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WELCOME TO DIGIPEN

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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.

Claude Comair
Founder and President
DigiPen Institute of Technology
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 Institute of Technology, Singapore  
*(hereafter known as “The Institute”)*

Address: Pixel Building @ One-North  
10 Central Exchange Green  
#01-01, #01-02, #02-02, #02-03/04, #02-05  
Singapore 138649

Phone: Main: +65 6577 1900  
Fax: +65 6577 1908

Website: singapore.digipen.edu

**Programs offered at in DigiPen Institute of Technology Singapore’s Campus**

1. **Degree Programs:**  
   - Bachelor of Science in Real-Time Interactive Simulation (R.T.I.S)  
   - Bachelor of Science in Game Design (B.S.G.D)  
   - Bachelor of Fine Arts in Digital Art and Animation (B.F.A)  
   - Bachelor of Arts in Game Design (B.A.G.D)

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**
Campus Information

**Hours of Operation:**

Administration Office: 9:00am – 5:30pm  Monday – Friday  
Closed  Saturday, Sunday and Public Holiday

Labs and Classrooms: 8:30am – 11:00pm  Monday – Saturday  
12:00 noon - 11:00pm  Sunday  
Closed  Public Holiday

**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.
### Institutional Calendar

#### FALL 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 2011</td>
<td>Last day to submit Request for Change of Major for Fall 2011 Semester</td>
</tr>
<tr>
<td>September 1 - 2, 2011</td>
<td>Orientation - First Year Students</td>
</tr>
<tr>
<td>September 5, 2011</td>
<td>Fall Semester - Classes Begin</td>
</tr>
<tr>
<td>September 12, 2011</td>
<td>Last day to add classes for Fall Semester</td>
</tr>
<tr>
<td>September 16, 2011</td>
<td>Final day to drop classes without academic penalty</td>
</tr>
<tr>
<td>October 26, 2011</td>
<td>Deepavali Observed*</td>
</tr>
<tr>
<td>October 28, 2011</td>
<td>Final day to receive ‘W’ on transcript for Fall semester withdrawals.</td>
</tr>
<tr>
<td></td>
<td>Withdrawals from the Institute after this date will receive ‘F’ grades on transcript.</td>
</tr>
<tr>
<td></td>
<td>Final day to drop a class.</td>
</tr>
<tr>
<td>November 1 - 30, 2011</td>
<td>Registration Period for Spring 2012</td>
</tr>
<tr>
<td>November 6, 2011</td>
<td>Hari Raya Haji Observed*</td>
</tr>
<tr>
<td>November 28, 2011</td>
<td>** Last day to submit Change of Major Requests for Spring 2012</td>
</tr>
<tr>
<td>December 12 - 16, 2011</td>
<td>Fall Semester Final Exams</td>
</tr>
<tr>
<td>December 16, 2011</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>December 17, 2011 - January 8, 2012</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 2 - 6, 2011</td>
<td>Intersession</td>
</tr>
</tbody>
</table>

#### SPRING 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2012</td>
<td>Spring Semester - Classes Begin</td>
</tr>
<tr>
<td>January 15, 2012</td>
<td>Last day to add class for Spring Semester</td>
</tr>
<tr>
<td>January 20, 2012</td>
<td>Final day to drop class without academic penalty</td>
</tr>
<tr>
<td>January 23-24*, 2012</td>
<td>Chinese New Year Observed*</td>
</tr>
<tr>
<td>February 3, 2012</td>
<td>Founder’s Day</td>
</tr>
<tr>
<td>February 29, 2012</td>
<td>Final day to receive ‘W’ on transcript for Spring Semester withdrawals.</td>
</tr>
<tr>
<td></td>
<td>Withdrawals from the Institute after this date will receive ‘F’ grades on transcript.</td>
</tr>
<tr>
<td></td>
<td>Final day to drop a class.</td>
</tr>
</tbody>
</table>
# Institutional Calendar

