ideas or to stop production of any student game, animation, or project for reasons deemed appropriate to DigiPen. The Institute will not allow the production of any student work that contains or makes a direct or indirect reference to any of the following material/subject:
    - Religious content
    - Religious symbols
    - Pornographic material
    - Excessive violence
    - Sexual and nude content
    - Promotion of illegal substances
    - Promotion of racism or hate
    - Content demeaning to any group of society

7. Plagiarism will not be tolerated. Any student who submits the work of another person as the student's own is considered to have committed plagiarism. Types of work that can be plagiarized include, but are not limited to, source code, artwork, concepts, designs, or other material. Anyone submitting someone else's work without the explicit written permission from the legal owner may have violated the owner's intellectual property rights or copyrights, in addition to committing plagiarism. If any student is unsure as to what constitutes a case of plagiarism, the student should consult an instructor for clarification

8. Students shall not submit any work to the Institute that infringes upon the intellectual property rights of a third party. If, during the program, a student submits such work to the Institute, the student shall indemnify or hold harmless the Institute from and against all loss, damage, cost (including legal fees), and other liability, which the Institute may suffer as a result of the same.

9. Cheating on an examination will not be tolerated. Using any materials other than those authorized by the examiners during an exam is an example of cheating.

10. Submitting false documents, transcripts, or any other academic credentials to gain admission to DigiPen or to obtain any academic benefit is grounds for expulsion without recourse.

11. Disrupting instructional activities, including making it difficult to proceed with scheduled lectures, seminars, examinations, tests, etc., shall be considered an offense.

12. In the interest of maintaining an environment that is safe and free of violence and/or threats of violence for its employees, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of DigiPen. Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition is inappropriate in an academic community for any reason, except by law enforcement officials. No weapons or ammunition shall be worn, displayed, used, or possessed on campus. Any member of the DigiPen community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from DigiPen. Any person who is not a member of the DigiPen community who violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions of local law. Members of the DigiPen community who are aware of any violations of this policy or who have other concerns about safety or weapons should report them to the Office of Admissions or the Director General.

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

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

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

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

17. Graffiti, other forms of mural art, or the posting of signs anywhere in the premises and the building without permission of the Administration is not permitted.

18. Office equipment (photocopier, fax, office phone, etc.) is not available for student use.

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

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

21. It is forbidden to attempt to engage in, aid and abet others to engage in, or attempt to engage in conduct which would be considered an offense.

22. Failing to comply with any penalty imposed for misconduct is considered an offense.

Penalties

The penalties that may be imposed, singly or in combination, for any of the above offenses may include, but are not limited to, the following:

1. A failing grade or mark of zero for any course, examination, or assignment in which the academic misconduct occurred.

2. Suspension from the Institute for a specified period of time or indefinitely. Students will not receive credit for courses taken at another institution during a suspension.

3. Reprimand, with the letter placed in the student's file.

4. Restitution, in the case of damage to property or unauthorized removal of property.

5. A notation on the student's permanent record of the penalty imposed.

6. Expulsion from the Institute.

7. Legal action against the student committing the offense.

Warnings

1. The penalty for plagiarism or for cheating is normally suspension from the Institute.

2. Charges filed under the local or international law and/or the commencement of legal proceedings do not preclude disciplinary measures taken by the Institute

Procedures

Any student suspected or apprehended in the commitment of an offense shall be given the opportunity to explain the incident and, if desired, to meet with department heads, a Student Affairs Officer, or other appropriate person, before the alleged offense is reported to the Appeals and Disciplinary Committee.

An alleged instance of student misconduct deemed serious enough for action by the Institute shall be referred to the Appeals and Disciplinary Committee. After an investigation and hearing at which the student is invited to appear, the committee reports its decision to the Dean of Faculty. If the student wishes, the student then has the opportunity to meet with the Dean of Faculty to appeal the decision.

Appeals

A student has the right to dispute a disciplinary decision of the Department Chair. A student who wishes to make an appeal must notify the Dean of Academic Affairs in writing and must provide a full explanation of the reasons for appealing in writing within one week of being notified of the decision.

Appeal hearings take place before a committee called together by the Dean of Academic Affairs and can be elevated to the Executive Director. A student is entitled to be represented or assisted throughout the appeal process by an advocate who may be a friend, relative, or legal counsel. The student is entitled to explain the reasons for appealing either orally or in writing, and the student may call witnesses. The Department Chair is also present and puts forth the reasons for the original decision.

The members of the committee may ask questions of both the student and the Department Chair. The Dean of Academic Affairs will notify the student of the final decision in writing within a week of the hearing.

Student Internships

Overview of Internships for Credit

Student internships are monitored, on-site work or service experiences for which students earn credit. Students who meet prerequisites and are in good academic standing are eligible for internships.

Internships can be arranged for any setting related to a student's career goals. The internship usually takes place in a professional workplace under the supervision of an experienced professional, whereby a high degree of responsibility is placed on the student. Internships can be part-time or full-time and must be paid. Internships must be approved in advance by the Institute.

