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DigiPen was founded in 1988 by Mr. Claude Comair 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, which in 1994 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 fully 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 Real-Time Interactive Simulation) that would 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. In 2008, DigiPen added two more degree programs: the Bachelor of Science in Game Design and the Bachelor of Arts in Game Design.
History

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 Real-Time Interactive Simulation, the Bachelor of Science in 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, in partnership with the Bilbao Chamber of Commerce.

That same year, DigiPen relocated its US campus to its current location at 9931 Willows Road Northeast in Redmond, Washington. In addition to uniting DigiPen’s BFA and BS programs under one roof, the larger campus provides more spaces for students to learn, meet, and collaborate, on group projects.

*ACCSC granted approval for this degree in 2006.
**Neither of DigiPen’s international branch campuses (DigiPen Institute of Technology Singapore and DigiPen Europe-Bilbao) fall within the scope of ACCSC accreditation.

Awards

DigiPen students have consistently excelled in both national and international video game competitions. At the annual Independent Games Festival (IGF) in San Francisco, California, DigiPen games have been nominated to the Student Showcase for 11 consecutive years. Out of 105 games recognized by the IGF as Student Showcase finalists since 2001, 24 were created by DigiPen students – more than that of any other school. In 2007, 2008, and 2009, DigiPen students won the coveted Best Student Game award (for Toblo, Synaesthete, and Tag: The Power of Paint, respectively). DigiPen student games have even been nominated for – and won – awards in Professional categories at the IGF, including the “Innovation in Game Design” award for Bontago in 2004.

Other competition highlights for DigiPen students include recognition at the Slamdance Games Festival, the Indiecade International Festival of Independent Games, and the PAX 10, as well as the Indie Game Challenge, which in 2010 awarded the $100,000 non-professional Grand Prize to the DigiPen student game Gear.
DigiPen Singapore as a Continuing Education & Training (CET) Centre

DigiPen Institute of Technology Singapore is a Continuing Education and Training (CET) center appointed by the Singapore Workforce Development Agency (WDA) for delivering WSQ accredited training programs in games development.

With tuition fees subsidized by the WDA these CET programs are for those individuals looking to explore the world of digital interactive entertainment production as well as those who are looking to enhance their overall knowledge in game development topics such as programming in C++, computer graphics, game engine design and artificial intelligence.

The courses are cross-disciplinary with the unique characteristic of integrating coursework in computer science, computer engineering, mathematics, art and game design with game development projects. DigiPen Institute of Technology Singapore is now home to over one hundred CET students till date.

Courses offered under this umbrella are:

Continuing Education & Training Programmes

- WSQ DigiPen©-Ubisoft© Campus Programme
  - Professional Conversion Programme for Game Programmers
  - Professional Conversion Programme for Game Artists
  - Professional Conversion Programme for Game Designers

- WSQ Modular Courses
  - Software Developers
    - Programming in C++
    - Introduction to PC Game Development
    - Introduction to Facebook Game Development
    - Introduction to iPhone Game Development
  - Game Artists
    - Introduction to Traditional Arts & Design
    - Introduction to Character Animation
    - Introduction to 3D Modeling & Rigging
    - Advanced Traditional Arts & Design
Programs offered at in DigiPen Institute of Technology Singapore’s Campus

1. Degree Programs:
   • Bachelor of Science in Real-Time Interactive Simulation (RTIS)
   • Bachelor of Science in Game Design (BSGD)
   • Bachelor of Fine Arts in Digital Art and Animation (BFA)
   • Bachelor of Arts in Game Design (BAGD)

2. Continuing Education & Training
   • DigiPen® – Ubisoft® Campus Programmes:
     » Professional Conversion Programmes (PCP) for Game Programmers
     » Professional Conversion Programmes (PCP) for Game Artists
     » Professional Conversion Programmes (PCP) for Game Designers

   • Modular Courses
     » Software Developers
     » Game Artists
     » Game Designers

3. ProjectFUN Workshops
# Hours of Operation:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Office</td>
<td>9:00am – 5:30pm</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
<td>Saturday, Sunday, Public Holiday</td>
</tr>
<tr>
<td>Labs and Classrooms</td>
<td>8:30am – 11:00pm</td>
<td>Monday – Saturday</td>
</tr>
<tr>
<td></td>
<td>12:00 noon - 11:00pm</td>
<td>Sunday</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
<td>Public Holiday</td>
</tr>
</tbody>
</table>

# Visitors

All visitors must sign in and receive authorization from the Administration office.

