SONORAN

SDI

DESERT INSTITUTE

2021 Student Catalog

SONORAN SDI DESERT INSTITUTE

NOTICE

DEAC
DISTANCE EDUCATION

Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission, Washington, D.C.

Effective Dates January 2021 - June 2021
Revised April 2021

CONTACT INFORMATION

Sonoran Desert Institute
1555 W. University Dr., Suite 103
Tempe, AZ 85281

Phone: (480) 314-2102 or Toll Free 1-800-336-8939
www.sdi.edu
General Inquiries: info@sdi.edu
Current Students: students@sdi.edu
Admissions Department: admissions@sdi.edu

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LETTER FROM THE PRESIDENT

Welcome to Sonoran Desert Institute! On behalf of our Board of Directors, faculty, and staff members, I would like to thank you for choosing to pursue your education with us.

It is our primary goal to provide you with excellence in academics, training, developmental opportunities, and service. We want you to know that your success is our success! Our highly respected faculty are committed to helping you get the most out of your education, and our dedicated staff members are here to help make your tenure at SDI a smooth and pleasant experience. We embrace and appreciate students of all types, so whether you're a professional worker, a military service member, a stay-at-home parent, a second-career-seeker, or a full-time student, please know that you have a place at SDI.

We are proud to be a 100% employee-owned company. This allows us to further demonstrate our commitment to empower employees to deliver quality education and superior service through everything they do. By offering distance education that incorporates hands-on-experience, we are able to provide students throughout the United States with training that directly aligns with the real-world workplace.

Again, welcome to SDI. We look forward to helping you achieve your academic goals and are excited to see what your future holds!

Sincerely,

Traci Lee

Traci Lee, President
Sonoran Desert Institute

SCHOOL OF

SDI

FIREARMS
TECHNOLOGY

About Sonoran Desert Institute

HISTORY

Sonoran Desert Institute was founded in 2000, and was approved for training by the Arizona State Board for Private Postsecondary Education in 2001. The Institute was accredited in 2004 by the Distance Education Accrediting Commission (DEAC). This accreditor is recognized by the United States Department of Education.

At its inception, the Institute offered Gunsmithing as a program, and ultimately established the School of Firearms Technology. Today, with over 2,000 students enrolled, the entire curricular focus is on firearms-related programs and courses. Key to the success of the Institute is its comprehensive approach to easily understood curriculum, attention to providing quality service to its students, and the flexibility of its instructional model.

In 2012, Sonoran Desert Institute was acquired by the Trade Training Company, LLC. This transfer was approved by DEAC and the Arizona State Board for Private Postsecondary Education. In 2014, SDI introduced armorer courses as part of its programs. Also in 2014, SDI applied to DEAC for Title IV Certification. In 2015, after receiving approval from DEAC, the institute submitted its application to the U.S. Department of Education to offer Pell Grants and Direct Loans to students in the associate degree program. This change was primarily prompted by Department of Defense's regulatory change linking eligibility for Active Duty Tuition Assistance to schools approved for Title IV funding. Recognizing the high percentage of military students in the population, SDI deemed this as an important initiative. SDI began offering Title IV funding to students in January 2016. In January 2018, after receiving approval from Department of Education, SDI also began offering Title IV funding to students in the certificate program.

In June 2018, SDI was granted a 5-year renewal of accreditation and in fall of 2018, SDI transitioned to become an employee owned company (ESOP). SDI takes pride in upholding the standards of multiple regulatory bodies while continuing a student-centric focus on academic quality and superior service to students!

VISION

Students of Sonoran Desert Institute will develop advanced job skills empowering them to be outstanding employees and responsible workplace leaders. These graduates will make decisions based on sound judgment, technical competency, and an awareness of the connections of their academic discipline, and their community. Each graduate will be committed to improving their knowledge and skills. Sonoran Desert Institute will accomplish these outcomes by continually improving its curricula, instructional delivery, and customer service, while successfully building partnerships with the students, the community, and the industries it serves.

MISSION

To provide students with current, industry-driven, quality education with a focus on specialized programs delivered through online distance education and practical application. SDI is committed to continuous improvement in our instructional processes and the overall student experience. We accomplish this through student and graduate achievement and satisfaction as well as our stakeholder relationships and reputation in the markets we serve.

CORE VALUES

Continuous improvement: It's our goal to get better every day, to positively impact and support our industry, and to motivate others to drive towards continuous improvement in their knowledge, skills, businesses, and lives.

Ownership mentality: We live an "Own It" life—we believe in taking ownership and accountability for the success of SDI and its students and partners every day.

Relevance: We will never stop enhancing the relevance and recognition of SDI as a post-secondary education leader, and those efforts will maintain the relevance of our students, graduates, and partners.

Sustainability & growth: We will ensure the growth and future success of our school, students, and graduates through our commitment to cultivating and sustaining SDI's mission and vision.

Uncompromising ethics & integrity: SDI team members will act ethically and with integrity at all times, and we will expect and endorse that value in others.

Student achievement: At SDI, we are passionate about cultivating student achievement through service and support.

Meaningful relationships: In all we do, we will build, invest in, and maintain meaningful relationships.

PURPOSES

- Ensure that each student displays a mastery of the knowledge and skills required for his/her selected discipline
- Demonstrate professional ethics and practice academic integrity
- Ensure access for students through multiple entry points and year-round instruction
- Provide innovative instructional practices to meet the needs of diverse learners
- Use technology to create effective instruction and increase the learning resources available to each student in order to improve student learning
- Use regular assessments to validate student learning and continually improve the curricula, services, and all other aspects of the institution
- Foster a spirit of innovation and teamwork that produces academic quality, superior service, and convenience for all students
- Generate the necessary financial resources to support the Institute's mission

The vision, mission, and purposes of Sonoran Desert Institute are reviewed, appended if necessary, and approved by the SDI Board of Directors each year at its annual meeting.

ACCREDITATION AND APPROVALS

Sonoran Desert Institute has demonstrated the ability to meet criteria for academic and consumer rights standards from federal and state agencies as well as non-governmental agencies. These standards ensure quality education through sound financial operations, approved programs of study, qualified instructors, and approved recruitment and admissions policies. Reviews and renewals of accreditation are conducted periodically as required.

Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission (DEAC), and is approved to operate in the State of Arizona by the Arizona State Board for Private Postsecondary Education. Information about all accreditation and approval agencies is listed below.

The Distance Education Accrediting Commission (DEAC) is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: 202-234-5100
Fax: 202-332-1386
Website: www.deac.org

Sonoran Desert Institute is licensed and regulated by the Arizona State Board for Private Postsecondary Education.

> Arizona State Board for Private Postsecondary Education
> 1740 W. Adams, 3rd Floor
> Phoenix, AZ 85007
> Phone: (602) 542-5709
> Fax: (602) 542-1253
> Website: https://ppse.az.gov/

Sonoran Desert Institute is registered as an out-of-state institution with the California Bureau for Private Postsecondary Education (BPPE) to enroll California students.

> Bureau for Private Postsecondary Education
> P.O. Box 980818
> West Sacramento, CA 95798-0818
> Phone: (888) 370-7589
> Website: www.bppe.ca.gov/

Sonoran Desert Institute is an institutional participant in the initiative under the National Council for State Authorization Reciprocity Agreements, approved by the state portal entity AZ-SARA. Additional information can be found on AZ-SARA here: http://azsara.arizona.edu/ and NC-SARA here: www.nc-sara.org

Approvals have been granted from the following agencies:

- SDI has signed the Department of Defense Voluntary Education Memorandum of Understanding (DoD MOU) and is eligible to participate in military TA.

- The Associate of Science in Firearms Technology and Certificate in Firearms Technology- Gunsmithing programs are approved by the Arizona State Approving Agency for use of VA Education benefits.

- In recognition of the importance of ethical practices in the admissions process, Sonoran Desert Institute subscribes to the Statement of Principles of Good Practice in College Admission and Recruitment, which has been approved by the American Council on Education (ACE) and the American Association of College Registrars and Admissions Counselors (AACRAO). SDI is a proud participant in the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU).

MEMBERSHIPS

Professional affiliations and memberships provide opportunities and access to a wealth of information for our employees, faculty and students. SDI currently participates as a member of the following organizations and associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)

- Arizona Association of Student Financial Aid Administrators (AASFAA)

- Arizona Private School Association (APSA)

- Arizona Veterans Program Association (AVPA)

- Council of College and Military Educators (CCME)

- Council for Higher Education Accreditation (CHEA)

- Florida Advisory Council on Military Education (FL ACME)

- National Association of Student Financial Aid Administrators (NASFAA)

- National Association of Veterans' Program Administrators (NAVPA)

- National Shooting Sports Foundation (NSSF)

- National Center for Employee Ownership (NCEO)

SUCCESS MEASURES

Success measures for the Institute are evidence of student learning through the quantifying and monitoring of the instructional experience of SDI students. The academic assessment process provides the means for governing and monitoring the educational experience of our students, and for gathering evidence of student learning.

Success Indicator*	Degree Rate	Certificate Rate
Students surveyed who said they achieved their learning goals	97.4%	93.2%
Students surveyed who would recommend SDI to a friend	99.1%	97.7%
Students surveyed who were satisfied with their studies	98.3%	95.5%

Information provided from calendar year 2019 as reported to DEAC for the annual report.

Success measures of Sonoran Desert Institute are reviewed by the SDI Board of Directors each year at its annual meeting.

OFFICE HOURS

Sonoran Desert Institute is open throughout the year to serve current, prospective, and prior students. SDI supports a remote workforce, with employees working from multiple time zones. Advisors and faculty provide their students with typical working hours to establish expectations and optimize communication.

Administrative Office Hours

Monday – Friday 8:00 am – 5:00 pm (Arizona Time)

Note that Arizona does not switch to Daylight Saving Time. Therefore, the office hours remain Mountain Standard Time year-round, which aligns with Pacific Daylight Time during the period in which daylight savings time is followed.

Holidays

The online classroom is available during holidays. However, the administrative offices will be closed during the holidays listed below. When the holidays fall on the weekend, SDI will typically align with the federal observance, usually the Friday prior or the Monday following such holiday. Current students will be informed of specific office closures by email and/or website and social media updates.

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving Day and the following Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

FACILITIES INFORMATION

All SDI programs are delivered entirely online, therefore, the facilities are primarily designed to support employees who service the needs of students. In fall of 2018, SDI relocated from Scottsdale to a new office space centrally located in Tempe, AZ. SDI occupies just under 6200 square feet of a building in a complex called Workspace. The space provides for both administrative use and a fulfillment warehouse to handle shipments of materials to SDI students. The space allows for growth during the period of the lease. SDI has a combined workforce of local office employees and remote workers across the United States. This supports the commitment to service students who are also throughout the United States in multiple time zones. The local office employees also are offered flexible work schedules, which allows optimal use of space supported by employees working remotely.

The institution's systems allow for access to necessary information 24/7 from virtually any location with appropriate connectivity, minimizing dependency on physical space and equipment. This includes the student information system, the online classroom, email, and voice over internet protocol (VOIP) telephony. The building is equipped with technology to support presentations during meetings and solid connectivity for those working from the office.

Although most students communicate with SDI through phone, email and internet, the office provides meeting space for pro-spective students to meet with admissions representatives and current students and graduates to meet with advisors, as needed. Additionally, the school is dedicating an area to provide a military and veterans center, available to further support SDI's military population. This area will be equipped with computers and/or other devices to support the learning and support needs of students.

ACADEMIC CALENDAR

SDI's online classroom is generally available 24 hours a day, 7 days a week to provide the most flexibility for students to work at their convenience. Students will be notified in advance of any scheduled down times for system maintenance. Faculty hours and availability vary. Students will be provided with general guidelines by faculty for each course during their program of study.

Semester Schedules

SDI offers courses beginning each month. Semesters are 16 weeks in length with courses of various lengths, typically 8-weeks and 4-weeks, within the semester. The academic week begins at midnight Monday through 11:59 pm Sunday, Mountain Pacific Time. Courses are therefore scheduled to begin on Mondays and end on Sundays, regardless of how any holidays fall.

Start Dates			
January 11, 2021	April 12, 2021	July 5, 2021	October 4, 2021
February 8, 2021	May 10, 2021	August 9, 2021	November 1, 2021
March 8, 2021	June 7, 2021	September 6, 2021	December 6, 2021

FEDERAL STUDENT AID (FSA) ACADEMIC YEARS

Students interested in Federal Student Aid (FSA) must establish the academic year during which they wish to receive aid. The academic year at SDI is two 16-week semesters in length. The table below provides dates for SDI semesters available to students receiving FSA and indicates how they are combined into academic years for FSA purposes.