## SPRING 2011 - cont’d

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1 - 30, 2012</td>
<td>Registration Period for Summer 2012</td>
</tr>
<tr>
<td>March 5 - 9, 2012</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 6, 2012</td>
<td>Good Friday Observed*</td>
</tr>
<tr>
<td>April 9, 2012</td>
<td>Last day to submit Change of Major Requests for Summer 2012</td>
</tr>
<tr>
<td>April 23 - 27, 2012</td>
<td>Spring Semester Final Exams</td>
</tr>
<tr>
<td>April 27, 2012</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>May 1, 2012</td>
<td>Labor Day Observed*</td>
</tr>
<tr>
<td>May 2 - 6, 2012</td>
<td>Intersession</td>
</tr>
</tbody>
</table>

## SUMMER 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8, 2011</td>
<td>Summer Session - Classes Begin</td>
</tr>
<tr>
<td>May 15, 2011</td>
<td>Last day to add classes for Summer Semester</td>
</tr>
<tr>
<td>May 18, 2011</td>
<td>Final day to drop class without academic penalty</td>
</tr>
<tr>
<td>June 1 - August 1, 2012</td>
<td>Registration Period for Fall 2012</td>
</tr>
<tr>
<td>June 29, 2012</td>
<td>Final day to receive ‘W’ on transcript for Summer semester withdrawals. Withdrawals from the Institute after this date will receive ‘F’ grades on transcript. Final day to drop a class.</td>
</tr>
<tr>
<td>August 9, 2012</td>
<td>National Day Observed*</td>
</tr>
<tr>
<td>August 13-17, 2012</td>
<td>Summer Semester Final Exam</td>
</tr>
<tr>
<td>August 17, 2012</td>
<td>Summer Semester Ends</td>
</tr>
</tbody>
</table>

* Singapore Public Holiday

The institute is closed on all 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.
## Campus Information

### DEADLINES**

<table>
<thead>
<tr>
<th>FALL 2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2011</td>
<td>Tuition deposit deadline for Fall 2011</td>
</tr>
<tr>
<td>August 1, 2011</td>
<td>Tuition balance due for Fall 2011</td>
</tr>
<tr>
<td>September 4, 2011</td>
<td>Last day to drop Fall courses for 100% refund</td>
</tr>
<tr>
<td>September 11, 2011</td>
<td>Withdrawal deadline for 90% refund</td>
</tr>
<tr>
<td>October 1, 2011</td>
<td>Tuition deposit deadline for Spring 2012;</td>
</tr>
<tr>
<td></td>
<td>Withdrawal deadline for 75% refund</td>
</tr>
<tr>
<td>October 28, 2011</td>
<td>Withdrawal deadline for 50% refund</td>
</tr>
<tr>
<td>December 1, 2011</td>
<td>Tuition balance due for Spring 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING 2012</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2012</td>
<td>Last day to drop Spring courses for 100% refund</td>
</tr>
<tr>
<td>January 15, 2012</td>
<td>Withdrawal deadline for 90% refund</td>
</tr>
<tr>
<td>February 4, 2012</td>
<td>Withdrawal deadline for 75% refund</td>
</tr>
<tr>
<td>February 29, 2012</td>
<td>Withdrawal deadline for 50% refund</td>
</tr>
<tr>
<td>April 1, 2012</td>
<td>Tuition balance due for Summer 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER 2012</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7, 2012</td>
<td>Last day to drop Summer courses for 100% refund</td>
</tr>
<tr>
<td>May 15, 2012</td>
<td>Withdrawal deadline for 90% refund</td>
</tr>
<tr>
<td>June 4, 2012</td>
<td>Withdrawal deadline for 75% refund</td>
</tr>
<tr>
<td>June 29, 2012</td>
<td>Withdrawal deadline for 50% refund</td>
</tr>
<tr>
<td>July 1, 2012</td>
<td>Tuition deposit deadline for Fall 2012</td>
</tr>
<tr>
<td>August 1, 2012</td>
<td>Tuition balance due for Fall 2012</td>
</tr>
</tbody>
</table>

**The deadlines mentioned above are applicable to non-Singapore Institute of Technology students only.**
**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 judgement and to 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, is voluntary and is meant to aid individuals in an emergency. This information will remain confidential. Students may update their information at any time in SRS.
Evacuation Map