Visiting hours are Monday through Friday from 9:00am to 5:30pm.
# DigiPen®-Ubisoft® Campus:
*(PCP for Game Artists, Game Designers and Game Programmers)*

## Institutional Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC PHASE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 3, 2011</td>
<td>Academic Phase - Classes Begin</td>
<td></td>
</tr>
<tr>
<td>October 26, 2011</td>
<td>Deepavali Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>November 6, 2011</td>
<td>Hari Raya Haji Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>December 17, 2011 -</td>
<td>Winter Break</td>
<td>No Classes</td>
</tr>
<tr>
<td>January 8, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 9, 2012</td>
<td>Academic Phase - Classes Resume</td>
<td></td>
</tr>
<tr>
<td>January 23-24, 2012</td>
<td>Chinese New Year Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>February 3, 2012</td>
<td>Founder’s Day Observed</td>
<td>No Classes</td>
</tr>
<tr>
<td>March 5-9, 2012</td>
<td>Spring Break</td>
<td>No Classes</td>
</tr>
<tr>
<td>March 30, 2012</td>
<td>Academic Phase - Classes End</td>
<td></td>
</tr>
<tr>
<td>March 31-April 8, 2012</td>
<td>Intersession</td>
<td>No Classes</td>
</tr>
<tr>
<td><strong>PRODUCTION PHASE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 9, 2012</td>
<td>Production Phase - Classes Begin</td>
<td></td>
</tr>
<tr>
<td>May 1, 2012</td>
<td>Labor Day Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>May 5, 2012</td>
<td>Vesak Day Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>August 9, 2012</td>
<td>National Day Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>August 19, 2012</td>
<td>Hari Raya Puasa Observed*</td>
<td>No Classes</td>
</tr>
<tr>
<td>September 7, 2012</td>
<td>Classes End</td>
<td></td>
</tr>
</tbody>
</table>
### DEADLINES**

<table>
<thead>
<tr>
<th>FALL 2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26, 2011</td>
<td>Last date to receive 100% tuition refund</td>
</tr>
<tr>
<td>September 30, 2011</td>
<td>Last date to receive 50% tuition refund</td>
</tr>
<tr>
<td>September 26-30, 2011</td>
<td>Registration Period for Academic Phase</td>
</tr>
<tr>
<td>April 2-6, 2012</td>
<td>Registration Period for Production Phase</td>
</tr>
<tr>
<td>September 21, 2012</td>
<td>Final Grades published in Student Records System (SRS)</td>
</tr>
<tr>
<td>September 28, 2012</td>
<td>Release date of Graduation Letter, Transcript and WSQ Certificate**</td>
</tr>
</tbody>
</table>

*Singapore Public Holiday

**WSQ Certificate is issued by the Singapore Workforce Development Agency within a month from the date of graduation. However, release date may vary and take longer than scheduled depending on WDA's processing.

The Institute is closed on all statutory public holidays. If a public holiday falls on a Sunday, the following Monday will be a public holiday. Singapore public holidays that fall during normal intersessions (i.e. Christmas Day) have not been listed. Exam periods and breaks may be subject to change. The laboratory facilities may be closed for a period of two consecutive days per month for maintenance. It is usually at the last two working days of the month unless otherwise posted.
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Emergencies

In the case of an emergency, get to a safe place and, if possible, contact the Administration Office at 6577 1900, or the police at 999. Students are to exercise their own judgment and report all such events to the Administration Office immediately. In the event you contact the Police, please inform the Administration Office as well.

If you are in class during an emergency, please follow the directions given by the instructor.

Student Information

Students are encouraged to complete a New Student Contact Information card with two emergency contacts and any relevant health information. This card is available in the Student Record System (SRS). Any information students provide, are voluntary and are meant to aid individuals in an emergency. This information will remain confidential. Students may update their information at any time in SRS.
Evacuation Map

#02-01
Admissions

Readmission Process

Students who wish to return to the Institute after an absence must apply for readmission by taking the following steps:

- Submit a readmission application
- Pay the non-refundable application fee
- Submit official transcripts or certified true copies from all institutions attended during the absence
  (Certified true copies must bear the official stamp and signature of the Institute administrative officer, an appropriate official from the awarding institute, or that of a notary public such as lawyer, justice of the peace, etc. Transcripts issued in a language other than English must be accompanied by literal translations completed by a recognized translating organization.)
- Submit other official documents specific to the circumstances listed below:

Medical Withdrawals:
You must submit your physician’s statement indicating that you are now fit to resume classes. It should describe any special needs that should be taken into account by the Institute during the course of your study.

Readmission after Academic Dismissal
You must submit a statement explaining your activities since your absence from the Institute. You must also explain your reason for your return and your plan to succeed this time.

Readmission after Disciplinary Action
Your application must be accompanied by a formal appeal to the Disciplinary Committee. Clearance from the Committee is mandatory for your return to the Institute.

Readmission for Personal Reasons
There are no impediments to return to the Institute if there is space available. However, you must seek advice from The CET Department prior to enrolment to determine your eligibility to the tuition subsidies offered by WDA.

Readmission after Non-Payment Account
You must settle all arrears before applying for re-admission. Once settled, you should follow the same guidelines as being readmitted for personal reasons.

Exceptions to the above mentioned requirements will only be made in certain cases at the sole discretion of the Institute’s Administration. All students under the WDA subsidies must contact the CET Department to verify their eligibility to continue the subsidies upon readmission.
Competitions and Festivals

The competitions that are approved by DigiPen Institute of Technology Singapore are:

1. Independent Games Festival
   http://www.igf.com/

2. PAX 10 (Penny Arcade Expo)
   http://www.paxsite.com/index.php

3. IndieCade, International Festival of Independent Games
   http://www.indiecade.com/index.php

4. Indie Game Challenge
   http://www.indiegamechallenge.com/home/

If you are interested in submitting your game or artwork to any other competitions, you must speak with your instructor or department chair. **Do not enter into any competition on your own.**

The guidelines for participating in a game or animation competition are as follows:

1. All games, graphics, animations, or artworks produced at the institute or as part of school projects, assignments, homework, etc. are properties of the Institute. Students are **not allowed** to enter these works into any competitions by themselves.