Start Date	Semester 1 End	Semester 2 Begin	Semester 2 End	Semester 3 Begin	Semester 3 End	Semester 4 Begin	Semester 4 End
1/11/21	5/2/21	5/10/21	8/29/21	9/6/21	12/26/21	1/3/22	4/24/22
2/8/21	5/30/21	6/7/21	9/26/21	10/4/21	1/23/22	1/31/22	5/22/22
3/8/21	6/27/21	7/5/21	10/24/21	11/1/21	2/20/22	2/28/22	6/19/22
4/12/21	8/1/21	8/9/21	11/28/21	12/6/21	3/27/22	4/4/22	7/24/22
5/10/21	8/29/21	9/6/21	12/26/21	1/3/22	4/24/22	5/2/22	8/21/22
6/7/21	9/26/21	10/4/21	1/23/22	1/31/22	5/22/22	5/30/22	9/18/22
7/5/21	10/24/21	11/1/21	2/20/22	2/28/22	6/19/22	6/27/22	10/16/22
8/9/21	11/28/21	12/6/21	3/27/22	4/4/22	7/24/22	8/1/22	11/20/22
9/6/21	12/26/21	1/3/22	4/24/22	5/2/22	8/21/22	8/29/22	12/18/22
10/4/21	1/23/22	1/31/22	5/22/22	5/30/22	9/18/22	9/26/22	1/15/23
11/1/21	2/20/22	2/28/22	6/19/22	6/27/22	10/16/22	10/24/22	2/12/23
12/6/21	3/27/22	4/4/22	7/24/22	8/1/22	11/20/22	11/28/22	3/19/23
1/3/22	4/24/22	5/2/22	8/21/22	8/29/22	12/18/22	12/26/22	4/16/23
1/31/22	5/22/22	5/30/22	9/18/22	9/26/22	1/15/23	1/23/23	5/14/23
2/28/22	6/19/22	6/27/22	10/16/22	10/24/22	2/12/23	2/20/23	6/11/23
4/4/22	7/24/22	8/1/22	11/20/22	11/28/22	3/19/23	3/27/23	7/16/23
5/2/22	8/21/22	8/29/22	12/18/22	12/26/22	4/16/23	4/24/23	8/13/23
5/30/22	9/18/22	9/26/22	1/15/23	1/23/23	5/14/23	5/22/23	9/10/23
6/27/22	10/16/22	10/24/22	2/12/23	2/20/23	6/11/23	6/19/23	10/8/23
8/1/22	11/20/22	11/28/22	3/19/23	3/27/23	7/16/23	7/24/23	11/12/23
8/29/22	12/18/22	12/26/22	4/16/23	4/24/23	8/13/23	8/21/23	12/10/23
9/26/22	1/15/23	1/23/23	5/14/23	5/22/23	9/10/23	9/18/23	1/7/24
10/24/22	2/12/23	2/20/23	6/11/23	6/19/23	10/8/23	10/16/23	2/4/24
11/28/22	3/19/23	3/27/23	7/16/23	7/24/23	11/12/23	11/20/23	3/10/24
12/26/22	4/16/23	4/24/23	8/13/23	8/21/23	12/10/23	12/18/23	4/7/24

OWNERSHIP INFORMATION

Sonoran Desert Institute is a subsidiary of the Trade Training Company, LLC. The Trade Training Company, LLC is registered with the Arizona Corporation Commission as "doing business as" (dba) Sonoran Desert Institute. The mailing address of Trade Training Company, LLC is 1555 W. University Dr., Suite 103, Tempe, AZ 85281. In October of 2018, SDI transitioned to become an employee-owned company, established as SDI Education, Inc. ESOP Trust.

Board of Directors

The Board of Directors for Sonoran Desert Institute is comprised of the following:

Douglas Feeney, Chair - Bachelor of Arts in History; 18 years in postsecondary education

Jeff Cropsey, Director - Doctor of Education; 30+ years postsecondary education management for the US Department of Defense and 9 years government relations

Lawrence Gudis, Director - Master of International Management, Master of Arts in Education; 30+ years in postsecondary education

Jim Killin, Director - Bachelor of Science in Business Administration; 14+ years in postsecondary education

Traci Lee, Director - Master of Arts in Organizational Management; 30+ years in postsecondary education

SDI ADMINISTRATION

Traci Lee, President - Master of Arts in Organizational Management

Chris Caraway, Vice President of Operations - Bachelor of Science in Business Administration

Rob Exham, Vice President of Student Affairs - Bachelor of Arts in Business Communication

Jennifer McInnis, Vice President of Growth and Marketing - Bachelor of Science in Broadcast Journalism

Mike Olson, Vice President of Academic Affairs - Bachelor of Arts in Instructional Design

Marc Prochello, Vice President of Finance - Master of Professional Accountancy

Wes LeMay, Dean, School of Firearms Technology - Master of Arts in Business Organization and Security Management

Russ Paden, Dean of Academic Operations, PhD, Education

Caitlin Mullins, Registrar - Bachelor of Arts

SDI Contact Information

Sonoran Desert Institute offers assistance and resources to students and alumni for administrative, instructional, and financial requests. SDI provides students with specific advisor and faculty contact information throughout their program of study. We have also established the following departmental email addresses for your convenience.

> **Sonoran Desert Institute**
> **1555 W. University Dr., Suite 103**
> **Tempe, AZ 85281**
>
> **Phone: (480) 314-2102 or Toll Free (800) 336-8939**
> **Website: www.sdi.edu**

Department email addresses:

    Admissions – admissions@sdi.edu

    General Inquiries – info@sdi.edu

    Student Services – students@sdi.edu

    Financial Services – financialservices@sdi.edu

    Alumni Services – alumniservices@sdi.edu

    Military and Veteran Services – MVS@sdi.edu

ADMISSIONS

SDI's Admissions department is available to provide assistance and guidance to prospective students during the application process. This includes providing information regarding the programs offered and application procedures.

STUDENT SERVICES

SDI's Student Services department is available to provide assistance and guidance to students regarding their academic progression during their program of study. The primary role of Student Services includes scheduling students, monitoring academic progress, and keeping students informed of Institute policies and procedures to support the student through program completion and graduation. Students will be assigned to a Student Services Advisor who serves as a primary point of contact for these academic-related matters.

FINANCIAL SERVICES

SDI's Financial Services department is available to assist students with financial matters related to their program of study. This includes guidance on potential funding options, establishing payment plans, discussing student account transactions, and any other relevant financial information.

MILITARY AND VETERAN SERVICES

The SDI Military & Veterans Services department assists students in achieving academic, personal, and professional success. We provide advocacy and support for our military-connected students by offering outreach, networking, and personalized assistance.

ALUMNI SERVICES

SDI's Alumni Services department provides assistance to graduates to pursue additional endeavors. This includes participation in optional SDI Field Study opportunities, identifying potential employers and employment opportunities, preparing for the job pursuit process including preparation and submission of resume, leveraging professional social media and other online tools, optimizing the interview process, etc. SDI also wants to know what our students continue to do after graduating. The Alumni Services department wants feedback on where our graduates are working, if they continue their college education, if they open their own business or anything else that may help us in our efforts to support students during and after their program of study. We encourage students and graduates to keep in touch!

Transcript Request

Transcripts may be requested when official documentation of the student's academic record is needed. Students and alumni should send requests for their SDI transcripts using the transcripts@sdi.edu email address and include details regarding to whom the transcript should be mailed and the full address. In support of continuing education as well as personal and professional pursuits, SDI provides transcripts at no cost to the student.

Funding Policies and Procedures

FUNDING OPTIONS

SDI students may be eligible for various types of financial assistance, depending on the program or study and specific requirements for each funding source. Students are expected to select the desired option(s) and provide appropriate documentation and/or payment as indicated for each source. Students are assigned to a Financial Services Advisor based on their intended funding source(s).

Generally speaking, the available options include:

- Self-Pay
- Employer/Agency/Third Party
- Military Benefits (Veteran and Active Duty)
- Federal Student Aid (FSA/Title IV)

Deadlines: Students must be approved for funding no later than 14 days prior to the scheduled start date. SDI starts new students each month. See website or catalog for upcoming start dates. Continued enrollment also requires good financial standing and/or approved funding prior to the new semester start. See details of required documentation and/or approvals based on funding option(s) used.

FUNDING OVERVIEW

Funding Type	Prior to Program Start Date	Prior to Subsequent Semester(s)/Term(s)
Self Pay	• Initial Payment • Retail Installment Contract	• Must be current in payments • Updated Retail Installment Contract (if applicable)
Agency/Third Party/ Employer	• Corresponding document from payor confirming eligibility	• Must be current in payments • New confirmation document as needed
VA-33	• School has confirmed eligibility for benefits • If only eligible at partial tier (less than 100%), must also have paid balance or signed an installment contract and made arrangement for initial payment	• Must be current in payments • Updated Retail Installment Contract (if applicable)
Veterans Vocational Rehabilitation (Chapter 31)	• Must have approved Form 28-1905 on file	• Must be current in payments from VA
VA- 30, 35, 1606 and 1607	• Initial Payment • Retail Installment Contract	• Must be current in payments • Updated Retail Installment Contract (if applicable)
Tuition Assistance (Active Duty/Reserves)	• Valid TA approval letter(s)	• Valid course TA voucher(s)
Federal Student Aid (FSA)	• Institutional Application for Financial Aid • Valid ISIR • If FSA does not cover all costs, must also have paid balance or signed an installment contract and made initial payment	• Must be current in payments • Updated Retail Installment Contract (if applicable)

FUNDING DETAILS

SDI students may be eligible for various types of financial assistance, depending on the program of study and specific eligibility requirements for each funding type. Generally speaking, the options available include the following categories:

- Military Benefits
- Student Payment Plans
- Other Agency Support

- Employer Tuition Assistance
- Federal Student Aid
- SDI Waivers and Scholarships

SELF PAY

Student Payment Plans: SDI offers students the option to make payments with no interest charge during their program of study. Although payment plans vary based on remaining balance after other funding and individual circumstances, SDI generally requires an initial payment prior to beginning a program of study. SDI does not currently charge interest on these payments that are spread over the duration of the course, term/semester, or program. Students are required to provide a credit card to maintain on encrypted file, even if they opt to make payments online themselves, rather than authorizing automatic payments. In this case, the credit card on file will be charged for the monthly payment if payment is not received by the due date.

Full Pay Option: Students may pay for the program or current term/semester before the scheduled start date.

Requirements:

- If paid in full for the program, there are no additional documentation requirements. If paying by term/semester, student should complete the "SDI Retail Installment Contract" indicating their desire to have a credit card on file or can be invoiced in advance for subsequent terms to avoid gaps in enrollment.

Payment Plan Option: Students may make monthly payments throughout the program, term, or semester.

Requirements:

- Student should complete the "SDI Retail Installment Contract" indicating their authorization for recurring credit card charges or if they prefer to be billed in advance for subsequent months. The initial payment is due before the scheduled start date. Students must be current on payments to advance to subsequent terms/semesters.

AGENCY/THIRD PARTY/EMPLOYER

Student pays SDI directly for tuition and fees, and then is reimbursed, or SDI is paid directly by the Agency/Third Party/Employer. Employers and other agencies, such as vocational rehabilitation at the state level, may be available to assist students in funding their education. Specific requirements vary by employer or agency.

Requirements:

- Student must submit corresponding document(s) from payor confirming eligibility for the reimbursement or direct payment to SDI.
- If the student will be reimbursed instead of SDI being paid directly by the Agency/Third Party/Employer, student must complete the SDI Retail Installment Contract as described in the Self Pay section above.
- If the Agency/Third Party/Employer will pay SDI directly, student must submit confirmation of eligibility from payor before starting.
- Payment must be received prior to student starting subsequent term.

MILITARY BENEFITS

Student must apply and the school will certify on a term/semester basis. Note that the school is required to provide updated information to various agencies regarding student progress, including credit load adjustments and grades, which may impact eligibility. Details vary by Chapter and Agency. The following information is provided for reference but, students should always check directly with military resources for the most current information specific to their circumstances.

Veterans Assistance

The Associate of Science in Firearms Technology and the Certificate in Firearms Technology - Gunsmithing are approved by the Arizona State Approving Agency for use of GI Bill® Benefits, including Chapters 30, 31, 33, 35, and 1606. Eligible veterans and dependents can access additional information and apply online at www.benefits.va.gov/gibill. The Department of Veterans Affairs (VA) determines student eligibility. Eligibility may be impacted by many factors, including other schools attended, annual funding caps, and enrollment status. Note that although SDI's full-time enrollment status requires 12 semester credits during a 16-week term, the VA considers eligibility based on course-specific credit hours and durations during the semester. Students are typically enrolled in multiple courses during a term and the modular nature of the schedule may impact the VA's calculation, which may vary during the semester based on actual scheduled courses. The table listed illustrates the enrollment status for each individual course, which, when combined, can impact the actual enrollment status for the period.

Credit Hours	Course Length	VA Enrollment Status
5	8 weeks	¾ time
4	8 weeks	¾ time
3	8 weeks	½ time
2	4 weeks	¾ time
1	4 weeks	< ½ time

VA- Chapter 33

The tuition and fees are paid directly to the school on behalf of the student when the school's enrollment certification is processed. That payment is prorated by the student's benefit level. The housing allowance is paid directly to the student and eligibility is based on the rate of pursuit using a credit hour formula. VA students are eligible if the student's rate of pursuit is more than 50%. Individuals only enrolled in distance learning courses will be eligible for a monthly housing allowance equal to 50% of the national average of all Basic Allowances for Housing. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

Requirements:

- Students apply for VA benefits online: www.va.gov/education/how-to-apply/.
  - » If student has already applied and is changing schools, use VA Form 22-1995 or VA Form 22-5495
- Students should sign up for ebenefits at ebenefits.va.gov to monitor eligibility related information.

If students are eligible for a tier less than 100%, arrangements must be made to pay the remaining balance via self-pay as outlined earlier, or another funding option such as Title IV.

Veteran Readiness and Employment (Chapter 31)

Veteran Readiness and Employment is a program designed to assist eligible veterans in achieving maximum independence in their daily life and aid them in becoming a contributing part of society. Students seeking assistance under this program should contact the Veteran Readiness and Employment Department of the Department of Veterans Affairs.

Requirements:

- Chapter 31 – School must receive the approved Form 28-1905 by the Friday before the scheduled start date. The school invoices VA by semester and payment is made directly to the school.

VA Chapters 30, 35, 1606 and 1607

VA makes payments directly to students. Students make monthly payments to the school throughout the program, term, or semester.

Requirements:

- Student should complete the "SDI Retail Installment Contract" to establish the credit card on file for monthly charges or pay the school by check. The initial payment is due prior to the start date. Student must be current in payments before a new term/semester is scheduled and/or certified for funding.
- Students must verify their enrollment with the VA monthly (WAVE or IVR). WAVE is on the Education Service website at https://www.gibill.va.gov/wave/index.do. IVR allows students to "phone in" (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month.
- **Note:** Chapter 35 students do not have to verify their enrollment like the other chapters.

Yellow Ribbon

The Yellow Ribbon Program is an agreement between the VA and participating institutions to cover all or a portion of tuition and fees charged after a student has exceeded the yearly maximum benefit rate. SDI is a Yellow Ribbon participating institution. More information about Yellow Ribbon can be found on the VA website at: www.benefits.va.gov/gibill/yellow_ribbon.asp.