#01-01

LEGEND
- Exit Light
- Fire Alarm
- Emergency Light
- Fire Extinguisher
- Hose Reel
- Emergency Break Glass
- Automated External Defibrillator

Staff Room

Library

Office

Server

Toblo

(Conference Room)

Pascal

Do Vinci

Bernini

Tag

(Conference Room)

Synaesthete

Narbacular Drop

Bontago

Rumble Box

Rembrandt

McCay

Einstein

Newton

Euler

Leonardo da Vinci

Pascal

Amedeo Modigliani

André Derain

Piet Mondrian

Vincent van Gogh

Alberto Giacometti

Claude Monet

Lovelace

Bernstein

Macedonio

Koch

Dali

Picasso

Staff Room

Server

Exit Light

Emergency Break Glass

Hose Reel

Fire Extinguisher

Emergency Light

Fire Alarm

Automated External Defibrillator

Exit
Evacuation Map

#02-01
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Academic Advising

All full-time students are assigned an academic advisor upon enrollment at the Institute.

Advisors typically teach a subject related to their advisees’ major and are a useful resource for academic- and career-related queries. While students may consult regularly with their instructors, only their academic advisor has access to their complete academic record and has the authority to sign Override Forms and other school documents.

Role of the Advisor

It is highly recommended that students meet with their academic advisor at least once every semester. A good time to set up an appointment is during the midterm or before registering for classes. Academic advisors can assist with:

- Approving pre-requisite overrides and course overloads
- Choosing classes for the coming semester
- Understanding academic progress
- Setting academic goals
- Career advising
- Preparation for graduation
- Preparation for seeking employment
  » Develop interview skills
  » Resume construction

Request to Change Advisor

If you would like another faculty member to be your academic advisor, you may nominate him or her through your SRS account. Allow two weeks of processing time for this change to take effect. Please note that the faculty member should be full-time and have room on his or her roster to accommodate your request. Every academic advisor is restricted to a maximum of 30 advisees. Consult with the faculty member first about his or her availability before sending in the request.

Academic Support

The Academic Support Center offers free tutoring for students wishing to improve their academic performance.

Students may request individual tutoring or may form groups to improve their knowledge of a variety of topics pertaining to their respective majors. Tutors are trained to enhance the understanding of core class concepts, answer questions, and assist with exam preparation.

For Academic Support, please contact Student Affairs.
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 your academic advisor, upon enrollment, to develop an academic plan for yourself. This is to determine the viability of your completion of the degree program.

  **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 Administration. You may also need to contact the Singapore Institute of Technology Admissions Department to determine whether you meet their readmission requirements.
Student Ambassadors

Student Ambassadors are volunteers who serve as liaisons between the current student community and visitors to the Institute. They primarily work under the direction and supervision of the Admissions office, but may assist the administration or faculty from time to time.

Why Become a Student Ambassador?

Student Ambassadors play a varied and important role. Typical duties may include hosting visiting students and allowing them to shadow you to classes for a day, assisting at events, hosting an information or service table, providing tours, and speaking about the student experience to others.

Student Ambassadors have the opportunity to interact with prospective students, campus visitors, and alumni, many of whom become valuable career contacts. Ambassadors also have the chance to develop skills in interpersonal communication and public relations.

How to Become a Student Ambassador

DigiPen Institute of Technology Singapore is always looking for responsible, enthusiastic students who enjoy meeting new people.

To become a Student Ambassador, students must meet the following qualifications:

- Have a desire to meet prospective students and help promote the Institute as a world class institution
- Be in good academic standing
- Be reliable and have a good work ethic to perform assigned tasks
- Have an enthusiastic and positive attitude
- Have an ability to start conversations easily, or be willing to develop and improve communication skills
- Be able to attend meetings or training sessions, actively participate in volunteer offerings, and conduct all Ambassador matters in a professional manner.

If you are interested in becoming a Student Ambassador, please contact the Admissions office.
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, 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. Copyrights of any game 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 student 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. Not all games or animations will be submitted. Students must receive support and approval from their instructor.

2. The Institute will fill out all the 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 game or artwork without approval, the Institute will take appropriate actions.