General Information Regarding Internship Programs

Through an internship program, students establish and meet intentional learning goals through actual product development experience, while actively reflecting on what they are learning throughout the experience. The goals for the internship may include:

- Academic learning – applying knowledge learned in the classroom to tasks in the workplace.
- Career development – gaining knowledge necessary to meet minimum qualifications for a position in the student's field of interest.
- Skill development – an understanding of the skills and knowledge required in a specific job category within the industry.
- Personal development – gaining decision-making skills, critical thinking skills, and increased confidence and self-esteem.

Since internships have a strong academic component, students are carefully monitored and evaluated for academic credit. Internships may vary in duration but generally last for one semester (3-4 months) and credit is granted based on 45 hours of internship per credit. For example, 4 credits (180 hours) and 3 credits (135 hours). Typically, students may replace two semesters of their respective program's projects courses. Please refer to individual program requirements for more information. Students may not replace more than eight internship credits.

More detailed information about student internships can be found in the Internship Guidelines available in the Administration Office.

Change of Major and Graduation

Requesting a Change of Major

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

1. Submit a Request for Change of Major through Student Record System Portal (SRS). The Administration Office will print an unofficial grade report to include with the change of major application.
2. Submit a Change of Major Statement addressing the following topics:
   - Discuss your reasons for requesting a change of major, and explain how these reasons relate to your future goals (personal, educational, and professional).
   - Describe how a change of major will affect your academic plan from this point forward, and include any steps you will take to ensure a smooth transition.

Submit any additional materials required for the degree program to which you would like to change. This information is available here: ***digipen.edu/student-portal/academics/change-of-major***. Art portfolios should be submitted in hard copy or electronic format, as originals will not be returned. Detailed information about additional materials and the change of major process can be accessed online at ***digipen.edu/student-portal/academics/change-of-major***. Once all relevant materials have been received and the application has been evaluated, a decision regarding the change of major will be sent to the student via mail or email. Students approved for a change of major will be emailed an Enrollment Agreement corresponding to the new program. The student must either sign this agreement electronically through DocuSign or print, sign, and return it to the Office of Admissions before the change can take effect.

IMPORTANT INFORMATION REGARDING CHANGE OF MAJOR REQUESTS

- Changes of Major will only take effect on the first day of a new semester during which the student is enrolled in courses. To be considered, requests must be submitted at least fifteen working days before the end of the current semester; otherwise, the request will be considered for the next available semester. Specific deadlines for submitting a request for change of major are listed on the Academic Calendar.
- Students requesting a change of major should remember to consider add/drop deadlines. Requesting a change of major does not exempt students from the add/drop policies at DigiPen.
- Students may register for courses in any major prior to the deadline for adding a class, but it is recommended that

they speak with their academic advisor if they have not yet had their request for change of major approved.

- Students who change their majors are encouraged to meet with their academic advisor or with the head of the program to which they are transferring to determine what changes need to be made to their schedules or recommended course sequences.

- Students considering a change of major should speak to the degree program faculty if they have specific questions about the differences between programs. Any questions about the status of a request for change of major or about this process should be directed to the Office of Admissions or to the Office of the Administration.

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. A program of study must be completed within a reasonable period of time for a student to be eligible for graduation. The Institute defines "reasonable time" as the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. Students who do not complete their studies during this maximum time frame will be placed on academic warning and will have to complete their program requirements under the conditions of their academic warning. For more information, please see the Academic Warning section.

2. GPA requirements for graduation.

    a. All undergraduate students must have a cumulative GPA of at least 2.0 to graduate.

3. Fulfillment of financial and obligations to the school.

Note: if a student receives an "I" grade in a course required for graduation in the student's final semester, the student will not graduate until the semester in which the "I" is replaced by a letter grade. During that semester, the student must reapply for graduation.

Applying for Graduation

The Institute sets minimum requirements for all students seeking undergraduate 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 Course Catalog for the year they enter DigiPen Europe-Bilbao. Students who interrupt their attendance may be held to the requirements of the current Course Catalog when they return. Students are responsible for ensuring that all graduation requirements have been completed.

Approximately four to six weeks after students apply for graduation, a degree audit report will be issued. This report identifies courses students have taken to complete their degree requirements. This report is used to assist students in planning future coursework to ensure that all graduation requirements are met. Students should take the degree audit report with them when checking progress toward graduation with their academic advisor and/or the Office of the Administration. Students are responsible for notifying the Office of the Administration of any changes in their proposed programs and for resolving any questions prior to registering for their final term at DigiPen Europe-Bilbao.

All Incomplete grades and conditions affecting graduation must be removed from the student's record by the last regular class period of the term. All credit coursework affecting graduation must be completed by the regular class period of the term. A letter of instruction is mailed to degree candidates in March regarding deadlines and procedures for commencement-related activities.

Undergraduate 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 Administration.