Active Duty Tuition Assistance (TA)

The Department of Defense (DoD) makes payments directly to the school.

Requirements:

- Students need to provide the course TA voucher prior to starting any course.

- TA approval for Coast Guard, Marines, and Navy must be received at least 14 days prior to a course start

- TA approval for Air Force must be received at least 7 days prior to a course start

- TA approval for Army must be received at least 5 days prior to a course start

Defense Activity for Non-Traditional Education Support (DANTES)

SDI programs are approved to participate in DANTES. For information on this program, students should contact their base Education Services Officer (ESO) for details.

Military Tuition Assistance (TA)

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships. Currently, TA pays up to $250 per credit hour for a maximum of 16 credits annually. The fiscal year runs from October through September. Additional criteria exists to determine eligibility and each branch has its own criteria for determining the amount of TA a service member may receive. For Navy, as of 1 OCT 2019, you can use TA/NCPACE DL for a maximum of 12 semester credit hours, 18 quarter credit hours or 180 clock hours per fiscal year (FY). Active duty military service members should contact their base Education Services Officer (ESO) for details, prior to enrolling.

Federal Student Aid (FSA)

Student must complete the necessary application process to determine eligibility for funding prior to starting classes. .

Requirements:

- School must have a complete Institutional Application for Financial Aid on file.

- School must have received a valid ISIR.

- School must have a valid, payable ISIR before student progresses into a subsequent semester

FSA FUNDING SOURCES

Federal Student Aid (FSA) funds are grants and loans provided by the federal government to cover expenses such as tuition and fees and living costs associated to the programs cost of attendance. To be eligible for FSA, a student must apply by completing a Free Application for Federal Student Aid (FAFSA) at studentaid.gov and meet the following general eligibility requirements:

- Be a U.S. citizen, a U.S. national, or an eligible non-citizen

- Have a valid Social Security number

- Possess a high school diploma, or a General Education Development (GED) certificate

- If male, be registered with the Selective Service

- Must be at least one credit or less than half time for Pell and at least half time for loans

- Demonstrate financial need (except for some loan programs)

- Not owe a refund on a federal student grant and not in default on federal student loan.

- Sign a statement on the FAFSA certifying that the student does not owe a refund on a federal student grant and is not in default on a federal student loan
- Not have been convicted of certain drug offenses

In addition, students who are selected for a process called Verification, must successfully complete Verification to receive FSA disbursements.

SDI offers the following FSA grants and loans for eligible students attending the Associate of Science in Firearms Technology Program and/or the Certificate in Firearms Technology - Gunsmithing program:

Federal Pell Grant Program

The Federal Pell Grant is a grant that does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid (FAFSA). The amount awarded to a student depends on the student's financial need which is determined by the cost of attendance, expected family contribution (EFC) and enrollment status (full-time, 3/4 time, half-time, or less-than-half-time). The Federal Pell Grant has a maximum lifetime eligibility of 600%, or 12 semesters of eligibility. Only Undergraduate students are eligible for the grant; therefore, once you have earned a baccalaureate degree, or your first professional degree, or have used up all 12 semesters of your eligibility, you are no longer eligible to receive a Federal Pell Grant.

Iraq and Afghanistan Service Grant Program

This program is another form of aid that does not have to be repaid. However, unlike the Pell Grant program, it is not based on financial need. The Iraq and Afghanistan Service Grant Program (IASG) is intended to assist students who are not Pell-eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled in college at least part-time. The amount awarded to any eligible student is equal to the maximum Pell Grant for the award year, not to exceed the cost of attendance.

William D. Ford Federal Direct Loan (Direct Loan) Program

Federal loans provided through the William D. Ford Federal Direct Loan Program are referred to as Direct Loans, because the federal government, through the U.S. Department of Education, is the lender. Unlike grants, student loans are borrowed money that students are legally obligated to repay, with interest. Students must maintain an enrollment status of at least half-time to be eligible for Direct Loans. Additionally, all first-time Direct Loan borrowers must complete a Master Promissory Note (MPN) at https://studentaid.gov/mpn/ and Entrance Counseling at https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance before funds will be disbursed. Repayment begins after a six (6)-month grace period following graduation, withdrawal from school, or if the student's enrollment status is less-than-half-time.

Direct Loans options for eligible SDI associate degree and certificate seeking students include:

- Direct Subsidized Stafford Loans: Subsidized loans are awarded only to undergraduate students on the basis of financial need. If a student is eligible for a subsidized loan, the U.S. Department of Education will pay (subsidize) the interest on the loan while the student is in school in at least half time enrollment status, for the first six (6) months after the student leaves school and during periods of deferment.

- Direct Unsubsidized Stafford Loans: Unlike subsidized loans, financial need is not required to receive an unsubsidized loan and the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full.

Interest Rates and Fees:

When borrowing Federal Student Aid, it is important to understand that those loans will be required to be paid with interest. In addition, loan fees are assessed at the time of disbursing loans. This means, the total loan amount will be less the loan fee; however, you will still be responsible for repaying the full amount.

Every year, interest rates and loan fees are updated. Please reference Interest Rates and Fees at https://studentaid.gov/understand-aid/types/loans/interest-rates for full details and dates of rates and fees.

Aggregate Loan Limits:

Direct Subsidized and Unsubsidized Loans have annual loan limits based on the student's dependency status, grade level, and lifetime aggregate limits:

Annual Loan Limits	
Dependent Undergraduate Students **(except students whose parents cannot obtain Direct PLUS Loans)**	
First Year Total (maximum $3,500 subsidized)	$5,500
Second Year Total (maximum $4,500 subsidized)	$6,500
Independent Undergraduate Students **(and dependent students whose parent cannot obtain Direct PLUS Loans)**	
First Year Total (maximum $3,500 subsidized)	$9,500
Second Year Total (maximum $4,500 subsidized)	$10,500

Aggregate Loan Limits			
Dependent Undergraduate Student		**Independent Undergraduate Student**	
Subsidized	Total Subsidized and Unsubsidized	Subsidized	Total Subsidized and Unsubsidized
$23,000	$31,000	$23,000	$57,500

To access your annual and aggregate Direct Loans, please reference www.nslds.ed.gov. Here you can monitor your loans as well as obtain your loan servicer information.

Before borrowing, remember that loans must be repaid. When considering Federal Student Aid, use the Loan Payment Calculator at https://studentaid.gov/loan-simulator/ to determine how much your monthly payment may be and the U.S. Department of Education Financial Awareness Counseling tool provided at https://studentaid.gov/app/counselingInstructions.action?counselingType=fa to assist you with financial management basics, including information about your current loan debt and estimates of your student loan debt levels after graduation.

RETURN OF TITLE IV FUNDS

When a student withdraws from the Institute, federal regulations specify how the school must determine the amount of Title IV program assistance, also referred to as FSA funds, earned by the student.

Federal Pell Grants, Iraq and Afghanistan Service Grants, and Direct Loans

If the student (or Institute, on the student's behalf) received less assistance than the amount earned, the student may be able to receive those additional earned funds. If the student received more assistance than earned, the excess funds must be repaid by the student and/or by SDI.

The Institute will use a Department of Education approved refund calculation that determines the percentage of Title IV funds earned by the student. If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the Institute must obtain the student's permission before disbursing funds. Any post-withdrawal funds must be disbursed within 30 days of the date of determination of the student's withdrawal. There are some Title IV funds that a student might have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of his/her program before withdrawal, then the student will not receive any Direct

Loan funds that would have been received if the student remained enrolled past the 30th day. If a student receives excess Title IV program funds that must be returned, the Institute must return a portion of the excess equal to the lesser of:

- Student's institutional charges multiplied by the unearned percentage of the student's funds, or
- Entire amount of excess funds

The Institute must return this amount even if it did not keep that amount of the student's Title IV program funds. If the Institute is not required to return all of the excess funds, the student is responsible for the remaining amount. Any loan funds that the student must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan according to his or her repayment plan.

The requirements for Return of Title IV program funds when a student withdraws are separate and different than the SDI Institutional Refund Policy (see Refund Policy). Therefore, the student may still owe funds to the Institute to cover unpaid institutional charges.

SDI WAIVERS AND SCHOLARSHIPS

SDI encourages students to seek scholarship and grant opportunities offered by a multitude of agencies. Additionally, the following financial support is available to eligible candidates.

Active Duty Waiver

In recognition of active duty military service, SDI waives the Educational Resource Fee for any student who can provide evidence of current, active military duty during the period of enrollment, regardless of how they fund their education at SDI. Additionally, SDI will honor the $250 rate for active duty students, regardless of the tuition rate in effect at the time of enrollment.

SGT Michael Beckerman Memorial Scholarship

SGT Michael Joe Beckerman was 17½ when he enlisted into the National Guard. SGT Beckerman served two tours in support of Operation Iraqi Freedom and one tour in support of Operation Enduring Freedom. While serving his country on these deployments, SGT Beckerman enrolled in the Sonoran Desert Institute and worked toward continuing his education. On 31 December 2010, he made the ultimate sacrifice: SGT Beckerman was killed in action (KIA) in Howz-e Madad, Afghanistan. He is survived by his daughter, Brianna. In memoriam of our student's great sacrifice, the Sonoran Desert Institute is proud to present the SGT Michael Beckerman Memorial Scholarship. The scholarship annually provides full tuition and fees each semester to two recipients, one in the fall and one in the spring.

Initial Eligibility Requirements:

The SGT Michael Beckerman Memorial Scholarship is a full academic scholarship for SDI's Associate of Science in Firearms Technology degree program. Students that are awarded an SDI scholarship while already attending SDI are responsible for the charges applied through the current semester. The SDI Scholarship will be applied at the beginning of the next semester following the date the scholarship is awarded. All applying candidates must:

- Currently be serving in the armed forces or be a veteran of military service.
- Be in good standing with his/her current branch of service or have received an "Honorable Discharge."
- Provide a DD214, or other documentation verifying military service.
- Demonstrate a commitment to and passion for the firearms industry and gunsmithing trade by answering essay questions.
- Submit a regular SDI application for enrollment, with all relevant supporting documentation.
- Provide a letter of recommendation from a non-family member.
- Begin studies at SDI within six months following the award of the scholarship.

Continuing Eligibility: The SGT Michael Beckerman Memorial Scholarship is a full academic scholarship for SDI's Associate of Science in Firearms Technology degree program. All applying candidates must:

- Meet SDI's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts.
- Be continuously enrolled to retain scholarship eligibility.

Application: Applicants must complete the SGT Michael Beckerman Memorial Scholarship application in its entirety, including essay, by the deadline dates described below. Remit any supplemental documentation to scholarships@sdi.edu.

Deadline: To be considered for the award, SDI must be in receipt of all application documentation as noted above by the following deadlines:

- By 11:59 pm Mountain Standard Time on November 30 for the spring award.
- By 11:59 pm Mountain Standard Time on May 31 for the fall award.

Evaluation Process: Applications will be reviewed by a Scholarship Committee. The selected recipient will be identified based on a combination of factors, including:

- Essay Score
- Letter of recommendation

Applicants will be notified of the committee's decision via email approximately 30 days after the scholarship application deadline. The chosen recipient must respond within 30 days indicating intent to accept the scholarship. Should the recipient opt out or fail to respond within 30 days, the scholarship will be awarded to the next highest qualifying applicant.

Paul Jackson First Responder Memorial Scholarship

Paul Jackson served in Bravo Co, 501st Parachute Infantry Regiment during WWII. As a paratrooper, Mr. Jackson made the jump into Normandy during Operation Overlord, the jump into Holland during Operation Market Garden, and was wounded on 12 January 1945 in Bastogne, Belgium. In honor of Mr. Jackson's sacrifice, SDI is proud to present the semi-annual Paul Jackson First Responder Memorial Scholarship. The annual scholarship provides full tuition and fees each semester to two recipients, one in the fall and one in the spring.

Initial Eligibility Requirements:

The Paul Jackson First Responder Memorial Scholarship is a full academic scholarship for SDI's Associate of Science in Firearms Technology degree program. Students that are awarded an SDI scholarship while already attending SDI are responsible for the charges applied through the current semester. The SDI Scholarship will be applied at the beginning of the next semester following the date the scholarship is awarded. All applicants must:

- Currently be serving in, or be retired from, the armed forces, law enforcement, firefighter or emergency medical technician
- Be in good standing or have received an honorable release from their branch of service or field.
- Provide documentation verifying service.
- Submit a DD214 if post-military service.
- Demonstrate a commitment to, and passion for, the firearms industry and gunsmithing trade by answering essay questions.
- Submit a regular SDI application for enrollment, with all relevant supporting documentation.
- Provide a letter of recommendation from a non-family member.
- Begin studies at SDI within six months following the award of the scholarship.

Continuing Eligibility: The Paul Jackson First Responder Memorial Scholarship is a full academic scholarship for SDI's Associate of Science in Firearms Technology degree program. All applying candidates must:

- Meet SDI's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts.
- Be continuously enrolled to retain scholarship eligibility.

Application: Applicants must complete the Paul Jackson First Responder Memorial Scholarship application in its entirety, including essay, by the deadline dates described below. Remit any supplemental documents to scholarships@sdi.edu.

Deadline: To be considered for the award, SDI must be in receipt of all application documentation as noted above by the following deadlines:

- By 11:59 pm Mountain Standard Time on November 30 for the spring award.
- By 11:59 pm Mountain Standard Time on May 31 for the fall award.

Evaluation Process: Applicants will be reviewed by a Scholarship Committee. The selected recipient will be identified based on a combination of factors, including:

- Essay Score
- Letter of recommendation

Award Procedures: Applicants will be notified of the committee's decision approximately 30 days after the scholarship application deadline. The chosen recipient must respond within 30 days indicating their intent to accept the scholarship. Students that are awarded a scholarship are responsible for the charges for any current or prior semesters. The SDI scholarship will be awarded at the start of the next full semester following the approval date.