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

5. All competition participants must be registered students in the Institute’s program (R.T.I.S., B.S.G.D., B.A.G.D. and B.F.A.). No paid artists, musicians or programmers may be involved in the productions.

For more information, speak with your instructor or email the Students Affairs Department - Ms Caroline Tan at catan@digipen.edu.

Non-DigiPen Institute of Technology Singapore Games

If you have worked on your own games at home, not using the Institute 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 campus that need attention, repair, or improvement, please report the matter to the Front Desk.

Rules and Regulations on School 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 school 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 undergraduate is given a maximum of 500 copies for printing and photocopying in a semester (A4/A3). Colored printing is not available. The location of the photocopier is in Narbacular Drop (Unit#01-02).

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.
- 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 at 6577 1945 or ext 1945 *(Please see Staff and Department Directory list under IT section, p 48.)*
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 campus, please contact Student Affairs.

Student Visa

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

Class Registration

Class registration takes place online using the Student Record System (SRS). Once a registration request is submitted, it is placed in a processing queue in the order received. Once processed, the student will receive an email confirming the classes for which he or she is registered. Please contact the Registrar or visit the Administration office if you have not received this email within one week of registration.

Without exception, all students missing prerequisites will be removed from classes for which they do not meet the posted qualifications. After students missing the prerequisite(s) to a class have been removed, available spots will be filled by qualified students on the waiting list. Spots will be given to the earliest requests received. If you have been removed from a class because of a missing prerequisite you must submit a Registration Override Request Form. Registration Overrides are not always automatically approved, and require signatures from the course instructor, your academic advisor, and the Registrar.

You may drop classes without financial penalty until a day before a semester starts. Classes dropped after this date will incur a financial penalty as well as possible academic penalties.

Students will be notified by email of class registration dates, along with detailed registration instructions for each semester. For more information regarding class registration, please consult the Course Catalog or contact the Registrar.

Institutional Withdrawal

To formally withdraw from the Institute, a student must submit a completed Institutional Withdrawal Form to the Office of the Registrar. 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.

Transfer Credits

The Registrar will evaluate college credits earned elsewhere with respect to graduation requirements at the Institute. Credits must have been earned at a recognized college or university within the past 10 years. Developmental classes, orientation classes, or classes in which a student received a “Pass” are not eligible for transfer credit consideration. Courses transferred or waived are entered on transcripts, but no grades or quality points are awarded. For more information, please refer to the current Course Catalog.
Services

Transcript Requests

In order to obtain an official or unofficial transcript, you must complete a Transcript Request. You can download the Transcript Request form from SRS. Note that you may request up to three (3) official transcripts per semester. Transcripts are free of charge for current students. Once you leave the Institute, you will have to pay the corresponding transcript fee (plus GST) per copy.

Contact Information

If you need assistance with registration, have questions about transfer credits, or would like to request an official transcript, please contact the Registrar (registrar.sg@digipen.edu) or stop by 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.
Student Employment

On-Campus Jobs

Students interested in working on campus should review the current position openings on the SRS Bulletin Board under “On-campus job opportunities” and on the notice board at #02-02.

Once a student identifies a position for which he or she is interested, he or she needs to complete a Job Application Form (found on the SRS Bulletin Board and in the Administration Office). After the application is submitted to Student Affairs, the hiring department will review it.

If the student is selected, he or she will be contacted with the additional steps necessary to begin working.

Please note, it is very important that students do not perform any work for the supervisor until they have been notified that the paperwork is complete. Beginning work earlier may mean that payroll and other important requirements have not been met, and can result in the delay of a paycheck. Even if the student has worked for the Institute before, we ask that they wait for job notification to ensure the student is on the current roster, as most student employee contracts are effective for one semester at a time only.

Each hiring department has its own pay scale for student positions. The departments which most frequently hire students are:

- Academic Departments (Teaching Assistants)
- Information Technology (Helpdesk)
- ProjectFUN Workshops (Various Positions)
- Library (Library Assistants)

For more information regarding the hiring process, please contact Student Affairs.

Off-Campus Jobs

Students interested in working off campus during vacation can check the SRS bulletin board under “Off-campus job opportunities” and on the notice board at #02-02.