2. The Institute **will not** participate in any competition that claims ownership or distribution rights of these works as outlined in its rules and regulations.

3. Copyright's of any games created by the Institute's students are owned by DigiPen Institute of Technology Singapore. The Institute does not allow any of its student games to be copied, distributed, modified, or (to the extent not otherwise permitted by law) decompiled, disassembled or reverse engineered at any time.

4. The Institute **does not allow** its students games to be used for any other purposes, including, without limitation, any commercial or for-profit product development.

5. The Institute has the right to withdraw from or choose not to participate in any competition if there is a violation of any of the above regulations.
Students acknowledge that:

1. The Institute retains the right to screen all submissions for content. All games or animations may not be submitted. Students must receive support and approval from their instructor prior to submissions.

2. The Institute will fill out any forms and ship the submission on the student’s behalf. Please plan in advance to have sufficient time for submissions.

3. The Institute retains the right to submit or withdraw student projects from any competition. If students submit or withdraw their games or artwork without approval, the Institute will take appropriate actions.

4. Students must include the Institute’s copyright in their game or animation at all times. For game proposals, you should submit them in a PDF format and include “© Copyright DigiPen Institute of Technology Singapore. All Rights Reserved” on every page.

5. All competition participants must be registered students in the Institute’s program. No paid artists, musicians or programmers may be involved in the productions.

For more information, speak with your instructor or send in an email to cet.sg@digipen.edu.

Non-DigiPen Institute of Technology Singapore Games

If you have worked on your own games at home, not using the Institute’s equipment, code, art, or any other asset from the Institute class or curriculum, that work is your own and may also be submitted to most competitions without DigiPen Institute of Technology Singapore’s approval.
Facilities

Everyone is responsible for maintaining a clean, accessible, and safe environment for the DigiPen Institute of Technology Singapore community. If you notice any areas of the campus that need attention, repair, or improvement, please report the matter to the Front Desk Officer.

Rules and Regulations on Institute’s Facilities Usage:

- Office equipment (photocopier, fax, office phone, etc.) is not available for student use.
- To prevent damage to equipment and facilities, food and drinks are not permitted anywhere within the training areas of the premises.
- Students are to keep the classrooms clean and tidy after each lesson.
- Smoking is not permitted anywhere on the premises.
- Possession of alcohol or illegal substances on the Institute’s premises is considered an offense.

Rules and Regulations on Student Lounge Usage:

- All food and drinks are to be consumed only in the Student Lounge.
- Students are not allowed to move any furniture out of the lounge.
- Appliances such as a refrigerator and microwave oven are provided for student use.
- Students may only store food and drinks in the refrigerator. Alcoholic beverages are strictly prohibited.
- The refrigerator will be emptied at the end of every semester.
- Observe safety measures when using the microwave oven. Please wipe it with a clean cloth after every use.
- Keep the lounge clean and tidy at all times.

Photocopying Service

Animation and photocopying papers may be obtained from the Front Desk. Each CET student is given a certain allocation for printing and photocopying throughout their program (A4/A3). Colored printing is not available. The location of the photocopier is in Narbacular Drop (Unit#01-02).

The DigiPen®- Ubisoft® Campus programme students have been allocated 250 copies throughout their ten-months of study. In the event they run out, they could submit a request to the IT Department for further action.

Students are expected to observe environmentally friendly practices in paper consumption and use only what is needed. Recycling is encouraged.

For more information on the usage of printing and copying, refer to the Printing Guide in the Network Drive, Student Folder, IT Guide.
Information Technology (IT)

General Information

- You can access your email over the web at webmail.digipen.edu.
- Class websites can be accessed at distance.digipen.edu.
- Students must submit software requests to their instructors. If the instructor is convinced of the need, they will submit a request to the Information Technology Department.
- **Never give out your password.** The Information Technology Department will never ask you for your password.
- Classroom computers, webmail, and distance.digipen.edu all use the same credentials. SRS uses a separate set of credentials; if you require assistance with SRS, please contact the Registrar’s Office.
- The Information Technology Department is not responsible for supporting your personal hardware or software.

Support

The IT Support webpage (inside.digipen.edu) contains a great deal of information to help you, including the following topics:

- Changing your password
- Connecting your laptop to the wireless network
- Using Subversion
- Configuring email clients
- Submitting HelpDesk requests
- And much more…

If you are unable to resolve your issue after visiting the Support site, you can contact our HelpDesk in the following ways:

- Visit helpdesk.digipen.edu
- Email helpdesk@digipen.edu
- Call the HelpDesk hotline: 6577 1945 or ext 1945.
  *(Please see Staff and Department Directory list under IT section, p 42.)*
Helpful Tips

- Restarting a workstation can resolve many issues with roaming profiles.
- The Y: drive is there for you to store your data, but you should not work on files while they are saved there. Copy the file(s) you wish to work on to C:\sandbox, do your work, and then save the latest version back to the Y: drive. Do not expect any data left in C:\sandbox the next time you use that machine, as this is just a temporary storage area whose contents will be deleted when the user logs off (or if the PC is unattended for more than one hour).
- It is important to backup your document, project, or artwork. Flash drives work well for this.
- You can choose to forward your DigiPen Institute of Technology Singapore emails to your personal email address. If you wish to do so, submit a HelpDesk ticket or go to http://digipen.edu/selfservice.
- Your roaming profile has a storage limit significantly lower than the amount of space available to you on your Y: drive. Do not save large files to your desktop; instead, save them to the Y: drive.
- If there is specific software you would like to see in a lab, please inform your instructor.