ADDITIONAL SERVICES

In order to help provide for students' and graduates' educational needs, SDI continually adds services for our students.

SDI Partners

Our partners generously offer many services and products at a discount to Sonoran Desert Institute students. As a result, these strategic associations directly benefit our students by enhancing their learning experience. And because this participation involves such well-respected industry leaders, our students gain the expertise they need to succeed in their chosen careers.

HONOR SOCIETIES

Delta Epsilon Tau Honor Society

At Sonoran Desert Institute, we enjoy celebrating the hard work and dedication of our amazing students. Delta Epsilon Tau is just one way to show our appreciation for the outstanding academic and personal achievement of our students.

Upon graduation, students who meet the below criteria will be selected to join Delta Epsilon Tau:

- Graduates must have a minimum of a 3.5 GPA to be invited to join DETHS
- Demonstrated leadership and commitment to distance education and learning.
- No student code of conduct violations
- Clear financial standing

The Sonoran Desert Institute Chapter of the Delta Epsilon Tau Honor Society (DET) is sponsored by the Distance Education Accrediting Commission (DEAC) and was established to recognize extraordinary high academic achievements and leadership of SDI graduates. Visit the SDI website for more information or to obtain the DET Student Application for Membership (_).

SALUTE Veterans National Honor Society

SALUTE stands for Service, Academics, Leadership, Unity, Tribute, and Excellence. In 2009, Colorado State University was awarded the ACE/Wal-Mart Success for Veterans Grant, and from that SALUTE Veterans National Honor Society was created.

SALUTE is the first honor society created for student veterans and military at two- and four-year higher education institutions nationwide.

Charter Members: SALUTE Veterans National Honor Society at Sonoran Desert Institute was established on March 10, 2016.

Membership Criteria: Membership in SALUTE is open to all Sonoran Desert Institute students enrolled in the Associate Degree program. Eligible students are encouraged to complete the application process. The Chapter Advisor reviews requested military documentation and approves new members. To attain membership into SALUTE, undergraduate students must meet the following criteria as of January 1 and July 1:

- Current enrollment in the Associate of Firearms Technology degree program
- Good financial standing
- A minimum of 12 completed semester hours
- Achieved a minimum GPA of 3.0
- Currently serving in the armed forces (Active Duty, National Guard, Reserves) or honorably discharged Veteran

A unique element for undergraduate students is the GPA ranking tier. This system was designed to encourage student veterans to strive for academic success at SDI. Undergraduate members of SALUTE advance to higher tiers of the GPA ranking system during their tenure.

- Alpha 3.75 – 4.00
- Bravo 3.50 – 3.74
- Charlie 3.25 – 3.24
- Delta 3.00 – 3.24

Membership in SALUTE requires a one-time lifetime membership fee of $35 paid at the time of acceptance. All members receive a membership certificate and military-style challenge coin.

Member Privileges: Benefits of membership include eligibility of individual members to apply and compete for national SALUTE scholarships. SALUTE is being set up so that operating costs are low and the majority of membership fees will be going into scholarships for student veterans across the nation who are students at institutions with charter memberships. These nationally awarded scholarships will be designed to support student veterans who need supplementation of their GI Bill® funding or who do not have GI Bill funding. Another benefit is the ability to nominate representatives to the SALUTE National Advisory Committee.

For information about SALUTE Veterans National Honor Society, please visit SALUTE's website: http://salute.colostate.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

The Chapter Advisor reviews requested military documentation and approves new members. Approved members will receive a membership certificate from SDI.

Application: To submit an application for consideration of acceptance, please complete the Application Form: SALUTE Veterans National Honor Society at Sonoran Desert Institute Application. A link to our Online Payment Portal will be emailed to eligible undergraduate students after the application has been reviewed and accepted.

For further information concerning the SDI chapter of SALUTE, contact the SALUTE Chapter Advisor at salute@sdi.edu.

Service Member of the Quarter

At Sonoran Desert Institute, we enjoy honoring and celebrating the hard work and dedication of our amazing Veterans by recognizing their outstanding academic and personal accomplishments. Each quarter, Faculty and staff will nominate a Student Veteran* of the Quarter based off the following criteria:

- Successful completion of at least 12 credits in the semester
- Attending or recent Graduate
- *Nominees must have served or currently be serving in the U.S. Army, Marine Corps, Navy, Air Force, or the Coast Guard, National Guard, and Reserves
- Have a cumulative GPA of 3.0+
- Good financial standing
- No student Code of Conduct Violations
- Demonstrate Peer Mentorship, Academic Improvement, Community Service/Campus Involvement, Personal Achievement/Obstacles, or Other

After the quarter has concluded the Student Recognition Committee will review all nominations and vote. Once a student receives the award, the committee will contact the recipient, by phone and email.

SDI Faculty

School of Firearms Technology

Leslie Axsom, School of Firearms Technolog, Associate of Science in Firearms Technology, SDI

Marcia Backos, School of Firearms Technology, M.A. in English/Education, Western Reserve University

Joshua Barton, School of Firearms Technology, Associate of Science in Firearms Technology, SDI

David Baz, School of Firearms Technology, Associate of Science in Firearms Technology, SDI

Kingsley Boatright, School of Firearms Technology, B.A. In Business Management, Texas A&M University

Stephen Bozich, School of Firearms Technology, Master of Accounting, University of North Carolina at Chapel Hill

Craig Brown, School of Firearms Technology, B.S. in Psychology, Arizona State University

Jacob Burden, School of Firearms Technology, B.S. in Business Management, BYU Idaho

Kip Carpenter, School of Firearms Technology, Associate of Science in Neuromuscular Therapy, High Tech Institute

Melvin Carter, School of Firearms Technology, B.S. in Political Science, University of Maryland

Osiris Carter, School of Firearms Technology, Doctorate of Business Administration, Argosy University

Rick Casner, School of Firearms Technology, Master of Science in Recreation, Tourism, and Sports Management, University of Idaho

Carrie Chapman, School of Firearms Technology, Associate of Arts in Criminal Justice, Liberty University

Anthony Citrano, School of Firearms Technology, Masters in Public Administration, Nova Southeastern University

Terry Collins, School of Firearms Technology, Bachelor of Applied Arts and Sciences, University of North Texas

Jennifer Contreras, School of Firearms Technology, Masters of Science in Criminal Investigations, University of New Haven

Doug Datish, School of Firearms Technology, B.A. in History, Ohio State University

Allen Davis, School of Firearms Technology, B.A. in Accounting, Franklin University

Dominick DeSanto, School of Firearms Technology, MBA, Northcentral University

Nicholas DiRobbio, School of Firearms Technology, B.S. in Criminal Justice, Roger Williams University

Bernice Eclipse, School of Firearms Technology, B.S. in Business Management, University of Phoenix

Martin Edge, School of Firearms Technology, B.S. in Applied Management, Grand Canyon University

Brandon Farmer, School of Firearms Technology, B.A. in Criminal Justice, American Military University

Tyson Gage, School of Firearms Technology, Doctorate in Strategic Leadership, Regents University

Samuel Garday, School of Firearms Technology, Bachelors in Criminal Justice, Campbell University

Mike Gault, School of Firearms Technology, Master of Project Management, Keller Graduate School of Management of DeVry University

Miron Gilbert, School of Firearms Technology, Ph.D in Human Services/Criminal Justice, Walden University

John Graham, School of Firearms Technology, M.A. in Management and Leadership, Webster University

Scott, Griffin, School of Firearms Technology, B.S. in Criminal Justice, The Universty of Tennessee at Martin

Danny Guckenburg, School of Firearms Technology, M.A. in Social Work, Arizona State University

Andrew Gutierrez, School of Firearms Technology, M.S. in Accountancy, University of Phoenix

Chad Haymon, School of Firearms Technology, B.A. in Music Education, Metropolitan State University

Tyler Hollifield, School of Firearms Technology, Bachelors in Political Science, University of North Georgia

Al Horn, School of Firearms Technology, MBA in Business Administration, Shenandoah University

Kent Hower, School of Firearms Technology, Associate of Science in Firearms Technology, SDI

Ethan Kibler, School of Firearms Technology, Master of Science in Security Management, Bellevue University

Jonathan Knight, School of Firearms Technology, JD, University of Tulsa College of Law

Brian Lackey, School of Firearms Technology, M.A. in Business/Organizational Leadership, Liberty University

John Landry, School of Firearms Technology, Ph.D in Education, Capella University

Mark Lynn, School of Firearms Technology, Undergrad in Aviation Management, Baker College of Muskegon (In Progress)

Thomas Matthews, School of Firearms Technology, B.S. in Criminal Justice, East Carolina University

Daniel Miller, School of Firearms Technology, Associate of Science in Firearms Technology, SDI

Todd Millsap, School of Firearms Technology, MBA in Information Technology, Western International University

Scott Montgomery, School of Firearms Technology, B.S. in Criminal Justice/Military Science, University of Central Missouri

Tom Myers, School of Firearms Technology, MBA, Kent State University

John Nagy, School of Firearms Technology, B.S. in Public Service and Public Policy, Arizona State University

Robert Olague, School of Firearms Technology, B.A. in Political Science, University of Arizona

Timothy Pardue, School of Firearms Technology, Doctorate in Education, St. Thomas University

Scott Parr, School of Firearms Technology, B.A. in Human Communication, Arizona State University

Mike Petronella, School of Firearms Technology, B.A. In Criminal Justice, California State University Fullerton

John Posner, School of Firearms Technology, Associate of Science in Firearms Technology, SDI

Samuel Rabaja, School of Firearms Technology, B.A. in History, University of South Florida

Gabriel Rudolph, School of Firearms Technology, MBA, John Brown University

Justin Russell, School of Firearms Technology, B.A. in History and Political Science, University of Tennessee Knoxville

James Ryan, School of Firearms Technology, Masters in Communication Leadership, Gonzaga University

Jacob Schrot, School of Firearms Technology, Masters in Criminal Justice, Ferris State University

Kristen Shaw, School of Firearms Technology, M.S. in Information & Comm Technology, University of Denver

Nicholas Sill, School of Firearms Technology, B.S. in Criminal Justice, Hodges University

Sean Smith, School of Firearms Technology, B.S. in Criminal Justice, Purdue University Global

Randy Stewart, School of Firearms Technology, M.B.A., University of Scranton

Sheryl Stone, School of Firearms Technology, B.A. in Social and Criminal Justice, Ashford University

Caleb Tillery, School of Firearms Technology, B.A. in Business Law, Arizona State University

Kyle Uptergrove, School of Firearms Technology, B.S. in Environmental Science, American Public University System

Rob Walker, School of Firearms Technology, B.A. in Public Administration, Barry University

Wayne Whetten, School of Firearms Technology, MBA in Project Management, Grantham University

Casey Workman, School of Firearms Technology, Master of Professional Studies, The Pennsylvania State University

Gregory Wynot, School of Firearms Technology, M.A. in Professional Counseling, Argosy University

John Yarnell, School of Firearms Technology, M.A. in Criminal Justice, Slippery Rock University

General Education

George Ackerman, General Education, Ph.D. in Criminal Justice, Capella University

Stephanie Bates, General Education, MBA, University of Phoenix

Kristine Benard, General Education, M.A. in English, University of Toledo/B.A. in English, University of Toledo

Carma Cook, General Education, PhD. In Biochemistry, Auburn University

Arica Edwards-Farmer, General Education, Bachelor of Business Administration, University of Houston

Reginald Finley, General Education, Master of Science in Biology, Clemson University

Keith Huettenmoser, General Education, M.A. in Poetry, Rutgers University

Mary Leoson, General Education, M.S. in Psychology, Walden University/B.S. in Criminology, Indiana State University

Patrick McKenna, General Education, JD, St. Thomas University School of Law

Morgan Murray, General Education, MA Organizational Management and Public Administration, Ashford University

Lisa Parker, General Education, Master's in Finance, University of Michigan-Dearborn

Bradley Sauls, General Education, Doctorate in Environmental and Social Sustainability, Colorado Technical University

Karen Whitlock, General Education, M.S. in Human Resource Management, Georgia State University

Lissa Whyte, General Education, MBA, University of Phoenix

Stacie Williams, General Education, M.S. in Mathematics Teacher Education, Florida State University

School of Firearms Technology Advisory Council

Ramsey Atieh
University President, American Business and Technical University

Chris Barrett
President, Barrett Firearms Manufacturing

Germaine B. Baur
Business Account Manager & Brand Ambassador U.S. & Texas Law Shield

Jessie Duff
Professional competition shooter

KC Eusabio
Top-ranked competitive shooter

Ray Vaughn
Nationally renowned gunsmith

SDI Learning Process

Sonoran Desert Institute understands that its students are mature, responsible, and independent. Moreover, the Institute knows that its students are driven to learn in order to impact the workplace by applying their acquired knowledge. The learning process must therefore be flexible by allowing students to complete coursework while meeting the demands of work, family, and other commitments. It is with this understanding that SDI provides all of its coursework through distance-delivered learning practices.

Curriculum is developed with the assumption that students are partners in the learning process. The focus is on outcomes that move information from short-term memory to applied knowledge, as expressed through improved productivity and worthwhile skills. Materials are organized into logical groups of information that build on knowledge gained from previous coursework.

Credit Hour Definition

Programs offered for credit earn semester credit hours. Semester hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit.* This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

ACADEMIC ACTIVITY AND SUBSTANTIVE INTERACTION

SDI is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, the Institute requires students to participate by regularly accessing their course(s), substantively interacting with students and instructors through group discussions, and submitting all assignments and exams in a timely fashion. The purpose of substantive interaction is to promote understanding of topics and subject matter, which will enhance the educational experience for students. Students are encouraged to begin participation in the Discussion Board as soon as possible during each week of the term.

The following actions are considered academic activity, in alignment with Department of Education requirements:

- Submission of assignment
- Course-related discussions
- Taking and/or submission of exam or quiz

Students are expected to establish participation by demonstrating academic activity within the first week of the course and are subject to course and/or institutional withdrawal or cancellation if there is no activity within 7 calendar days of the course start date. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the course end date. Course acceleration is not permitted. Submitting work prior to its due date (accelerating) does not replace the need to participate each week to avoid penalties including impact to grades, being dropped from the course, and/or withdrawal from the institution. Bulk assignment submissions after periods of inactivity are not recommended since students are expected to keep pace with the weekly course guidelines.