Employers frequently post job or internship announcements with the Institute. Students are encouraged to use this service to apply for jobs or internships.
Student Activities

Get involved at the Institute and create your own club!

A Student Club is a group whose aim is to promote healthy, educational, cultural or social events or services to its members and/or the Institute. The Student Club Handbook found in the SRS Bulletin Board (in “Undergraduate Academic and Administrative Notices”), has information on how to create your own club. You may also contact the Students Affairs Department to learn more about starting a club.

10 Reasons to start a CLUB!

1. Pursue special interests, hobbies, causes, and issues
2. Gain marketable skills
3. Achieve personal goals
4. Increase self-confidence and self-esteem
5. Learn more about yourself and others
6. Give your time and talents back to the community
7. Develop leadership and communication skills
8. Build relationships with faculty and staff
9. Mature personally, socially, intellectually and spiritually
10. Have a more enjoyable college experience
Tuition and Fees

All tuition and fees are collected by Singapore Institute of Technology (SIT).

For current information, please refer to SIT’s website at www.singaporetech.edu.sg, the SIT Student Handbook or contact SIT’s admission department.

Non-SIT students should contact the Accounting Department at the Institute for information about tuition and fee payment.
Policies and Procedures

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 in the Course Catalog.

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 classwork 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, deans, and the Disciplinary Committee. The Disciplinary Committee consists of faculty and staff who review alleged policy violations and meet with the involved students.
**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 cumulative GPA or who fail to complete their academic program within the maximum attempted credits 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.

While on academic warning, students will be restricted to a maximum course load of 15 credits of which 50% must be core courses as defined in the course catalog.

Students who are currently on warning must achieve a GPA of 2.0 or higher during the semester while he or she is placed on academic warning. Failure to satisfy these requirements will result in academic expulsion.

Students with a cumulative GPA of 0.5 or lower are not eligible for Academic Warning and become academically ineligible to continue their studies. They will not be allowed to re-register for a period of 12 months.

Please refer to the Course Catalog for additional information.

**Attendance**

Students who are more than 15 minutes late to class will be marked as absent for the entire class period. Students may not leave class early without an instructor’s permission. Students who are absent without explanation for a period of two weeks or more are considered to have withdrawn from that course as of their 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. Students are responsible for all work related to the missed classes.
Change of Major

Current students may request a change of major by submitting a “Change of Major” form to the Registrar, along with any additional materials needed for the major to which they would like to transfer. The Change of Major form can be found in the SRS Bulletin Board (in “Downloadable Forms”) and is also available in the Administration Office.

Students requesting a change of major between RTIS to either of the Game Design degrees must submit additional materials (Game Modification Analysis, and Character or World Analysis) before the change of major can be evaluated. Please submit colored copies or electronic files, as originals will NOT be returned. A decision will be sent to students requesting a change of major either by email or post. Students who are approved to change majors will need to sign a new student enrollment agreement for the new major before making the change official.

Students who change their majors are encouraged to meet with their academic advisors or with the head of the program to which they are transferring to figure out changes that need to be made to their schedules or recommended course sequences.

Important Information Regarding Change of Major Requests:

1. Change of majors will only take effect on the first day of a new semester. To be considered, requests must be submitted at least 15 working days before the start of a new semester; otherwise, the request will be considered for the next available semester.

2. Be aware of Add/Drop deadlines. Requests for change of majors do not exempt you from the add/drop policies at the Institute.

3. You may register for classes in any major prior to the deadline for adding a class, provided that you meet the prerequisites, but we recommend speaking to your academic advisor if you have not yet had your request for a change of major approved.

4. Speak to the degree program faculty if you have specific questions about transferring majors.

Any questions about the status of your request or about this process should be directed to the Registrar.

For SIT students, please contact the SIT Admissions Department to undertake the necessary process stipulated by SIT.
**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.

**Grievance and Appeals Protocol**

The Institute is committed to mutual respect amongst all constituents of our community. This commitment includes students, faculty, staff, and administration alike.

In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are committed at all levels to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The protocol described below guides the orderly procedure of registering grievance and making attempts at resolution.