Policies

The Computer Use policies can be found in the Student Conduct section of the Student Handbook. All other policies and procedures can be found on the IT webpage at inside.digipen.edu/main/ITS.
International Students

At DigiPen Institute of Technology Singapore, we support our international students by helping them with information about traveling, working, and living in Singapore.

Accommodation

The Institute does not provide accommodations for students. It is the responsibility of the student to make his or her own housing arrangements before the semester starts. Students may request the “Student Accommodation Booklet” from Student Affairs as a reference. If you need assistance in identifying housing options near the campus, please contact Student Affairs.

Student Visa

International students who have lost their student visas must report to the Institute’s Administration Department immediately. Students are required to apply for a replacement within seven days from the date of loss.

The student is required to call in person at ICA Student’s Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at:

ICA Student’s Pass Unit
Visitor Services Centre
4th Storey ICA Building
Monday-Friday (8:00 am – 4:30 pm)
Saturday (8:00 am – 12:30 pm)

The following documents must be produced:

i. Valid travel document and a photocopy of the personal particulars page;
ii. A letter from the school stating that the applicant is currently a registered student of the school.
iii. eForm 16 duly completed and signed by the applicant; and
iv. Police report (original) or Declaration for loss of student’s pass form.

The processing time for second or subsequent losses will be 4 weeks.
Library

The Library aims to support the Institute’s curriculum, students, and faculty. Students have access to a variety of reference books, online databases and DVDs relevant to their program of study. The Institute has an online library catalog where students may search for book titles that are available at the Singapore campus.

The Institute’s library is open to all students.

- Operational hours are 9:00 AM – 9:00 PM (Monday – Friday only).
- Students are required to show their student badge to borrow books.
- Damaged or lost books must be replaced by the borrower.
- The Institute may freeze the student’s SRS account if the student incurs any overdue books and library fines.
- Eating and drinking is NOT PERMITTED in the library.

Circulation Policies

Loan Periods:

- Books may be checked out for three weeks at a time.
- Reference books and periodicals, which do not circulate, can only be used within the library. Upon request, these items may be taken from the library to photocopy, but the student must surrender his/her Student ID Badge.
- Reserve items may be checked out for two hours.
- Audiovisual materials (video games, CDs, DVDs) may be checked out for two days.
- Please refer to the Loan Policies section for further information.

Loan Policies:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Duration</th>
<th># of Items</th>
<th>Fine (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiovisual</td>
<td>2 days</td>
<td>5</td>
<td>0.50 per item per day</td>
</tr>
<tr>
<td>Book</td>
<td>21 days</td>
<td>5</td>
<td>0.25 per item per day</td>
</tr>
<tr>
<td>Equipment</td>
<td>3 hours</td>
<td>6</td>
<td>0.50 per item per hour</td>
</tr>
<tr>
<td>Reserve</td>
<td>2 hours</td>
<td>5</td>
<td>0.50 per item per hour</td>
</tr>
</tbody>
</table>

Library accounts will be frozen and borrowing privileges will be suspended when fines have been accumulated to a total of $25.

Damaged Materials

If materials are damaged and deemed unsuitable for the collection by the Librarian, the student must pay the replacement cost.

For more information, please contact the Librarian, Ms. Jocelyn Villanueva, at jvillanueva@digipen.edu or 6577 1937.
Registrar

Class Registration

Before the start of classes, you will receive an account activation email from the Student Records System (SRS). The activation email includes your user name, one-time password and a detailed instruction for class registration.

Class Registration takes place online using SRS. Once a registration is requested, it is placed in a processing queue in the order received. Once processed, you will receive an email confirming the classes for which you are registered. Please contact the Registrar’s Office or visit the Administration Office if you have not received this email within one week of registration.

For more information regarding Class Registration, please contact the Registrar’s Office at registrar.sg@digipen.edu.

Grades

Final grades are published in SRS few weeks after the program ends. Note that the minimum grade requirement to successfully complete any CET course is 70%, which is equivalent to a C- or better. The Registrar’s Office will notify all students once the grades have been submitted by the instructor(s) and are available in SRS.

Institutional Withdrawal

To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal Form to the Registrar’s Office. Institutional Withdrawal forms may be obtained from SRS and the Administration Office. The withdrawing student will have an exit interview at the time they receive their form and must obtain signatures from various departments to complete their withdrawal. For more information about withdrawing from the Institute, please see the SRS Bulletin Board.

Transcript and Other Document Requests

Transcripts are not automatically issued to students. In order to obtain an official or unofficial transcript, you must complete a Transcript Request form. You can download the form from SRS.

Upon completion of your program, you may only request for one (1) copy of your official transcript free of charge. For succeeding requests, you will have to pay the corresponding transcript fee (plus GST) per copy.

The Registrar’s Office may issue various official documents upon request. Male students who are called for reservist may request for enrollment verification and other supporting documents for their deferment.