Proctored Assessments

SDI requires students to complete periodic proctored quizzes to protect the integrity of the school and its graduates. Students enrolled in the Certificate in Firearms Technology – Gunsmithing or Associate of Science in Firearms Technology programs will take up to four proctored quizzes throughout their studies. Courses with proctored quizzes are identified on the course homepage in the online classroom. You may contact your instructor with any questions.

SDI currently uses ProctorU, a unique service that allows online test-takers to complete quizzes at their scheduled convenience, while still ensuring quiz integrity for institutions. Test-takers can take quizzes in any secured area with internet access while utilizing almost any computer and webcam. If a student is unable to use a personal webcam for a proctored test with ProctorU, they are encouraged to seek out the use of a computer with webcam capability at a local library, community center, recreation center or a similar facility.

Details are provided within the relevant courses and scheduling may be done by clicking on the link within the course page or by visiting https://go.proctoru.com/session/new. Please note that testing should be scheduled at least 72 hours prior to when the student would like to take the test to avoid additional fees. If a test is scheduled less than 72 hours from the desired test time, the student will be subject to fees paid directly to ProctorU. Those fees are currently $5 for appointments scheduled less than 72 hours in advance and $8.75 if the student is taking it "on-demand."

Any technical questions you may have related to your proctored quiz can be addressed by calling ProctorU at (925) 273-7588.

Guidelines for Proctoring:

- You must show your photo identification to the proctor.
- You have 1 hour maximum for the test.
- Details on what materials and resources you may use during your proctored test will be available when scheduled.
- You may use one page (8.5 x 11, front and back) of handwritten notes.
- Please review ProctorU's Test Taker Handout before you attempt your quiz.
- Your quiz must be taken in a private secluded area in order to be approved by ProctorU regulations.

Alternative in-person proctored quizzes can be arranged upon request. Contact your instructor for more information.

Library Resources

Sonoran Desert Institute maintains online library resources primarily through the Library and Information Resource Network (LIRN). The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support your academic studies from Gale Cengage, eLibrary, Books24x7, and more, covering several topics, relevant to our programs.

Tutoring Services

SDI is proud to partner with Tutor.com to provide personalized support to students through 24/7 online tutoring. Students can utilize Tutor.com at no charge for assistance with all general education courses as well as review and feedback of any written assignments throughout the length of their program. Students may also use this service to obtain feedback on career-related documents, such as resumes, cover letters, and letters of recommendation for various employment opportunities.

Scheduling and Attendance

Upon enrollment, an entry point is determined and a schedule for the program is established for each 16-week semester. Students will typically have a one-week break between each semester. Within the semester, courses are scheduled in a modular basis. Courses are 4-weeks or 8-weeks in length, with fixed start and end dates and weekly requirements for each. SDI's academic week is defined as Monday through Sunday. Attendance is monitored on a daily basis, with an expectation that students demonstrate their participation online at least once per week. This is done as noted above by submitting assignments, posting course-related discussions, and taking/submitting quizzes and exams.

Enrollment Status

SDI uses the following credit hour guidelines to determine a student's enrollment status each term/semester. Please note that certain funding agencies utilize different methods to determine enrollment status, particularly for courses delivered using a modular delivery method. Please refer to specific agency guidelines for eligibility related to enrollment status.

> Full-time = 12 credit hours or greater
>
> ¾ time = 9 to 11 credit hours
>
> ½ time = 6 to 8 credit hours
>
> < ½ time = 5 credit hours or less

Credit Hour Maximum

A maximum of 18 credit hours may be attempted per term/semester. Students may appeal in writing by sending an email to the designated Student Services Advisor or emailing students@sdi.edu. Such appeals will be considered on a case-by-case basis.

Course Status

If a student wishes to reduce or increase course load, the student should contact the assigned Student Services Advisor for assistance. If a course has not yet been started, the course may be unregistered. Courses in which a student has already participated may be dropped, with a grade of "W" to show it was withdrawn, up to the 75% point in the course length. After the 75% point, the course will receive a "WF" or, for lab courses 4 weeks in length, for the final grade earned, even if it is a failing "F" grade. Students may also need to discuss impact on funding with a Financial Services Advisor.

General Policies

ADMISSIONS POLICY

The programs offered at Sonoran Desert Institute are postsecondary in nature and require, at a minimum, that all students have a high school diploma, GED, or recognized equivalent. SDI courses are provided in English, and therefore may require proof of English proficiency prior to admission, if the student's native language is not English.

Admission Requirements

Applicants seeking admission must meet the following admission requirements prior to the start of the first course at SDI:

- Must have earned a high school diploma, a GED or recognized equivalent*.

- Must have access to a computer with internet connection for the web-based programs and meet the minimum technology, hardware, and software requirements outlined in the catalog.

- Must have the ability to study in English.

- Must have the physical and mental ability needed to successfully complete the program.

- Must meet the eligibility requirements for the selected program of study.

- For SDI Firearms programs and courses, the following requirements are in place:

  - Applicants must be a U.S. citizen or permanent resident.

  - Applicants must be a minimum of 18 years of age as of the program start date.

  - Applicants may be subject to a background check prior to and/or during their program of study.

  - Students will need to have access to a firearm to complete assignments in some of the coursework.

  - Must be eligible to obtain a Federal Firearms License.
    Due to the nature of the coursework offered, SDI reserves the right to deny enrollment to any individual who is unable to answer "No" to all of the below questions. Additionally, enrollment may be denied if SDI has reasonable cause to believe that an individual's answer(s) to a question below should be "Yes."

    » Are you under indictment in any court for a crime punishable by imprisonment for a term exceeding one year?

    » Have you been convicted in any court of a crime punishable for a term exceeding one year? You must answer "Yes" for any term of more than one year.

    » Are you a fugitive from justice?

    » Are you an unlawful user, or addicted to, marijuana or a depressant, stimulant, or narcotic drug? *Please note that according to federal law all marijuana use is considered unlawful. See ATF letter at the following: https://www.atf.gov/file/60211/download*

    » Have you ever been dishonorably discharged from the armed forces?

    » Are you an illegal alien in the United States?

    » Are you subject to a court order restraining you from harassing, stalking, or threatening an intimate partner or child of an intimate partner?

» Have you been convicted of a misdemeanor crime of domestic violence?

* Equivalents include completion of secondary school through homeschooling as defined by state law, or having earned an equivalent to a U.S. high school diploma at an international high school according to approved foreign evaluation services.

Applicants must submit the following prior to admission:

- Application for admission, including student signature on the Enrollment Agreement
- Attestation of earning high school diploma, GED, or recognized equivalent**
- Copy of front and back of a valid government-issued photo identification (i.e. driver's license or passport)
- Official transcripts from all prior institutions attended must be received or proof of request for each is to be submitted prior to start date
- Statement of Eligibility
- Code of Conduct
- Authorization for background check
- If the student's native language is not English, proof of English proficiency is required. Options to provide such evidence include:
  - » A high school diploma completed at an accredited/recognized high school where the medium of instruction is English.
  - » A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

**SDI may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded.

In recognition of the importance of ethical practices in the admissions process, Sonoran Desert Institute subscribes to the Statement of Principles of Good Practice in College Admission and Recruitment, which has been approved by the American Council on Education (ACE) and the American Association of College Registrars and Admissions Counselors (AACRAO).

Background Checks

Prior to Admission into SDI, all applicants must submit Authorization for a Background Check. Applicants whose background check results indicate one or more charges that violate the Identify Prohibited Persons list from The Gun Control Act (GCA), codified at 18 U.S.C 922(g) will immediately be deemed ineligible for admission. Applicants whose background check indicates one or more charges that are not in violation of the Identify Prohibited Persons list will be evaluated on a case-by-case basis. SDI will permit or deny admission based on the charges listed according to the SDI Right to Deny Policy.

SDI may consider an appeal from an applicant who has been denied for charge(s) not violating the Identify Prohibited Persons list. Consideration of the appeal shall be based on

1. likelihood of the student's ability to successfully complete the program,
2. timeframe of charge(s) listed, and
3. nature of the charge(s) listed.

Appeals must be submitted in writing to the Dean, School of Firearms Technology, including any reason(s) why circumstances have changed surrounding the charge(s) resulting in denial and/or any documentation showing suspension of charges, restoration of civil rights, etc. Applicants whose appeals are approved may continue through the admissions process. Denied appeals are final, and the applicant will be barred from enrollment at Sonoran Desert Institute indefinitely.

Right To Deny

Sonoran Desert Institute does not discriminate in offering access to its educational programs and courses on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or disability as outlined in the Disability Services section of the SDI catalog. SDI reserves the right to refuse admission to any applicant if the Institute, in its sole discretion, determines that the applicant does not have the ability to benefit from the Institute's instruction or that it is in the best interest of the Institute or the applicant to do so.

Admittance Notification

Upon confirmation that all admissions criteria are met, the registrar sends applicants an email notifying them of acceptance or denial of admission.

State Laws and Restrictions

SDI provides students with tools and equipment that are related to the firearms industry. The Institute strives to ensure tools and equipment are issued in accordance with federal, state, and local firearm laws. SDI will work with individual students based on the state they reside in when assigning courses. However, it is ultimately the responsibility of the student to comply with the individual state(s) and federal law regarding firearms. Students are accountable under the exact wording and current interpretations of all applicable laws and regulations within each state.

Students Stationed Abroad

Active duty personnel stationed abroad may be subject to delays in receiving shipments and restrictions in materials received. SDI will work with military students to provide reasonable alternatives to achieve learning objectives despite these limitations.

International Students

Due to the nature of the programs in the School of Firearms Technology and restrictions on overseas shipping and access to course materials, international students are not currently eligible for admission to these programs.

TUITION, FEES AND TERMS POLICY

Information concerning tuition, program costs, payment schedules, and financing options may be found on the Enrollment Agreement for each program of study. Details regarding tuition refunds are located in the SDI Refund for Denial/Cancellation or Withdrawal Policy. The student may contact SDI Admissions or Student Services department with questions or for assistance.

A student is required to clear any indebtedness to the Institute before grades and transcript will be issued, or the successful completion of a certificate/degree is awarded. SDI reserves the right to charge the student for fees related to returned checks or declined credit card payments.

Tuition

Tuition is charged by credit hour each semester. Students electing to take individual or additional courses beyond their program of study will be charged at the current tuition rate. The current rate of tuition for new enrollments beginning at midnight AZ time, December 29, 2020 is $305 per credit hour.

Educational Resource Fee

An Educational Resource Fee is a mandatory, non-refundable fee assessed to students each semester. Once the student has started each semester, the Educational Resource Fee is not refundable. The current Educational Resource Fee for new enrollments on or after September 24, 2018 is $595 per semester.

Prior Balance

Students are required to maintain good standing on their account ledger. The school reserves the right to deny future course registration to students with a prior balance. The following policies are in place to support this requirement.

Continuing Students – All students with continuous enrollment must have their prior balance paid in full OR agree to a monthly payment plan with the initial deposit paid prior to the next semester OR secure financial aid awards or other funding that will cover the balance.

Re-Entry Students – All students that have withdrawn and are re-entering must have their prior balance paid in full OR agree to a monthly payment plan with the initial deposit paid prior to the re-entry date.

Program Changes/Additions – All students transferring to a new program or graduating and starting a new program must have their prior balance paid in full prior to starting the new program.

Payments and Release of Records

After the student successfully completes a program or course, the Institute will grant a degree/certificate only if the student satisfies all financial obligations. All records and services may be withheld from a student who has any outstanding financial obligations to the Institute.

California Students Only:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TRANSFER OF CREDIT

Credit Evaluation Policy

Sonoran Desert Institute will inquire about the previous education and training of each student. Students are required to submit transcripts from all prior institutions, including all military training, traditional college coursework, and vocational training prior to the start date. Previous transcripts are typically evaluated prior to beginning the program to ensure proper scheduling of necessary coursework with SDI. Failure to submit transcripts prior to the start date may result in cancellation of enrollment, delayed start date, loss of funding eligibility, risk of not receiving credit for prior coursework, and withdrawal from the institution.

Students may appeal a transfer credit decision by submitting the Transfer of Credit Appeal Form to transcripts@sdi.edu with supporting documentation. All appeals must be submitted within 30 days from the date of evaluation. Appeals will not be accepted beyond 60 days after the program start date. SDI will respond to the student with a final decision within 14 days of the appeal.

Credit Transfer Into SDI

Sonoran Desert Institute may accept transfer of credit for coursework completed at accredited institutions* or coursework evaluated by the American Council on Education (ACE) under the following conditions:

- Students are required to submit official transcripts from the institution awarding the credit hours and/or granting the degree, for all prior coursework.

- SDI awards transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding SDI course(s). Generally, undergraduate college-level courses completed at accredited institutions recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA) will be eligible for transfer, provided that grades of at least "C" grade are earned and the course is similar in content and scope to work offered at SDI, or fulfills a required General Education category.

- Students who have earned an associate or bachelor degree from an accredited institution, as defined above, will be granted transfer credit to fulfill SDI's General Education requirements for the Associate of Science in Firearms Technology degree program.

- Proof of coursework validated by ACE must be submitted via official transcript. SDI will review the recommendations made but reserves the right to accept transfer credit based on course objectives.

- Credit by Examination: Sonoran Desert Institute accepts the recommendations of the American Council on Education (ACE) College Credit Recommendation Service as listed in *The Guide to Educational Credit by Examination*. ACE recommends a credit-granting score of 50 for each CLEP exam. These include Advanced Placement Examinations, College Level Examination Program General Examinations (CLEP), and Excelsior College Examinations (ECEs). Semester hours of credit toward graduation earned on the basis of these tests are granted with a grade of P (Pass), and neither raises nor lowers a student's grade point average. SDI does not offer testing for credit by examination.