**Academic Concerns**

Students with concerns related to academic issues are encouraged to discuss the situation with the instructor of the class. If a resolution cannot be achieved in a timely manner, the student may file an Academic Grievance Form available at the Administration Office and on the SRS Bulletin Board (in “Downloadable Forms”) and submit it to the appropriate department chair. In cases where the department chair is also the instructor, the grievance form should be forwarded to the Dean’s Office.

Students may appeal the department chair’s decision to the Dean’s Office. Appeals to the Dean’s office will occur if:

- A decision has not been received within seven days.
- 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.

The Dean’s Office has seven days to render a decision.
Final Grade Appeal

Students who wish to appeal a final grade should do so in writing by email to the instructor of record and 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 of record does not respond within seven days after the start of the following semester 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 Dean’s Office. Appeals to the Dean’s office will occur if:

- A decision has not been received by the start of the following semester.
- There was a procedural irregularity in the grievance process that altered the outcome.
- New information surfaced that could not have been know 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

Non-Academic Concerns

Students with concerns related to non-academic issues are encouraged to discuss the situation with a faculty or staff member responsible for the area of concern. If a resolution cannot be achieved in a timely manner, the student may file a Student General Grievance Form, available at the Administration Office, or on the SRS Bulletin Board (in “Downloadable Forms”), and submit it to the appropriate department chair/supervisor.

A student may appeal a decision by the supervisor to the Director of Operations if:

- A decision from the supervisor has not been received within seven days.
- 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.
Appeal to the Chief Operating Officer

Any non-academic grievance that has exhausted the aforementioned processes may be appealed to the Chief Operating Officer – International. Appeals should be made in writing and include all materials related to the appeal and an explanation why the decision by the Director of Operations did not satisfactorily resolve the issue.

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 Registrar 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 Registrar 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 Administration immediately.
- ID badges must be surrendered to Administration 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>Degree Program</td>
<td>• The first day of Spring Semester and to be emptied on the last day of Summer Semester.</td>
</tr>
<tr>
<td></td>
<td>• The first day of Fall Semester and to be emptied on the last day of Fall Semester.</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.

Room Reservations

In order to help student organizations and groups meet conveniently, the Institute allows individuals to reserve certain rooms on our campus.

Please complete the Room Use Agreement, available on the SRS Bulletin Board (in “Downloadable Forms”) or in the Administration Office, if you want to reserve a room and submit it to the Front Desk Officer.

DigiPen Institute of Technology Singapore rooms can only be reserved for members of the Institute community and the agreement signatory must be in the room at all times.

Room use priority goes to the official needs of DigiPen Institute of Technology Singapore for academic or institutional usage, therefore the Institute administration reserves the right to cancel or reschedule the Room Use Agreement due to scheduling conflicts.
Student Postings Policy

Student groups and individual students can post signs at the Institute under the following conditions:

1. All signs need to have an approval stamp authorized by the Student Affairs Department.

2. Signs can only be posted in designated locations on campus, e.g., notice boards at unit #01-01/02, unit # 02-02, and in the student lounge and on the glass door entrances at all units. Signs found taped to walls, doors, or any other space that is not a designated location will be immediately removed and recycled.

3. Signs need to be removed a day or two after the event by the students or an affiliated group.

4. All signs will be removed at the end of the semester.
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. 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. Student Affairs, where the disciplinary hearing will begin immediately, or the
   b. Disciplinary Committee, where Student Affairs 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.
• 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 school premises is considered an offense.

Failure to Comply

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

• Failure to comply with the instructions of the Institute 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.
Policies & Procedures

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.
## Faculty Directory

### Department of Computer Science
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prasanna Ghali</td>
<td>Dean of Faculty</td>
<td><a href="mailto:pghali@digipen.edu">pghali@digipen.edu</a></td>
<td>6577 1910</td>
</tr>
<tr>
<td></td>
<td>Principal Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karim Fikani</td>
<td>Department Chair</td>
<td><a href="mailto:kfkani@digipen.edu">kfkani@digipen.edu</a></td>
<td>6557 1902</td>
</tr>
<tr>
<td>Edward Sim</td>
<td>Assistant Professor</td>
<td><a href="mailto:esim@digipen.edu">esim@digipen.edu</a></td>
<td>6577 1907</td>
</tr>
<tr>
<td>Elie Hosry</td>
<td>Lecturer</td>
<td><a href="mailto:ehosri@digipen.edu">ehosri@digipen.edu</a></td>
<td>6577 1911</td>
</tr>
</tbody>
</table>