Graduation Application Process

GRADUATION DATE	GRADUATION APPLICATION DUE DATE
April	December 1
July	April 1
December	July 1

1. The student completes the Graduation Application by the deadlines stated in the table above.

2. The academic advisor or administrator will review the most recent transcript or degree plan to verify progress and will notify the student of 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. Degrees will be mailed as soon as possible after that process, which should be from four to six weeks after completion. The student needs to keep the Office of the Administration informed of address changes so that degrees are mailed to the correct address.

Graduating with Academic Honors

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

Undergraduate students who graduate with a cumulative GPA of 3.85-4.0 are recognized as graduating Summa Cum Laude.

Undergraduate students who graduate with a cumulative GPA of 3.7-3.84 are recognized as graduating Magna Cum Laude.

Undergraduate students who graduate with a cumulative GPA of 3.5-3.69 are recognized as graduating Cum Laude.

Educational Rights and Privacy of Student Records

DigiPen Institute of Technology Europe-Bilbao reserves for students' certain rights with respect to their education records. These rights are:

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 Administration, 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.
   - A student who wishes to ask the school to amend a record should write to 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.
   - The Institute discloses education records without a student's prior written consent for disclosure to school officials with legitimate educational interests. A school official is 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 of 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.

Release of Student Directory, Academic, and Financial Records

f a student's parent, guardian, family member, or other individual wishes to obtain any of the student's information (including, but not limited to, account balance, tuition payments due, class registration, etc.), the student must fill out and submit the Student Consent for Release of Records Form listing the names of the individuals to whom the student's information may be released. This form will be distributed to all students during Orientation and can also be obtained from the Administration).

Release of Student Directory Information

The following information is considered public or directory information and may be released to anyone unless a student informs the Office of the Administration that the student does not wish any information released:

1. Name
2. Primary telephone number
3. Institute email address
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

Declining Release of Information

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

Allowing Release of Information

If a student restricts the release of directory information and now wishes to allow this information to be released, the student must go to the Office of the Administration and present photo identification and a completed and signed Release/ Restrict of Directory Authorization Form.

General Data Protection Regulations (GDPR)

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. In this way, data transfers are made between DigiPen entities within the framework of the development and execution of the contractual relationship with the students in accordance with the provisions of articles 6.1.b) and 49.1 sections b) and c) of the General Data Protection Regulation.

If you grant or have granted consent for processing images to promote the organization's educational activities through the website and other media and communication channels like social networks, international data transfers may be conducted under the provisions of article 49.1.a) of the RGPD.

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 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.
- Legitimate interest in relation to the issuance of news bulletins, internal publications, and viewbooks of the activities and services of DigiPen Bilbao.

EXERCISE OF RIGHTS

We inform you that you may exercise the following rights:

1. The right of access to your personal data to know what data is being processed and the corresponding treatments carried out;
2. The right to rectify inaccurate personal data;
3. The right to request the deletion of personal data when possible;
4. The right to request the limitation of personal data processing when there are doubts about accuracy, legality, or necessity. In such cases, we may retain the data for claim execution or defense.
5. The right to object to the processing of personal data when the legal basis enabling such processing is a legitimate interest. DigiPen will cease processing personal data unless there is a compelling legitimate interest or in the formulation, execution, or defense of claims.
6. The right to data portability when the legal basis enabling processing is a contractual relationship or explicit consent.
7. The right to revoke the given consent.

SECURITY AND GUARANTEES

We aim to handle personal data consistently properly, and lawfully, aligning with current data protection principles. When DigiPen processes personal data based on legitimate interests, the Data Controller carefully assesses the interests, rights, and freedoms of the individuals involved. This assessment is done in accordance with the law, ensuring that privacy is safeguarded appropriately and not negatively impacted.

DigiPen has implemented suitable technical and organizational measures to maintain a security level that matches the associated risks. This includes considerations of current technology, implementation expenses, and the specific nature, scope, context, and data processing objectives. Additionally, it accounts for the differing probabilities and levels of risk to the rights and freedoms of individuals.

ACCESS TO THE SRS

DigiPen has implemented a two-factor authentication application that students must install on their personal devices to verify access to the SRS (Student Record System) to consult the academic record or register for classes, among other purposes. Therefore, and in compliance with the provisions of current data protection regulations, we inform you:

- The legal basis legitimizing this type of processing is found in Article 6.1.f) of Regulation 2016/679 of the European Parliament and of the Council, dated April 27, 2016, regarding the protection of individuals concerning the processing of personal data and the free movement of such data. This processing is appropriate for carrying out registration in the requested class and is necessary for security reasons (verifying the identity of the person accessing the information in the Student Record System and proceeding with the registration in the requested class). Moreover, this processing remains proportional as it solely handles the requisite data essential for achieving the intended objective (i.e., the authentication code).
- DigiPen has taken all security measures, both technical and organizational, to preserve the security of the data collected through various systems. It has ensured that the service providers offer sufficient guarantees required as data processors.
- According to the Regulation and Organic Law 3/2018 provisions of December 5 on Personal Data Protection and guarantee of digital rights, you may exercise your data protection rights at the following email address: lopd@digipen.es. In any case, you can contact the Spanish Data Protection Agency if you disagree with the attention received regarding your rights.

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***.