- Students must complete at least 25% of the required credit hours in the enrolled program at Sonoran Desert Institute to earn the credential. Additionally, credits earned after a student's final term at SDI will generally not be considered for transfer, unless previously approved by the Institute.

Currently, SDI does not grant credit hours for experiential learning, i.e., life experience, training, or employment.

*_Note to Applicants: Credits must have been earned at an accredited institution. Accredited means accredited by an agency that is recognized by the U. S. Department of Education as an accrediting commission. No exceptions to this will be allowed._

Credit Transfer Out of SDI

Students are encouraged to continue their education beyond SDI to align with their personal and professional objectives. Upon request, we will provide official transcripts at no cost to the institution(s) students intend to attend after their time with SDI. It is always up to the receiving institution to evaluate credit earned for coursework earned at another institution and it is in their sole discretion to award transfer credit as they deem applicable to the specific program of study. Therefore, SDI cannot guarantee transfer credit or how it may be applied to a student's future educational pursuits. Recognizing the importance of ongoing education, SDI has established articulation agreements with multiple colleges and universities for various programs at those institutions. A current summary of those agreements is on our website at https://sdi.edu/education-partnerships.

STUDENT IDENTITY VERIFICATION

To protect the integrity of the school and its graduates, SDI requires that students verify their identity during the admissions process and throughout their program of study. This includes validation of identity prior to admittance and completion of periodic proctored quizzes.

STUDENT IDENTIFICATION NUMBERS

A student accepted at SDI will be assigned a Student Identification number upon enrollment with the Institute. This number is very important because it identifies the student's records at Sonoran Desert Institute. A student will need to refer to his/her Student ID number when contacting SDI. The Student ID number can be found on the student's SDI Welcome Letter.

NAME AND SOCIAL SECURITY NUMBER CHANGES

The name and Social Security number used by the student at the time of application or enrollment must remain on the student's academic record and transcript. The student's name associated with any degree or certificate issued by SDI must match the student's academic record.

Documentation is required by the Institute for legal name and/or Social Security number* changes. Acceptable forms of identification include any of the following:

- Marriage License
- Divorce Decree
- Passport
- Social Security Card
- Court Order

A photocopy of the Social Security Card issued by the Social Security Administration is required for changes in the Social Security number.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

Sonoran Desert Institute is committed to maintaining a fair and respectful environment for work and learning. Such an atmosphere must be free of intimidation, fear, and retaliation. The Institute prohibits discrimination or harassment on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, marital or military/veteran status or any other category protected by federal, state, or local law.

In keeping with this commitment, the Institute also maintains a strict policy that prohibits sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Incidents of discrimination and/or harassment will be met with appropriate disciplinary action, up to and including dismissal from the Institute. In addition, retaliation, in any form, against any person raising a discriminatory or harassment concern will not be tolerated by the Institute.

PRIVACY POLICY AND
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Sonoran Desert Institute is committed to safeguarding the student's privacy. This privacy policy applies to the Institute's websites and governs data collection and usage at all the Institute's sites, services, and offices. In addition, the Institute maintains policies for conforming to the Family Educational Rights and Privacy Act (FERPA).

Privacy and Use of Personal Information

The Institute keeps track of visits to SDI websites and pages in order to deliver customized content and to gauge the popularity and efficiency of sites, sections, and services.

On some pages on the SDI site, the Institute may request personally identifiable information, such as user's email address, name, home or work addresses, or telephone numbers. In addition, information about the user's computer hardware and software is automatically collected by the Institute or by other internet entities. This information may include the user's IP address, browser type, domain names, access times and referring website addresses. This collected information serves to provide operational and statistical feedback.

SDI does not sell, rent, lease or lend its Inquiry, Applicant, Student, or Instructor lists to third parties. SDI may share data with trusted partners who help SDI perform statistical analysis. All such third parties are prohibited from using the student's personal information except to provide services to the Institute and are required to maintain the confidentiality of the student's information.

The Institute will not disclose the student's personal information, except as required to do so by law or in the good faith belief that such action is necessary in order to accomplish the following:

- Conform to the edicts of the law or comply with legal process served on the Institute
- Protect and defend the rights or property of the Institute
- Act under demanding circumstances to protect the personal safety of the users of the Institute's websites, the functionality of those websites, or the general public

Security of Personal Information

The Institute secures students' personal information from unauthorized access, use, or disclosure. The Institute secures this personally identifiable information on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. Personal information, such as a credit card number, is only transmitted to other websites through the use of Secure Socket Layer (SSL) encrypted protection.

Changes to This Policy

The Institute may occasionally update this privacy policy and encourages the student to periodically review this policy in order to remain informed of how the Institute is protecting the student's information.

Family Educational Rights and Privacy Act (FERPA)

Under the Federal Family Educational Rights and Privacy Act of 1974, a student's academic and financial files at the Institute will not be released to any third party without the written consent of the student. Students should notify Student Services in writing regarding any requests to release personal records information. FERPA gives students 18 or older attending a postsecondary institution the right to:

- Inspect and review the student's education records maintained by the Institute. SDI may charge a fee for copies.
- Request that the Institute correct records that the student believes to be inaccurate or misleading. If the Institute decides not to amend the record, the student has the right to initiate a formal grievance with the Institute. See SDI Grievance Procedure for details. After the formal grievance process, if the Institute still decides not to amend the record, the student has the right to place a statement with the record stating his/her view about the contested information.
- Non-disclosure of the student's education records, except with written permission of the student. However, FERPA allows SDI to disclose those records, without consent, to the following parties or under the following conditions:
  » Institute officials with legitimate educational interest
  » Other schools to which a student is transferring
  » Specified officials for audit or evaluation purposes
  » Appropriate parties in connection with financial aid to a student
  » Organizations conducting certain studies for or on behalf of the school
  » Accrediting organizations
  » To comply with a judicial order or lawfully issued subpoena
  » Appropriate officials in cases of health and safety emergencies
  » State and local authorities, within a juvenile justice system, pursuant to specific state law

FERPA and Directory Information

SDI may routinely disclose directory information without the student's consent. However, a student may request non-disclosure of directory information by submitting a written request to SDI Student Services. Directory information includes the following:

- Student's name
- Telephone number
- Degrees, certificates, honors and awards and date earned
- Address
- Date and place of birth
- Dates of attendance
- Email address
- Program of study
- Participation in Institute-sponsored activities
- Photographs of student or student works

The student may contact the resources below for more information.

Call: 1-800-USA-LEARN (1-800-872-5327) / TDD Call: 1-800-437-0833

Write: Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-8520

REFUND FOR DENIAL/CANCELLATION OR WITHDRAWAL

A student is accepted and enrolled in a course/program with the understanding he/she will attend the entire course/program scheduled. Faculty contracts, learning materials and other Institute resources generate expenses based on that assumption and subsequently create financial obligations that must be shared by the student if he/she withdraws from the Institute. If an applicant is not accepted by the Institute or a student does not complete a course/program, tuition refunds are governed by the policy outlined below.

General Refund Guidelines

Denied Admission and Tuition Refund

An applicant denied admission by the Institute is entitled to a refund of all monies paid. Monies shall be refunded no later than 30 days of the denial date.

Cancellation and Tuition Refund

- A student's notification of cancellation may be conveyed to the Institute in any manner.

- **Five Day Cancellation**: An applicant who provides notice of cancellation within five calendar days of signing an enrollment agreement is entitled to a refund of all monies paid. All monies will be refunded no later than 30 days of the Institute receiving the notice of cancellation.

- **Other Cancellations**: An applicant who wants to cancel his/her enrollment agreement more than five calendar days after signing the enrollment agreement and making an initial payment, but before shipment of learning materials from the Institute, should notify Student Services. Monies will be refunded no later than 30 days of the Institute receiving notice of cancellation.

- Students are expected to participate in classes weekly. During the initial period of enrollment, students will be subject to cancellation if they do not participate in coursework during the first week. It is recommended that students contact Student Services if they need to delay their start date to avoid cancellation.

Withdrawal and Tuition Refunds

SDI is subject to, and must abide by, the refund policies of any branch, agency, or department of the federal government with which it is associated or affiliated. In the event of a conflict between SDI's Refund Policy and the refund policy of an affiliated federal branch, agency, or department, the federal policy may supersede that of the Institute. If a student is withdrawn and returns within 180 days of the withdrawal date, the terms of the Enrollment Agreement will be reinstated.

Refunds are calculated based on the last date of attendance based on academic-related activities. If a refund is due, it will be issued within 30 days of the date of determination of the withdrawal. The tuition refund amount shall be determined based on the table shown. Academic-related activities include:

- Submission of assignment
- Course-related discussions
- Taking and/or submission of exam or quiz
- Any other activity that is categorized as "academically related"

Official Withdrawal

Students wishing to officially withdraw from SDI should notify Student Services. The date of determination for official withdrawals will be the date the student initiates the withdrawal process. For quality improvement and reporting purposes, SDI may request information from the student regarding their decision to withdraw.

Unofficial Withdrawal

Students in credit-bearing courses/programs are subject to withdrawal if there is no demonstrated academic participation (attendance) for 14 consecutive days. The date of determination will be no later than the 14th day following the last date of attendance. Student progression will be monitored throughout each term and any adjustments to the student's enrollment status and/or program status shall be updated no later than 30 days after the term end date.

Military Deployment Policy

Students who serve in the United States Armed Forces and who are deployed (or who receive deployment orders) prior to or during a term may be eligible to have their course(s) administratively dropped with no tuition or fee charges for the term. The policy accommodates deployments of up to 24 months in length. Students who are being deployed and who wish to withdraw from the respective term should notify SDI Student Services department as soon as deployment papers are received. Students will be required to submit a copy of orders prior to deployment to ensure eligibility. Upon confirmation of proper documentation, the student's account will be adjusted as indicated below.

- If payment is not yet received, tuition will be forgiven or a tuition credit will be granted if applied within 90 days of return from deployment.
- If required, a refund will be made to the appropriate party as determined by the Financial Services department.

Refund Calculation

Refund calculations will be done for each course the student has started, as determined by academic activities establishing "attendance" in the course. The course length determines the calculation as indicated on the chart shown. Refunds are determined based on actual charges to the student, less any applicable discounts or institutional scholarships. When a student is withdrawn, the Institute will retain a percentage of the tuition paid in accordance with the following refund schedule.

Refunds	
Published Length of Course	Percentage of Refundable Tuition After
1-6 weeks	1st week – 70% 2nd week – 40% 3rd week – 20% 4th -6th week – 0%
7-10 weeks	1st week – 80% 2nd week – 60% 3rd week – 40% 4th week – 20% 5th -10th week – 0%

Sample Refund Calculation

For each course, the week of the last academic activity will determine the percentage of refund due.

Course Length	Credit Hours for Sample Course	Tuition Charged	Week of Last Activity	Refundable Percentage of Tuition	Amount of Tuition School May Retain	Amount of Tuition Refundable
4 weeks	1	$305	2	70%	$91.50	$213.50
			3	40%	$183.00	$122.00
			4	20%	$244.00	$61.00
8 weeks	4	$1,220	2	80%	$244.00	$976.00
			3	60%	$488.00	$732.00
			4	40%	$732.00	$488.00
			5	20%	$976.00	$244.00
			6 to 8	0%	$1,220.00	$0.00

RE-ENROLLMENT POLICY

A former student of Sonoran Desert Institute is subject to enrollment policies and admissions review of the student's record/history with the Institute. Completion requirements for the student's program will be determined by the Institute's current catalog. A student re-enrolling with SDI is responsible for all course/program tuition and fees in addition to any previous outstanding account balance with the Institute. SDI will honor the federal guidelines regarding readmission for service members for students returning after fulfilling service order requirements.

Voluntary Withdrawals

A returning student who voluntarily withdrew from the Institute and returns within 180 days from the last date of attendance may be readmitted under the prior enrollment agreement by contacting the assigned Student Services Advisor via email. If a voluntarily withdrawn student chooses to return after 180 days from the last date of attendance, the student must submit a new application for admittance under the current program version requirements including graduation requirements, tuition and fees.

Administrative Withdrawals

If a student was administratively withdrawn for lack of course participation/attendance, the student should submit a Request to resume program via email or using the SDI form along with an explanation of what has changed that will enable the student to successfully complete the program.

Administrative Dismissal

All administrative dismissals from the Institute are permanent. A student who has been dismissed is not eligible for re-entry with SDI.

Maximum Start Date Changes

SDI reserves the right to limit the number of times a student may change their start date once admitted to a program of study. Generally speaking, a student will be denied admission after changing start dates three times.

STUDENT EMAIL COMMUNICATION POLICY

An official SDI email address will be assigned to all students and will act as the primary and official means of communication between SDI and the student. Students are required to monitor and check their SDI email account on a frequent and regular basis. Students may choose to forward their SDI email to a personal account. While this is acceptable, it is the student's responsibility to receive all communication. SDI is not responsible for lost email due to forwarding. Lost email does not absolve the student from obtaining and acting on the information stated in that email.

SDI email users may not:

- Use their SDI email for personal communication, sending spam
- Use their SDI email for any purpose that may violate laws, regulations or SDI policy
- Distribute access, store images, texts, or materials considered unacceptable, obscene, or otherwise inappropriate
- Transmit unsolicited commercial advertising material, chain mail, etc
- Introduce any form of computer virus, malware, etc
- Access another person's email account
- Share passwords with other students or individuals

Information exchanged between SDI and the student is considered confidential. No communication or attached files should be shared, disclosed or reproduced without the express written consent of SDI.

SDI has the right, consistent with applicable law, to access, review and release all electronic information 'to authorized staff' that is transmitted over or stored in SDI Systems or facilities, whether or not such information is private in nature, and therefore, confidentiality or privacy of electronic mail cannot be guaranteed. Because of the nature of the medium, the need for authorized staff to maintain electronic mail systems, situations involving the health or safety of people or property, violations of SDI codes of conduct, regulations, policies, or laws, other legal responsibilities or obligations of the College, or the locating of information required for College business, IT staff may review and disclose the content of email messages.