### Department of Fine Arts & Animation
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jazno Francoeur</td>
<td>Art Program Director - Eurasia</td>
<td><a href="mailto:jfrancou@digipen.edu">jfrancou@digipen.edu</a></td>
<td></td>
</tr>
<tr>
<td>Calvin Tan</td>
<td>Department Chair</td>
<td><a href="mailto:caltan@digipen.edu">caltan@digipen.edu</a></td>
<td>6577 1918</td>
</tr>
<tr>
<td>Dilip Kumar Chaubey</td>
<td>Senior Lecturer</td>
<td><a href="mailto:dchaubey@digipen.edu">dchaubey@digipen.edu</a></td>
<td>6577 1915</td>
</tr>
<tr>
<td>Sandara Tang</td>
<td>Senior Lecturer</td>
<td><a href="mailto:stang@digipen.edu">stang@digipen.edu</a></td>
<td>6577 1943</td>
</tr>
<tr>
<td>Didier Kwak</td>
<td>Senior Lecturer</td>
<td><a href="mailto:dkwak@digipen.edu">dkwak@digipen.edu</a></td>
<td>6577 1946</td>
</tr>
<tr>
<td>Richard Morgan</td>
<td>Senior Lecturer</td>
<td><a href="mailto:rmorgan@digipen.edu">rmorgan@digipen.edu</a></td>
<td>6577 1926</td>
</tr>
<tr>
<td>Kenneth Cheong</td>
<td>Lecturer</td>
<td><a href="mailto:kcheong@digipen.edu">kcheong@digipen.edu</a></td>
<td>6577 1924</td>
</tr>
<tr>
<td>Marc Tan</td>
<td>Lecturer</td>
<td><a href="mailto:marc.tan@digipen.edu">marc.tan@digipen.edu</a></td>
<td>6577 1917</td>
</tr>
<tr>
<td>Noraset Rerkkachornkiet</td>
<td>Lecturer</td>
<td><a href="mailto:nrerkkachornkiet@digipen.edu">nrerkkachornkiet@digipen.edu</a></td>
<td>6577 1909</td>
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### Department of Game Software Design & Production
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberto Dillon</td>
<td>Department Chair</td>
<td><a href="mailto:rdillon@digipen.edu">rdillon@digipen.edu</a></td>
<td>6577 1919</td>
</tr>
<tr>
<td>Simon Rozner</td>
<td>Lecturer</td>
<td><a href="mailto:srozner@digipen.edu">srozner@digipen.edu</a></td>
<td>6577 1923</td>
</tr>
<tr>
<td>Vivek Melwani</td>
<td>Lecturer</td>
<td><a href="mailto:vmelwani@digipen.edu">vmelwani@digipen.edu</a></td>
<td>6577 1942</td>
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### Department of General Education (Mathematics)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Michael Jahn</td>
<td>Department Chair / Professor</td>
<td><a href="mailto:mjahn@digipen.edu">mjahn@digipen.edu</a></td>
<td>6577 1906</td>
</tr>
<tr>
<td>Sevvandi Kandanaarachchi</td>
<td>Assistant Professor</td>
<td><a href="mailto:skandanaarachchi@digipen.edu">skandanaarachchi@digipen.edu</a></td>
<td>6577 1944</td>
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### Department of Music
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jorge Fernandez</td>
<td>Director of Sound &amp; Music</td>
<td><a href="mailto:jferandez@digipen.edu">jferandez@digipen.edu</a></td>
<td>6577 1941</td>
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### Academic Support
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Gabriel Serra Roman</td>
<td>Software Engineer</td>
<td><a href="mailto:gserra@digipen.edu">gserra@digipen.edu</a></td>
<td>6577 1936</td>
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### Curriculum Development
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Sharan Kaur</td>
<td>Administrative Officer</td>
<td><a href="mailto:skaur@digipen.edu">skaur@digipen.edu</a></td>
<td>6577 1925</td>
</tr>
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</table>