Contact Information

If you need assistance with registration, have questions about academic matters or would like to request an official transcript, please contact the Registrar’s Office (registrar.sg@digipen.edu) or visit the Administration office. If you are having problems with SRS or need to have your password reset, email the request to srs.sg@digipen.edu. Please note: The Institute’s IT Helpdesk does not handle SRS-related issues.
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Every member of the Institute’s community has the right to learn and participate in a respectful, safe, and supportive environment. To achieve this accepting atmosphere, everyone is expected to represent themselves and the Institute in a manner that exemplifies respect, compassion, and professionalism. These expectations are set so that students will be challenged educationally, socially, and developmentally to succeed both inside and outside the classroom.

All students are responsible for the policies set forth in the Student Handbook. The Administration assumes that each student has read the handbook and understood the policies and procedures outlined.

FERPA (Family Educational Rights and Privacy Act)

Students have rights to privacy related to their academic, financial, and personal information at DigiPen Institute of Technology Singapore. Students can choose to allow others to access select portions or all of this information as they see fit. While students are asked to submit a FERPA Release Form during New Student Orientation, students can submit a new form at any time if they wish to change any or all of the permissions they have granted to others. These rights are listed under FERPA (Family Educational Rights and Privacy Act) guidelines found at the SRS Bulletin Board for CET students.

Academic Policies and Procedures

Academic Dishonesty

Academic dishonesty or cheating occurs when a person represents someone else’s work as their own, or assists another person in doing so. This can happen on any class work including exams, quizzes, homework, and projects. Academic dishonesty also may occur when a student uses any prohibited reference or equipment in the completion of a task (e.g., the use of a calculator, notes, books or the internet when such is prohibited).

Plagiarism is a common form of academic dishonesty. This can take the form of copying and pasting excerpts from the web and representing them as original work. The type and severity of any occurrence, as well as the legitimacy of any claim of academic dishonesty, will be judged by the instructor, department chairs, program director, and the Disciplinary Committee. The Disciplinary Committee consists of faculty and staff who review alleged policy violations and meet with the involved students.
Policies & Procedures

Appeals Process

A student has the right to appeal a charge of academic dishonesty, or the penalties assigned for academic dishonesty, with the Disciplinary Committee. All decisions of the Disciplinary Committee are final. If the student does not appeal within two weeks of being informed, then there will be no other actions taken to amend the Disciplinary Committee records.

Academic Warning

Students who fail to maintain the required minimum grade or who fail to complete their academic program within the maximum attempts allowed will be placed on Academic Warning.

Academic Warning should not be considered a penalty but a warning that you need to improve your academic performance.

Students who are currently on warning must achieve the minimum grade requirement during their probationary period. Failure to satisfy these requirements will result in an academic expulsion.

Attendance

Students who are more than 15 minutes late to class will be marked as absent for the entire class period. You may not leave class early without an instructor’s permission. If you are absent without explanation for a period of two weeks or more are considered to have withdrawn from that course as of your last date of attendance.

Students are encouraged to contact their instructors as soon as possible regarding an absence to obtain any information or assignments they missed. You are responsible to ensure that all pending assignments are submitted.

It is highly encouraged that you drop an e-mail to your instructor and registrar.sg@digi pen.edu to report your absence from class.
Change of Personal Information

In order to change your personal information (local address, marital status, emergency contacts, citizenship, etc.), please update your profile in SRS. This information can affect your tuition assessment, how you receive the Institute’s correspondence, and more. Your SRS profile should be updated immediately after any changes to your personal information take effect. International students must include their local addresses in SRS as soon as they have found accommodation in Singapore.

If you have any questions about changing your SRS profile, please contact the Registrar’s Office.

Final Grade Appeal

Students who wish to appeal a final grade should do so in writing by completing a Grade Appeal form, available at the Administration Office, or at on the SRS Bulletin Board (in “Downloadable Forms”), no later than two weeks after final grades are issued. Grade appeals submitted after this time may not be reviewed.

If the instructor on record does not respond within seven days from the receipt of the appeal or is no longer employed by the Institute, the Registrar’s Office will forward the grade appeal to the department chair.

Students may appeal the department chair’s decision to the program director. Appeals to the program director will occur if:

- A decision has not been received from the department chair after seven days that the appeal has been forwarded.
- There was a procedural irregularity in the grievance process that altered the outcome.
- New information surfaced that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the grievance.
- The resolution is not appropriate for the violation.
Policies & Procedures

Campus Policies and Procedures

ID Badges

The Institute is a closed facility that requires an ID badge to gain access. Access card readers are the square black devices located at the entrance of these areas. If a door that you think you should be able to unlock does not let you in, please report it to the Registration Coordinator.

Badges can be replaced free of charge if they stop working and there is no visible damage.

All other replacement badges cost S$25. If you need a replacement badge, please inform the Registration Coordinator.

Please remember:

• ID badges must be visible when on campus at all times.
• If an ID badge is lost or stolen, it must be reported to the Registration Coordinator immediately.
• ID badges must be surrendered to the Registration Coordinator upon completion or dismissal from the Institute.
• Under no circumstance should you allow anyone to use your badge for any reason.