Student email accounts will remain active as long as the student is enrolled. Upon graduation or withdrawal, student email accounts will remain active for a minimum of 30 days. After 30 days the account will be subject to termination and all remaining email correspondence will be deleted. Notification will be sent prior to account termination.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS

Sufficient technology and internet access is required to complete online classes at SDI. While most computers, tablets, smartphones, and other mobile devices may allow for some completion of coursework, they are not guaranteed to support every aspect of learning with SDI. The following hardware and software requirements are provided to assist students to ensure they meet or exceed the minimum standards.

Recommended Computer Requirements:

- OS: Windows 7 or higher; Mac OS X or higher
- Memory: 4 GB RAM required (8 GB recommended)
- Network: Broadband Internet connection of 5 Mbps Reliable (10 Mbps or higher recommended)
- Storage: 200GB available free space
- DirectX: Version 9 (latest version recommended)

Recommended Internet Browsers:

- Chrome - latest version recommended
- IE - latest version recommended
- Firefox- latest version recommended
- Safari - latest version recommended

Required Components/Software:

- Microsoft Office or equivalent (Open Office, Viewer, etc.)
- Webcam - resolution: 640 x 480 (1280 x 720 preferred)
- Flash 12 or latest version
- PDF reader

We recommend that the following be enabled:

- Cookies
- Pop-ups (in both internet browser and security software)
- Javascript

Security

With all firewalls, ensure that you enable uploading of files.

Third-Party Software

Certain SDI courses and exam proctoring may require the installation of third-party software or applets. The system requirements for third-party software should fall within the published specifications above, but please consult the individual software packages to ensure compatibility.

Other Specific Requirements or Compatibility:

Proctor U

The following are currently not supported by ProctorU. Please have an alternative available for your scheduled exam date:

- Google Chromebooks
- Android Tablets
- iOS Tablets
- Linux Operating Systems
- Microsoft Surface RT

Moodle

Some workplace IT environments or other public WiFi connections can also restrict the functionality of Moodle. Access to content, ability to upload files or file size limitations may apply in these situations. If you are having trouble accessing Moodle from your workplace, contact your organization's IT department.

Mobile Devices

We do not recommend using the Moodle app for iPhones and iPads due to some known performance issues with the app; however, you should be able to log in using Safari as you would on a computer. If you have an Android device, you should have no problem logging in and there is a Moodle app available for use by Androids.

CERTIFICATION AND LICENSURE REQUIREMENTS

SDI does not warranty, guarantee, or make representation that successful completion of the course of study will permit the student to obtain licensure or certification. A student who enrolls in an SDI program in a field for which professional practice requires any type of licensure or certification is solely responsible for determining and complying with state, local, or professional licensure and certification requirements. The student is also responsible for taking the steps necessary to satisfy those requirements.

VOTER REGISTRATION

The National Mail Voter Registration Form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address, or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing. The national form also contains voter registration rules and regulations for each state and territory.

For more information about registering to vote, contact your state election office at https://www.eac.gov/voters/register-and-vote-in-your-state. Register to vote by following your state-specific instructions and using the National Mail Voter Registration Form at https://www.eac.gov/voters/national-mail-voter-registration-form.

SEX OFFENDER REGISTRY

To learn the identity of registered sex offenders anywhere in the United States, visit the sex offender databases at <u>sexoffender.com</u> and <u>www.nsopw.gov</u>. You can search by city, county or ZIP code. This information is collected by other agencies, and SDI cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Campus Security Act to support the safety of students.

VACCINATION POLICY

SDI does not require vaccinations for students prior to enrollment. Certain programs and field study options may have requirements prior to participation.

SUBSTANCE ABUSE PREVENTION POLICY

SDI is committed to promoting a drug-free learning experience, maintaining a safe and healthy environment for all students and employees. The use of performance-impairing substances can have an adverse effect on judgment and increase the risk of injuries. In keeping with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state, or local laws and/or the Institute's policies, are subject to disciplinary action and criminal prosecution.

The possession, use, or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess is a violation of law and the Institute's policy. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state, and local sanctions.

Students and employees should be aware of the significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, lost of control, withdrawal syndrome, and damage to vital organs can result from drug and alcohol abuse. Additional information regarding the effects, symptoms of overdose and withdrawal, and potential consequences may be found at <u>www.getsmartaboutdrugs.com</u>.

The following resources are available for assisting with possible problems related to substance abuse:

- Alcoholics Anonymous – <u>www.aa.org</u>
- National Council on Alcoholism and Drug Dependence – <u>http://ncaddms.org/</u>

Academic Policies

GENERAL POLICY STATEMENT

Students are admitted to the program version offered in the catalog current at the time of enrollment. As long as a student is continuously enrolled, the Institute will honor the program completion requirements and tuition and fee rates in place on the date of admittance. Other policies are subject to change based on internal or external requirements and students will be held to policies published in the Institute's most current catalog. Generally speaking, significant policy changes will be communicated to the student prior to implementation.

APPROVED BREAKS

Academic Breaks

Students seeking a break in attendance should contact the Student Services department to determine the best way to accommodate a gap in attendance. Such breaks may impact funding eligibility and therefore should be reviewed on a case-by-case basis.

Generally speaking, students receiving military benefits are funded on a term-by-term basis. Breaks between terms may be possible, although a student may be treated as a "withdrawal and re-enrollment" for reporting purposes.

For students receiving Federal Student Aid (FSA), a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal stating that he or she will attend a module that begins later in the same payment period or period of enrollment. Students should contact the Student Services department to determine eligibility for a break and submit the appropriate written confirmation as needed.

CANCELLATION OF COURSES/PROGRAMS

Sonoran Desert Institute reserves the right to cancel or postpone a course or program if student enrollment is insufficient. However, every effort will be made to allow students or prospective students enough time to make other arrangements.

COURSE RETAKES

The Institute generally does not permit students to retake a course that is already passed with credit earned. Students re taking a failed course ("F" grade) or one from which they received a "W" grade will be charged tuition based on the per credit hour tuition rate.

ACADEMIC INTEGRITY

Academic integrity is a vital part of Sonoran Desert Institute's foundation and every member of the SDI community is expected to adhere to this principle. Violations to academic integrity include but are not limited to cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Some examples of academic dishonesty include the following:

- Submitting work previously submitted in another course without consent of the instructor
- Sitting for an examination by a surrogate or acting as a surrogate

- Representing the words, ideas, or work of another as one's own in any academic exercise
- Conducting any act that defrauds the academic process

Plagiarism is the presentation of someone else's ideas or work as someone's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated by the Institute.

If an instructor or staff member of the Institute or its affiliates determines there is sufficient evidence of academic dishonesty on the part of the student, the instructor or staff member may exercise one or more of the following options:

- Require the work be rewritten
- Issue a lower or failing grade for the assignment
- Issue a lower or failing grade for the course
- Report the dishonesty to the Institution's Associate Dean of Instruction

If academic dishonesty is reported, the Student Services department will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or dismissal of the student from the Institute or its affiliates.

GRADING

Sonoran Desert Institute ensures each student displays a mastery of the knowledge and skills required for the student's selected coursework. In order for SDI to accomplish this, SDI must gauge the progress of the student. One of the measures SDI uses is the scoring of the student's academic activities from the coursework taken at the Institute. Grades from these academic assessments within each course are combined to reflect a final course score, which is recorded in the student's official grade record.

Students requiring grade verification may request a current transcript at any point during a program of study from the Office of the Registrar or by emailing transcripts@sdi.edu. Upon graduation, students will automatically receive an official transcript along with the diploma indicating program completion. Additional official transcripts may be requested by students as needed. Transcripts will only be released to students in good financial standing with the Institute.

Grade Scale

Letter Grade	Percentage	Grade Points	Description
A+	97-100	4.0	Pass
A	92-96	3.9	Pass
A-	90-91	3.7	Pass
B+	86-89	3.5	Pass
B	82-85	3.3	Pass
B-	80-81	3.0	Pass
C+	76-79	2.5	Pass
C	72-75	2.3	Pass
C-	70-71	2.0	Pass
F	Below 70	0.0	Fail
PASS	Above 70	n/a	Pass
W	n/a	n/a	Withdrawal
WF	n/a	0.0	Withdrawal Failing
I	n/a	n/a	Incomplete

Descriptions of Special Grades and Credits

<u>W - Course Withdrawal</u>

Students requesting to be withdrawn from a course up to the 75% point will be assigned a W grade. Course withdrawals will be treated as credits attempted but not earned for Satisfactory Academic Progress (SAP) purposes.

<u>WF – Withdrawal Failing</u>

Students requesting to be withdrawn after the 75% point will be assigned a WF grade. WF grades are treated as credits attempted but not earned for SAP purposes.

<u>I - Incomplete Grades:</u>

Incomplete grades may be granted for extenuating circumstances that prevent a student from completing the necessary coursework. The request must be submitted by 48-hours after the course end date. Student must have demonstrated active participation through at least the 75% point in the course and have the potential to earn a passing grade.

If an approval is granted, an appropriate timeframe for submission of the additional work will be determined on a case-by-case basis, not to extend beyond one week after the course end date. The VA certification period will not be extended for the duration of the incomplete grade; however, if the student begins a new term, students will be accountable for participation in the subsequent semester coursework while completing work for any course with an incomplete grade. Incompletes will not be used in the SAP evaluation until a final grade is entered.

<u>Repeat Grades</u>

Students are expected to repeat any courses in which they did not earn a passing grade. Repeats for grade improvement for passed courses with credit earned are not allowed. The highest (passing) grade replaces failed attempt(s) for Cumulative Grade Point Average (CGPA) purposes. All attempts are considered for SAP requirements based on pace. Certain funding sources will not cover the cost of repeated coursework. Students repeating courses should consult the Financial Services office to determine eligibility.

<u>Transfer Credits</u>

A transcript will reflect coursework evaluated and accepted for transfer when granted for courses applied to the student's program of study. Transcripts must be submitted and evaluated within the first semester to ensure proper scheduling of necessary coursework with SDI. All transfer credits that are accepted by SDI and applied to the student's program of study will be treated as both credits attempted and credits earned for SAP pace calculations. Transfer credits are not factored into CGPA calculations for SAP or graduation considerations.

SATISFACTORY ACADEMIC PROGRESS POLICY

SDI has adopted a Satisfactory Academic Progress (SAP) policy aligned with Federal Department of Education regulations to promote the successful completion of each student's academic program. Each student's academic progress will be evaluated at the end of each term/semester using grade and pace standards. For a student to meet the standards of Satisfactory Academic Progress (SAP), the student must have a cumulative grade point average at the end of the each term/semester of 2.0 and demonstrate successful completion of at least 67% of courses taken toward the program of study. This pace is designed to ensure completion of the program within the 150% maximum time frame.

All transfer credits that are accepted by the Institute and applied to the student's program of study will be treated as both credits attempted and credits earned. Courses with a temporary grade of Incomplete will not be used in the SAP evaluation until a final grade is entered. All attempts for repeated course work will be treated as credits attempted and the passing grade will replace failed grades in the Cumulative Grade Point Average (CGPA). Courses may not be repeated for credit if the student has already achieved a passing grade. Individual courses from which a student withdraws up to the 75% point in the course will be treated as credits attempted but not earned, impacting pace but without impact to the CGPA.

A student who fails to achieve the standards of CGPA and/or pace under this policy will be placed on one term/semester of Academic Warning. At the completion of the warning period, a student who fails to achieve standards of CGPA and/or pace is subject to dismissal. If at any point the student fails to achieve a CGPA or pace that ensures completion within the maximum time frame, a he/she will be subject to withdrawal in addition to losing eligibility to funding.

SDI will notify the student of any result of an evaluation that may affect funding. This notification will be given within seven days of any negative determination. During the Academic Warning period, students can receive guidance to assist them in attaining acceptable progression requirements, and are still eligible for funding. SDI may require students to fulfill specific conditions, including modifications to course loads or registration in specific courses.

In extenuating circumstances, SDI may consider an appeal from a student who fails to achieve SAP after the Academic Warning period. Consideration of such appeal would include determination of the student's ability to reestablish acceptable progression. Students appealing must file an appeal in writing to the Director of Student Affairs, including the reason why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. Students approved for the appeal will be placed on Academic Probation. The duration of the Academic Probation period is one semester in length. By completion of this semester, the student must have achieved a CGPA of 2.0 and demonstrated successful completion of at least 67% of courses taken toward the program of study to be removed from Academic Probation status. If a student does not appeal, or if the appeal is denied, the student will not be eligible to receive financial assistance until all SAP requirements are met. If the student wishes to continue studies, alternative arrangements for paying tuition and fees must be established until SAP is once again met. If acceptable payment arrangements are not made, the student will be withdrawn.

GRADE DISPUTES AND CORRECTIONS

A student's final grade is determined by the results of assignments. discussions, and exams in the course. An SDI student should address concerns or questions about perceived scoring/grading errors directly to the designated faculty member. The student should promptly address concerns after receiving feedback and grades. The student is not allowed to submit extra work to raise a grade.

If a student wants to officially dispute the final grade received in a course, he/she may contact the Student Services department. Student Services will assist the student with filing a grade dispute. A grade dispute must be initiated within four weeks of the grade posting date and must be accompanied by evidence that the grade was miscalculated, and that the student communicated with the assigned faculty member in an attempt to correct the miscalculation, or the dispute will not be accepted. Grade disputes are final and not appealable.

