

# COURSE CATALOG ADDENDUM: VERSION 2

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# Academic Calendar and Deadlines

[Updated April 2021]

[Added grades due and grade appeal deadlines dates.

Revised date for Founder's Day]

## Fall 2021 Semester

DATE	EVENT	REMARKS
<b>August 23 – 27, 2021</b> <i>Monday – Friday</i>	Orientation – Incoming Students	
<b>August 30, 2021</b> <i>Monday</i>	Classes Begin – Fall 2021 Semester	
<b>September 6, 2021</b> <i>Monday</i>	Labor Day Observed	No Classes – Labs Open
<b>September 7, 2021</b> <i>Tuesday</i>	Last day to add courses for Fall 2021 semester.	
<b>September 9, 2021</b> <i>Thursday</i>	Last day to drop Fall 2021 semester courses for 100% refund.	
<b>September 13, 2021</b> <i>Monday</i>	Final day to drop courses without academic penalty.	
<b>September 28, 2021</b> <i>Tuesday</i>	Withdrawal deadline for 50% refund.	
<b>October 25, 2021</b> <i>Monday</i>	Final day to receive a “W” on transcript for Fall 2021 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcript.	
<b>November 11, 2021</b> <i>Thursday</i>	Veterans Day Observed	No Classes – Labs Open
<b>November 22, 2021</b> <i>Monday</i>	Last day to submit Request for Change of Major for Spring 2022 semester. Last day to submit Application for Readmission for Spring 2022 semester.	
<b>November 25 – 26, 2021</b> <i>Thursday – Friday</i>	Thanksgiving Observed	No Classes – Labs Open
<b>December 6 – 10, 2021</b> <i>Monday – Friday</i>	Fall Semester 2021 Final Exams	
<b>December 10, 2021</b> <i>Friday</i>	Fall Semester 2021 Ends	
<b>December 14, 2021</b> <i>Tuesday</i>	Fall 2021 grades due	
<b>December 15, 2021</b> <i>Wednesday</i>	Tuition balance due for Spring 2022 semester.	
<b>December 16, 2021</b> <i>Thursday</i>	Fall 2021 grade appeal deadline	

# Spring 2022 Semester

DATE	EVENT	REMARKS
<b>January 3, 2022</b> <i>Monday</i>	Spring Semester 2022 Begins	
<b>January 10, 2022</b> <i>Monday</i>	Last day to add courses for Spring 2022 semester.	
<b>January 13, 2022</b> <i>Thursday</i>	Last day to drop Spring 2022 semester courses for 100% refund.	
<b>January 17, 2022</b> <i>Monday</i>	M. L. King Jr. Day Observed	No Classes – Labs Open
<b>January 18, 2022</b> <i>Tuesday</i>	Final day to drop courses without academic penalty.	
<b>February 1, 2022</b> <i>Tuesday</i>	Withdrawal deadline for 50% refund.	
<b>February 4, 2022</b> <i>Friday</i>	Founder’s Day Observed	No Classes – Labs Open
<b>February 21, 2022</b> <i>Monday</i>	President’s Day Observed	No Classes – Labs Open
<b>February 28, 2022</b> <i>Monday</i>	Final day to receive a “W” on transcript for Spring 2022 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcript. Final day to drop a course.	
<b>March 7 – 11, 2022</b> <i>Monday – Friday</i>	Spring Break	No Classes – Labs Open
<b>April 4, 2022</b> <i>Monday</i>	Last day to submit Request for Change of Major for Summer 2022 semester. Last day to submit Application for Readmission for Summer 2022 semester.	
<b>April 15, 2022</b> <i>Friday</i>	Tuition balance due for Summer 2022 semester.	
<b>April 18 – 22, 2022</b> <i>Monday – Friday</i>	Spring Semester 2022 Final Exams	
<b>April 22, 2022</b> <i>Friday</i>	Spring Semester 2022 Ends	
<b>April 24, 2022</b> <i>Sunday</i>	Commencement	
<b>April 25 – 29, 2022</b> <i>Monday – Friday</i>	Intersession	
<b>April 26, 2022</b> <i>Tuesday</i>	Spring 2022 grades due	
<b>April 28, 2022</b> <i>Thursday</i>	Spring 2022 grade appeal deadline	