To extend the life of your badge:

• Do not leave it in direct sunlight.
• Do not leave it in a washing machine.
• Do not expose it to organic solvents.
• Do not punch a hole in any part of the badge.
• Do not place stickers on the badge.
• Do not bend, twist, or crimp the badge.

Discounts

Please check the SRS Bulletin Board for the latest list of stores or eating places for student discounts. Remember to present your ID badges before making payment.
Lockers

Lockers are located on the second floor (Unit #02-02) and are available for students to rent free of charge. Students must provide their own combination lock. Lockers will be issued on a first-come, first-served basis and should be requested via the Institute’s email.

<table>
<thead>
<tr>
<th>Students</th>
<th>Lockers can be rented on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DigiPen®- Ubisoft® Campus Programme</td>
<td>• The first day of Academic Phase and to be emptied on the last day of Production Phase.</td>
</tr>
</tbody>
</table>

All lockers not registered with Student Affairs will have their locks cut and contents emptied. To rent a locker, the student should complete a locker rental form and submit it to the Front Desk. The forms can be printed from SRS or obtained from the Front Desk Officer.

Lost and Found

If you happen to find a lost item, please have the courtesy of giving it to the Front Desk officer. Lost items that are not claimed by the end of the semester will be donated.
Polices & Procedures

Student Conduct

DigiPen Institute of Technology Singapore adheres to the belief that students learn and develop by taking responsibility for their actions. Our disciplinary process is designed to help students understand how to succeed and recognize their impact as part of a larger community. These skills are vital to becoming a professional leader in any industry.

Disciplinary Process

1. Anyone who witnesses student misconduct shall file an Incident/Contact Report to the Student Affairs Department. The Incident/Contact Report can be found in the SRS Bulletin Board and the Administration Office.

2. Student Affairs will be notified of the alleged student misconduct upon receiving the Incident Report. Student Affairs will gather information to determine if any policies have been violated, the extent of the violations, and the individual(s) responsible for the violations.

3. Student Affairs will assess the need for a disciplinary hearing.
   a. The student(s) involved will receive an email and letter sent to the local address on file indicating the alleged policy violation and meeting time with Student Affairs.

4. Student(s) are required to attend student conduct meetings with Student Affairs and the Disciplinary Committee. If the student fails to attend the meeting, the meeting will be held in his or her absence and the student will be responsible for adhering to all assigned sanctions. During the meeting, the student can choose to have the disciplinary hearing with:
   a. The Student Relations Officer, where the disciplinary hearing will begin immediately, or the
   b. Disciplinary Committee, where the Student Relations Officer will arrange a meeting within one week. The Disciplinary Committee consists of faculty and staff who review the alleged policy violations and meet with the involved students.

5. If the student is not found responsible, there will be no further action.

6. If the student is found responsible, Student Affairs or the Disciplinary Committee will determine the appropriate sanction.

7. The student will be notified in writing of the hearing outcome and any possible sanctions.

8. Student Affairs will monitor any sanction imposed on the student.

9. Students who fail to comply with the terms of their sanction will be committing an additional policy violation and are subject to further sanctioning.
Appeals Process

Students who wish to appeal the decision of their disciplinary hearing must do so in writing to the Chief Operating Officer – International no later than 72 hours after the hearing. The written appeal must address the following:

1. Indicate if your appeal is regarding your disciplinary hearing decision of responsibility or the disciplinary sanction imposed.
2. For the decision of responsibility, please give full details of the circumstances relevant to your appeal. Please include information regarding all alleged policy violations.
3. For the disciplinary sanction imposed, explain the reasons why you consider the sanction inappropriate.

Rules and Regulations

Communication

DigiPen Institute of Technology Singapore provides every student with an email address and uses email for official communications. Students are required to check their email accounts every day during the week to obtain important information that may affect their academic standing or their status as students of the Institute.

Computer Use

- It is strictly forbidden to bring in or out of the premises any digital storage, including memory sticks, optical media, diskettes, video recorders, etc., other than for approved academic usage. Additionally, students are forbidden from bringing any personal computers or software, as well as any video or audio recording equipment, onto campus without agreeing and signing a Network and Internet Usage agreement. Students are responsible for guaranteeing that any files transferred to and from the Institute’s equipment are free of malicious viruses. Furthermore, students are only allowed to carry data files in and out of the Institute’s premises and not executable files, including ones created by the students themselves. In order for the faculty to review and grade the projects and assignments, source code must be stored and executables must be generated at the Institute from the corresponding source code.

- Students are forbidden from downloading any files from the Internet or installing any software, including but not limited to freeware and/or shareware, without the written approval from a faculty member or from the IT Department of the Institute. Illegal use of the Internet may be prosecuted to the fullest extent of the law.
Policies & Procedures

• It is strictly forbidden to use any equipment on 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.

• Downloading or installing software on the Institute’s equipment without written permission from the Institute is considered an offense.

Disruptive Behavior

• Disrupting the daily operations of the Institute, including scheduled lectures, seminars, examinations, tests, etc., is considered an offense.

Drugs and Alcohol

• Possession of alcohol or illegal substances on the Institute’s premises is considered an offense.

Failure to Comply

• Failure to comply with any penalty imposed for misconduct is considered an offense

• Failure to comply with the instructions of the Institute’s Official is a policy violation.