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# Staff and Department Directory

## EXECUTIVES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Claude Comair</td>
<td>President and Founder</td>
<td><a href="mailto:ccomair@digipen.edu">ccomair@digipen.edu</a></td>
<td></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>
<td></td>
</tr>
<tr>
<td>Raymond Yan</td>
<td>Senior Vice President</td>
<td><a href="mailto:ryan@digipen.edu">ryan@digipen.edu</a></td>
<td></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>
<td></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>
<td></td>
</tr>
<tr>
<td>John Bauer</td>
<td>Chief Financial Officer</td>
<td><a href="mailto:jbauser@digipen.edu">jbauser@digipen.edu</a></td>
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## ACCOUNTING

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</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>
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- Payroll
- Reimbursements
- Student Account Billing
- Tuition Payment

## ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<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>
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</table>

- Administration oversight
- Campus Safety
- Facilities Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<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>
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- Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Jasmine Wong</td>
<td>Admission Manager</td>
<td><a href="mailto:jwong@digipen.edu">jwong@digipen.edu</a></td>
<td>6577 1914</td>
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- Admissions
- Re-Admissions
- Student Ambassadors
- Student Shadows

## FRONT OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</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>
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- General Information Inquiries and Requests
- Locker Rental
- Lost and Found
- Room Reservations
- Visitors
<table>
<thead>
<tr>
<th>Department/Name/Contact Details</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>INFORMATION TECHNOLOGY (IT)</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></td>
<td>• Workstation Management</td>
</tr>
<tr>
<td>Sandeep Patil</td>
<td></td>
</tr>
<tr>
<td>Senior System Administrator</td>
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</tr>
<tr>
<td><a href="mailto:helpdesk@digipen.edu">helpdesk@digipen.edu</a></td>
<td></td>
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<tr>
<td>6577 1940</td>
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<tr>
<td>Hotline 6577 1945</td>
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</tr>
<tr>
<td>On campus hours: 8:30am - 5:30pm (Monday to Friday)</td>
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<tr>
<td>Off campus hours: 5:30pm - 9:30pm (Monday to Friday)</td>
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<tr>
<td>9:00am - 1:00pm (Saturday)</td>
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<td>1:00pm - 5:00pm (Sunday)</td>
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<tr>
<td>LIBRARY</td>
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<tr>
<td>Jocelyn Villanueva</td>
<td>• DVDs</td>
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<tr>
<td>Librarian</td>
<td>• Games</td>
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<tr>
<td><a href="mailto:jvillanueva@digipen.edu">jvillanueva@digipen.edu</a></td>
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<td>REGISTRAR</td>
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<tr>
<td>Grace Acosta</td>
<td>• Academic Policies</td>
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<tr>
<td>Registrar</td>
<td>• FERPA</td>
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<tr>
<td><a href="mailto:gacosta@digipen.edu">gacosta@digipen.edu</a></td>
<td>• Student Progress</td>
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<td>• Student Withdrawals</td>
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<tr>
<td>Zomela Gonzales</td>
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<tr>
<td>Registration Coordinator</td>
<td>• Add/Drop Requests</td>
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<tr>
<td><a href="mailto:zgonzales@digipen.edu">zgonzales@digipen.edu</a></td>
<td>• Class Registration</td>
</tr>
<tr>
<td>6577 1928</td>
<td>• Enrollment Verification and Transcript Requests</td>
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<td></td>
<td>• Student Attendance</td>
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<td>• Student ID/Access Badges</td>
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<tr>
<td>STUDENT AFFAIRS</td>
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<tr>
<td>Caroline Tan</td>
<td>• Academic Advising</td>
</tr>
<tr>
<td>Student Affairs Officer</td>
<td>• Academic Support</td>
</tr>
<tr>
<td><a href="mailto:catan@digipen.edu">catan@digipen.edu</a></td>
<td>• Graduation</td>
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<tr>
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<td>• Student Club Activities</td>
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<td>• Student Programs and Events</td>
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<td>• Student Welfare</td>
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