# Summer 2022 Semester

DATE	EVENT	REMARKS
<b>May 2, 2022</b> <i>Monday</i>	Summer Semester 2022 Begins	
<b>May 9, 2022</b> <i>Monday</i>	Last day to add courses for Summer 2022 semester.	
<b>May 12, 2022</b> <i>Thursday</i>	Last day to drop Summer 2022 semester courses for 100% refund.	
<b>May 16, 2022</b> <i>Monday</i>	Final day to drop courses without academic penalty.	
<b>May 30, 2022</b> <i>Monday</i>	Memorial Day Observed	No Classes – Labs Open
<b>May 31, 2022</b> <i>Tuesday</i>	Last day to receive 50% Summer 2022 tuition refund.	
<b>June 27, 2022</b> <i>Monday</i>	Final day to receive a “W” on transcript for Summer 2022 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcript. Final day to drop a course.	
<b>July 4, 2022</b> <i>Monday</i>	Independence Day Observed	No Classes – Labs Open
<b>July 5, 2022</b> <i>Tuesday</i>	Last day to submit Request for Change of Major for Fall 2022 semester. Last day to submit Application for Readmission for Fall 2022 semester.	
<b>July 18 – 22, 2022</b> <i>Monday – Friday</i>	Summer Semester 2022 Final Exams	
<b>July 22, 2022</b> <i>Friday</i>	Summer Semester 2022 Ends	
<b>July 26, 2022</b> <i>Tuesday</i>	Summer 2022 grades due	
<b>July 28, 2022</b> <i>Thursday</i>	Summer 2022 grade appeal deadline	

## Fall 2022 Semester

DATE	EVENT	REMARKS
<b>August 22 – 26, 2022</b> <i>Monday – Friday</i>	Orientation – Incoming Students	
<b>August 29, 2022</b> <i>Monday</i>	Classes Begin – Fall 2022 Semester	
<b>September 5, 2022</b> <i>Monday</i>	Labor Day Observed	No Classes – Labs Open
<b>September 6, 2022</b> <i>Tuesday</i>	Last day to add courses for Fall 2022 semester.	
<b>September 8, 2022</b> <i>Thursday</i>	Last day to drop Fall 2022 semester courses for 100% refund.	
<b>September 12, 2022</b> <i>Monday</i>	Final day to drop courses without academic penalty.	
<b>September 27, 2022</b> <i>Tuesday</i>	Withdrawal deadline for 50% refund.	
<b>October 24, 2022</b> <i>Monday</i>	Final day to receive a “W” on transcript for Fall 2022 semester withdrawals. Withdrawals from the Institute after this date will receive a “WF” (or 0 quality points) which will appear on transcript.	
<b>November 11, 2022</b> <i>Friday</i>	Veterans Day Observed	No Classes – Labs Open
<b>November 21, 2022</b> <i>Monday</i>	Last day to submit Request for Change of Major for Spring 2023 semester. Last day to submit Application for Readmission for Spring 2023 semester.	
<b>November 24 – 25, 2022</b> <i>Thursday – Friday</i>	Thanksgiving Observed	No Classes – Labs Open
<b>December 5 – 9, 2022</b> <i>Monday – Friday</i>	Fall Semester 2022 Final Exams	
<b>December 9, 2022</b> <i>Friday</i>	Fall Semester 2022 Ends	
<b>December 13, 2022</b> <i>Tuesday</i>	Fall 2022 grades due	
<b>December 15, 2022</b> <i>Thursday</i>	Fall 2022 grade appeal deadline	
<b>December 15, 2022</b> <i>Thursday</i>	Tuition balance due for Spring 2023 semester.	

# Minors

[Updated April 2021]  
[Revised language to Minor policy]

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

- 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.
  - Will not graduate if a minor is still outstanding, and must request removal of the minor to process graduation.
  - 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.

# Standards of Progress

[Updated April 2021]  
[New withdrawal status – Withdrawal Investigation]

## Withdrawal Information and Status

The following applies to both undergraduate and graduate students:

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

### AU—AUDIT

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

### E—EXPULSION

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

### I—INCOMPLETE

“I” indicates when students have completed most of the required work for a course and submitted passing work, but circumstances beyond their control prohibit them from taking the final exam or completing coursework by the final due date. The “I” grade is included in the satisfactory pace calculation.

### IP—IN PROGRESS

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

### NP—NO PASS

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

### P—PASS

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

### S—SUSPENSION

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

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

### W—WITHDRAWAL

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

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

### WF—WITHDRAWAL FAIL

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

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

### WI—WITHDRAWAL INVESTIGATION

“WI” indicates a withdrawal done by the student in an attempt to avoid investigation for a possible offense.

- This status documents that the student is under investigation but has chosen to withdraw of their own volition, in an attempt to avoid possible consequences.
- Once investigation is complete, this status and pertinent grades will be changed according to the outcome.

### HW—HARDSHIP WITHDRAWAL

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

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

### EW—EMERGENCY WITHDRAWAL

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

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

## Special Considerations

[Updated April 2021]

[Revised language]

### 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 academically 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.
- Students in degree plans prior to Fall 2019 catalog year, may not withdraw and reapply for another catalog year in an attempt to apply this policy to their GPA.

### Non-Degree Seeking (NDS) Policy

[Updated April 2021]

[New 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.

#### FINANCIAL AID

- Financial Aid is not available to NDS students.

#### 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.