Harassment

• In accordance with the law, the Institute prohibits harassment (both sexual and otherwise) between any members of the DigiPen Institute of Technology Singapore community, whether faculty, staff, or students, on the basis of race, sex, color, national origin, ancestry, religion, physical or mental disability, veteran status, age or any class by law. The Institute’s policy also prohibits inappropriate conduct even though it may not reach the legal standard for harassment.

Smoking

• Smoking is not permitted anywhere within the Institute’s premises, including washrooms, elevators, or stairwells. Smoking is only permitted within designated smoking areas.
Theft

- It is forbidden to damage, remove, or to make unauthorized use of the Institute’s property or the personal property of faculty, staff, students, or others at the Institute. “Property” includes information, regardless of how it is recorded or stored.

Vandalism

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

Violence/Weapons

- In the interest of maintaining an environment that is safe and free of violence and threats of violence towards its employees, students, and visitors, possession of a dangerous weapon is prohibited on property owned by or under the control of the Institute. 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 community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from the Institute.

Any person who is not a member of the Institute's 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 the law of the Republic of Singapore. Members of the Institute’s community who are aware of any violations of this policy or have other concerns about safety or weapons should report them to the Administration Office.

- 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.
Career Services

DigiPen Institute of Technology Singapore extends career services support by providing its CET alumni with updates on job opportunities. Most recent job vacancies are posted under the Off-Campus Job opportunities section of the SRS Bulletin Board. It is strongly advised for all CET Alumni to check the said notice board on a regular basis.

Do note, however, that the Institute only facilitates employment upon successful completion of any CET program. The facilitation is not to be mistaken as a guarantee.

Important Terms and Conditions - STUDENTS MUST KNOW

1. A course fee, subsidized by WDA is applicable to qualified Singapore citizens and permanent residents only. Please check with the CET Department on your eligibility for the subsidies.

2. An enhanced absentee payroll is available for employer sponsored trainees. Please check with the CET Department on your eligibility for the absentee payroll.

3. All trainees upon successful completion of the programs must commit to fulfill a Minimum Serviced Period (MSP) of working in the Interactive Digital Media (IDM) industry. For more information, please send in an email to cet.sg@digipen.edu.
Faculty Directory

### Department of Computer Science

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samir Abou Samra</td>
<td>Program Director</td>
<td><a href="mailto:samir@digipen.edu">samir@digipen.edu</a></td>
</tr>
<tr>
<td></td>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Prasanna Ghali</td>
<td>Dean of Academics</td>
<td><a href="mailto:pghali@digipen.edu">pghali@digipen.edu</a></td>
</tr>
<tr>
<td>Jose Rivero</td>
<td>Lecturer</td>
<td><a href="mailto:jrivero@digipen.edu">jrivero@digipen.edu</a></td>
</tr>
<tr>
<td>Elie Hosry</td>
<td>Lecturer</td>
<td><a href="mailto:ehosri@digipen.edu">ehosri@digipen.edu</a></td>
</tr>
</tbody>
</table>

### Department of Fine Arts & Animation

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calvin Tan</td>
<td>Department Chair</td>
<td><a href="mailto:caltan@digipen.edu">caltan@digipen.edu</a></td>
</tr>
<tr>
<td>Yong Zhen Tan</td>
<td>Lecturer</td>
<td><a href="mailto:ytan@digipen.edu">ytan@digipen.edu</a></td>
</tr>
<tr>
<td>Roger Fong</td>
<td>Lecturer</td>
<td><a href="mailto:rfong@digipen.edu">rfong@digipen.edu</a></td>
</tr>
</tbody>
</table>

### Department of Game Design

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Yan</td>
<td>Department Chair</td>
<td><a href="mailto:ryan@digipen.edu">ryan@digipen.edu</a></td>
</tr>
</tbody>
</table>
# Staff and Department Directory

## EXECUTIVES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claude Comair</td>
<td>President and Founder</td>
<td><a href="mailto:ccomair@digipen.edu">ccomair@digipen.edu</a></td>
</tr>
<tr>
<td>Jason Chu</td>
<td>Chief Operating Officer, International</td>
<td><a href="mailto:jchu@digipen.edu">jchu@digipen.edu</a></td>
</tr>
<tr>
<td>Raymond Yan</td>
<td>Senior Vice President</td>
<td><a href="mailto:ryan@digipen.edu">ryan@digipen.edu</a></td>
</tr>
<tr>
<td>Samir Abou Samra</td>
<td>Chief Technology Officer</td>
<td><a href="mailto:samir@digipen.edu">samir@digipen.edu</a></td>
</tr>
<tr>
<td>Prasanna Ghali</td>
<td>Chief Technology Officer, Asia</td>
<td><a href="mailto:pghali@digipen.edu">pghali@digipen.edu</a></td>
</tr>
<tr>
<td>John Bauer</td>
<td>Chief Financial Officer</td>
<td><a href="mailto:jbauer@digipen.edu">jbauer@digipen.edu</a></td>
</tr>
</tbody>
</table>

## Department/Name/Contact Details

### ACCOUNTING

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Chan</td>
<td>Controller</td>
<td><a href="mailto:michelle.chan@digipen.edu">michelle.chan@digipen.edu</a></td>
<td>6577 1920</td>
</tr>
</tbody>
</table>

- Reimbursements
- Student Account Billing
- Tuition Payment

### ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabriel Lee</td>
<td>Director of Operations</td>
<td><a href="mailto:ghlee@digipen.edu">ghlee@digipen.edu</a></td>
<td>6577 1901</td>
</tr>
</tbody>
</table>

- Administration operation oversight
- Campus Safety
- Facilities Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicolette Oh</td>
<td>Administration Manager</td>
<td><a href="mailto:noh@digipen.edu">noh@digipen.edu</a></td>
<td>6577 1903</td>
</tr>
</tbody>
</table>

- Human Resources

### FRONT OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junainah Mashud</td>
<td>Front Desk Officer</td>
<td><a href="mailto:jmashud@digipen.edu">jmashud@digipen.edu</a></td>
<td>6577 1933</td>
</tr>
</tbody>
</table>

- General Information Inquiries and Requests
- Locker Rental
- Lost and Found
- Room Reservations
- Visitors

### CONTINUING EDUCATION & TRAINING

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitali Jariwala</td>
<td>Manager</td>
<td><a href="mailto:mjariwala@digipen.edu">mjariwala@digipen.edu</a></td>
<td>6577 1912</td>
</tr>
</tbody>
</table>

- Career Services
- Graduation
- Management Representative for WDA
- CET Operation Oversight

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Tay</td>
<td>Administrative Assistant</td>
<td><a href="mailto:atay@digipen.edu">atay@digipen.edu</a></td>
<td>6577 1931</td>
</tr>
</tbody>
</table>

- Admissions
- Career Placement Tracking
- General information Inquiries and Requests
<table>
<thead>
<tr>
<th>Department/Name/Contact Details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INFORMATION TECHNOLOGY (IT)</strong></td>
<td></td>
</tr>
<tr>
<td>Estan Low</td>
<td>• HelpDesk</td>
</tr>
<tr>
<td>System Administrator</td>
<td>• Network Management</td>
</tr>
<tr>
<td><a href="mailto:helpdesk@digipen.edu">helpdesk@digipen.edu</a></td>
<td>• Server Administration</td>
</tr>
<tr>
<td>6577 1916</td>
<td>• Software Management</td>
</tr>
<tr>
<td>Sandeep Patil</td>
<td>• Workstation Management</td>
</tr>
<tr>
<td>Senior System Administrator</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:helpdesk@digipen.edu">helpdesk@digipen.edu</a></td>
<td></td>
</tr>
<tr>
<td>6577 1940</td>
<td></td>
</tr>
<tr>
<td>Hotline 6577 1945</td>
<td></td>
</tr>
<tr>
<td>On campus hours: 8:30am - 5:30pm (Monday to Friday)</td>
<td></td>
</tr>
<tr>
<td>Off campus hours: 5:30pm - 9:30pm (Monday to Friday)</td>
<td></td>
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<tr>
<td>9:00am - 1:00pm (Saturday)</td>
<td></td>
</tr>
<tr>
<td>1:00pm - 5:00pm (Sunday)</td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td></td>
</tr>
<tr>
<td>Jocelyn Villanueva</td>
<td>• DVDs</td>
</tr>
<tr>
<td>Librarian</td>
<td>• Games</td>
</tr>
<tr>
<td><a href="mailto:jvillanueva@digipen.edu">jvillanueva@digipen.edu</a></td>
<td>• Library Books</td>
</tr>
<tr>
<td>6577 1937</td>
<td>• Library Instructions</td>
</tr>
<tr>
<td></td>
<td>• Periodicals</td>
</tr>
<tr>
<td></td>
<td>• Wacom Tablets and Pens</td>
</tr>
<tr>
<td><strong>REGISTRAR</strong></td>
<td></td>
</tr>
<tr>
<td>Grace Acosta</td>
<td>• Academic Policies</td>
</tr>
<tr>
<td>Registrar</td>
<td>• FERPA</td>
</tr>
<tr>
<td><a href="mailto:gacosta@digipen.edu">gacosta@digipen.edu</a></td>
<td>• Student Progress</td>
</tr>
<tr>
<td>6577 1904</td>
<td>• Student Withdrawals</td>
</tr>
<tr>
<td>Zomela Gonzales</td>
<td>• Add/Drop Requests</td>
</tr>
<tr>
<td>Registration Coordinator</td>
<td>• Class Registration</td>
</tr>
<tr>
<td><a href="mailto:zgonzales@digipen.edu">zgonzales@digipen.edu</a></td>
<td>• Enrollment Verification and Transcript Requests</td>
</tr>
<tr>
<td>6577 1928</td>
<td>• Student Attendance</td>
</tr>
<tr>
<td></td>
<td>• Student ID Badges</td>
</tr>
<tr>
<td><strong>STUDENT AFFAIRS</strong></td>
<td></td>
</tr>
<tr>
<td>Caroline Tan</td>
<td>• Disciplinary Process and Appeals</td>
</tr>
<tr>
<td>Student Affairs Officer</td>
<td>• Student Programs and Events</td>
</tr>
<tr>
<td><a href="mailto:catan@digipen.edu">catan@digipen.edu</a></td>
<td>• Student Welfare</td>
</tr>
<tr>
<td>6577 1913</td>
<td></td>
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</tbody>
</table>