PROBATION, SUSPENSION, AND DISMISSAL OF STUDENT

Sonoran Desert Institute is committed to demonstrating professional ethics and practicing academic integrity. If the Institute finds a student has compromised these standards, the student may be disciplined for any of the following reasons:

- Academic dishonesty
- Forgery, including altering the Institute's documents, or knowingly providing false information
- Disruption of the educational or administrative process of the Institute
- Theft of the Institute's property, or the property of an SDI employee or student
- Sexually explicit, indecent, or obscene behavior on the Institute's website or other communication technology
- Use of the Institute's equipment or networks to violate copyrights
- Any action that would grossly violate the purpose of the Institute or the rights of those affiliated with the Institute
- Drug and alcohol violations (refer to Substance Abuse Prevention Policy)

Disciplinary action may include probation, suspension, or dismissal from the Institute. A student suspected of committing any violation of the Institute's policies is provided procedures consistent with fair process before disciplinary action is imposed. The Institute's compliance officer will be responsible for an investigation that includes informing the student in writing of the charges, ensuring the student's right to due process, and the opportunity for the student to respond to the charges. A panel of SDI administrators will render a decision regarding the charge. The decision will be communication via the email on file.

Probation is used in cases more flagrant than those warranting a written warning, but less than those warranting suspension. Dismissal is the most severe sanction the Institute may impose, and is permanent.

DEAN'S LIST

At Sonoran Desert Institute, we enjoy celebrating the hard work and dedication of our amazing students. The SDI Dean's List is just one way to show our appreciation for the outstanding academic and personal achievement of our students.

Each semester, students who meet the below criteria will be honored with the distinction of being on the Dean's List:

- Earn at least 12 or more graded credit hours during a semester
- 3.5+ Semester / Term GPA

PRESIDENT'S LIST

At Sonoran Desert Institute, we enjoy celebrating the hard work and dedication of our amazing students. The SDI President's List is just one way to show our appreciation for the outstanding academic and personal achievement of our students.

Upon graduation, students who meet the below criteria will be honored with the distinction of being on the President's List:

- 4.0 GPA
- Successful completion of all courses
- No outstanding financial balance
- No unsuccessful grades including W's
- No student code of conduct violations

UNDERGRADUATE HONORS

At Sonoran Desert Institute, we enjoy celebrating the hard work and dedication of our amazing students. The SDI Undergraduate Honors are just one way to show our appreciation for the outstanding academic and personal achievement of our students.

Upon graduation, students who meet the below criteria will be honored with:

- Cum Laude – GPA 3.5-3.7
- Magna Cum Laude – GPA 3.8-3.9
- Summa Cum Laude - GPA 4.0

Honor Societies

SDI students may be eligible for honor society membership during their enrollment and/or upon graduation.
See Honor Societes section on page 19 of this catalog.

SCHOOL OF

SDI

FIREARMS
TECHNOLOGY

Student Policies

STUDENT CODE OF CONDUCT

A student enrolled at Sonoran Desert Institute has certain responsibilities toward fellow students and the Institute. The student is expected to fulfill those responsibilities by following the SDI Student Code of Conduct for the duration of his/her enrollment. A student's failure to adhere to one or more of the statements outlined below may be grounds for disciplinary action and/or dismissal from the Institute.

1. The student's qualifications and background for admission to the Institute will be presented truthfully and accurately.

2. The student's attitude and conduct will be positive, professional, courteous and respectful in all interactions (direct, written, or electronic) with the Institute's staff, faculty, and other students.

3. Students and employees are prohibited to unlawfully possess, use, or distribute illicit drugs and alcohol on the Institute's premises or as part of any academic activities. The student will observe all Institute policies in addition to rules on submitting work, taking examinations, participating in online discussions, and conducting research.

4. The student will only turn in work that is his/her own and not present another person's ideas or academic works as his/her own.

5. The student must never ask for, receive, or give unauthorized help to others on graded assignments, quizzes, and examinations.

6. The student will protect the content of questions and the answers to quizzes and exams from disclosure to fellow students or any unauthorized persons.

7. The student will never improperly use, destroy, forge, or alter his/her documents, transcripts, or other records from the Institute.

8. The student will protect the confidentiality of his/her online username and password and will safeguard both of these from disclosure to others. SDI representatives will never ask for the student's username or password.

9. The student will report to the Institute any evidence of cheating, plagiarism, or improper conduct on the part of any student of the Institute when he/she has direct knowledge of these activities.

10. The student will always report any violations of this Code of Conduct to the appropriate Institute official.

In addition, due to the distance learning provided by SDI and the need for the integrity of the Institute's computer systems and curriculum, students will adhere to the following technology code of conduct:

11. The student will respect the privacy of all other students.

12. The student will respect the integrity of the Institute's computer systems.

13. The student will protect his/her computer, including all other technology devices, so he/she will not knowingly distribute computer viruses of any kind.

14. The student will protect SDI and other students from intentional harm or loss due to malware or attempts to access or compromise computer systems at any time.

STATEMENT OF UNDERSTANDING FOR VA BENEFITS

Students who use their military Veterans Affairs (VA) education benefits are required to complete the SDI Statement of Understanding for VA Education Benefits form at the time of enrollment. SDI reports student status changes and program completions to the VA for determination of payment eligibility or debts based on available information as required by the VA. Students with pay issue questions are directed to the VA Education Office 1-888-442-4551. For more information on VA education benefits, go to www.benefits.va.gov/gibill.

STUDENT FALSIFICATION OF INFORMATION

A student enrolling at the Institute has the responsibility to submit complete and accurate information. This includes any supporting documentation for personal, academic, and specific program requirements. Submitting incomplete, false, or misleading information and/or documentation may be grounds for dismissal at any time. For FSA students selected for verification, purposely giving false or misleading information may lead to a fine, imprisonment, or both.

ACCEPTABLE USE OF COMPUTING AND COMMUNICATION RESOURCES

The Institute's computing and communication resources are the property of the Institute. Use of SDI computing and communication resources is a privilege and is provided as a service to the Institute's users. Among other purposes, these resources are provided for the following:

- Delivery of curriculum and related materials
- Conducting distance learning classes
- Conducting educational research
- Communication between and among students, faculty, and staff
- Accessing and obtaining the Institute's services

A student, faculty, or staff member who uses these resources without authorization, or in excess of his/her authorization, will be subject to appropriate review processes and penalties. In addition, all activity and information (including personal) on SDI systems may be monitored and recorded. Any individual accessing SDI computing and communication resources expressly consents to such monitoring and is advised that if such monitoring reveals unauthorized or criminal activity, Information Technology staff and/or providers will present the evidence from monitoring to the appropriate Institute officials for investigation.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING

A student is responsible for the proper use and storage of all SDI learning materials received or obtained from the Institute and its resources. This includes electronic data as well as printed materials. The student should be aware of copyright laws and potential risks associated with file sharing. Violating copyright laws and/or appropriate file sharing protocols may be grounds for dismissal from the Institute. In addition, violators may be subject to prosecution to the fullest extent of the law.

Copyright Law and Infringement

Copyright is a form of protection provided by U. S. law (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the copyright law provides the copyright owner exclusive rights:

- To reproduce the work in copies
- To prepare derivative works based upon the work
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
- To perform the work publicly
- To display the copyrighted work publicly
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission

Section 501 of the copyright law states that "anyone who violates any of the exclusive rights of the copyright owner...is an infringer of the copyright or right of the author." Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) attempts to address copyright in the digitally networked environment. DMCA addresses a number of significant copyright-related issues. Details on DMCA can be found at the United States Copyright Office website (www.copyright.gov).

Peer-to-Peer File Sharing (P2P)

Peer-to-Peer (P2P) technology is a distributed computing software structure that enables individual computers to connect to and communicate directly with other computers. Through this connection, computer users (known as "peers") can share communications, processing power, and data files. With respect to file sharing specifically, P2P technology allows "decentralized" sharing. Rather than storing files in a central location to which individual computers must connect to retrieve the files, P2P technology enables individual computers to share directly among themselves files stored on the individual computers.

A student may face a number of risks when he/she downloads and uses commercial P2P file sharing software programs. If a student downloads a particular program, he/she could possibly download other software, such as spyware or adware that is bundled with the file sharing program. The user may not understand the configuration of the P2P file sharing software's "shared folder" and may inadvertently share sensitive personal files, or Institute files, residing on his/her hard drive. A user also might receive files with viruses and other programs when sharing files using P2P programs. These viruses could impair the operation of his/her personal computer. The student is at risk to receive or redistribute files that may subject him/her to civil or criminal liability under copyright infringement laws. More information about P2P can be found in reports at the Federal Trade Commission website (www.ftc.gov).

STUDENT GRIEVANCE PROCEDURE

A student is encouraged to discuss academic progress, suggestions, or concerns with Sonoran Desert Institute staff, faculty, or administration. It is suggested that the student make contact with the staff by email or telephone. In the event of a concern, grievance, or complaint that is not satisfactorily addressed through informal conversation, the student may submit a formal complaint relating to the following unresolved areas:

- Administration
- Finance
- Technical issues
- Faculty performance
- Program content

The formal complaint must be in writing and submitted online using the the online form at https://sdi.edu/student_grievance. The student should use the SDI Student Grievance Form and include information regarding the informal conversations.

When the Institute receives an SDI Student Grievance Form, the Institute's compliance officer must send an acknowledgment letter within two business days stating that an investigation will begin. The compliance officer will contact the staff/faculty members directly involved and attempt to reach a resolution. The compliance officer will keep a log of all formal complaints. Within 15 days after the acknowledgment letter is sent, the compliance officer must provide to the student a mailed written response of the Institute's decision.

The student, if not satisfied with the decision, may appeal that decision, in writing, to the Institute's president. The president must respond to the student within 15 days after receipt of the appeal. The decision of the president is final and the Institute will end all investigation regarding the grievance.

If the student's complaint cannot be resolved after exhausting the Institute's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board mailing address and contact information is listed below.

Arizona State Board for Private Postsecondary Education
1740 W. Adams, 3rd Floor
Phoenix, AZ 85007
Phone: 602-542-5709
Website: www.azppse.gov

For California Students Only

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: 916-574-8900
Fax: 916-263-1897
https://www.bppe.ca.gov/enforcement/complaint.shtml

The student may also file a complaint with the Distance Education Accrediting Commission (DEAC). Their contact information is listed below.

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: 202-234-5100
Fax: 202-332-1386
Website: www.deac.org

AZ-SARA Complaint Process

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions including Sonoran Desert Institute (SDI) in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must complete SDI's and the Arizona State Board for Private Postsecondary Education complaint process, as listed in the above grievance procedures. The AZ SARA complaint process is only for non-Arizona based students. Non-instructional complaints may be submitted at https://azsara.arizona.edu/content/complaint-process

DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended, SDI prohibits discrimination on the basis of a disability. The Institute is committed to making reasonable accommodations to meet the needs of the student with a disability as long as it does not fundamentally alter the nature of the service, program, or activity or give rise to an undue financial or administrative burden. Appropriate academic adjustments will be determined based on the student's specific disability and individual needs. These may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity. Reasonable accommodations will be granted to students who present appropriate documentation of a disability and are otherwise qualified to participate in their specific program of study. Students with disabilities requesting accommodations should send an email to accommodations@sdi.edu for assistance.

Programs

Program Overview

Sonoran Desert Institute offers both a degree and certificate program in order to accommodate the student in selecting a path that matches his/her educational and career goals. Below is a listing of the current program offerings. SDI reserves the right to cancel or postpone a course or program as necessary. Completion times may differ from agency or other funding eligibility.

SCHOOL OF FIREARMS TECHNOLOGY						
Program Title	Credit Hours	Expected Completion Time*	Maximum Completion Time	Tuition	Education Resource Fee	Total Program Cost
DEGREE PROGRAMS						
Associate of Science in Firearms Technology	60	2 years	3 Years	$18,300	$2,380[†]	$20,680
CERTIFICATE PROGRAMS						
Certificate in Firearms Technology - Gunsmithing (Formerly titled Advanced Gunsmithing Certificate)	32	8 months	1 year	$9,760	$1,190 [†]	$10,950
[†]ASFT Educational Resource Fee is billed at $595 per semester, not to exceed 4 semesters. *Certificate in Firearms Technology – Gunsmithing Educational Resource Fee is billed at $595 per semester, not to exceed 2 semesters.*						
OPTIONAL/INDIVIDUAL COURSES						
Firearms Technology Individual/ Optional Courses	Varies 1-4	8 weeks/ 4 weeks-Labs	12 weeks	$305 per credit hour	$595	Varies

* Students may complete the program in less time based on year-round enrollment opportunities. Part-time enrollees may take longer to complete.

SCHOOL OF
SDI
FIREARMS
TECHNOLOGY

School Of Firearms Technology

Currently, Sonoran Desert Institute offers an Associate of Science in Firearms Technology degree and a Certificate in Firearms Technology – Gunsmithing.

ASSOCIATE OF SCIENCE IN FIREARMS TECHNOLOGY DEGREE

The Associate of Science in Firearms Technology degree program provides the student with a thorough understanding of concepts and applications in the maintenance, care, repair, and customization of firearms. This associate program has a strong focus on gunsmithing supported by basic general education courses. This is a four-semester program consisting of 60 semester credit hours of college-level study. There are 15 general education credits, 3 general business, and 42 discipline-specific credits.

The Associate of Science degree program provides a predominant focus on the core courses in Firearms Technology and is vocationally focused. The program is oriented toward preparing the student who wishes to directly enter the firearms workforce upon completion of the program.

Graduate Employment Opportunities and Practice Requirements

A graduate of the Associate of Science in Firearms Technology degree program may find employment in several fields including the following:

- Shooting sports management

- Retail firearms sales

- Firearms repair and customization

The Classification for Instructional Programs (CIP) associated with this program is 47.0402, titled "Gunsmithing/Gunsmith". The Standard Occupation Classification (SOC) is considered as 49.9099, "Installation, Maintenance and Repair." Requirements to practice as a gunsmith or in a firearms-related industry may require federal and/or state approvals. A graduate who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the graduate hopes to repair firearms for compensation. A graduate employed by a business that has an FFL may not be required to obtain an individual FFL. A graduate who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the graduate is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives(ATF). The graduate can find this information on the ATF website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Tuition and Fees

Tuition is charged by semester based on the credit hour load. Tuition is $305 per credit hour and a total tuition of $18,300 for the 60-hour program. Students awarded transfer credit for previous coursework will reduce the number of credits required for completion at SDI and tuition will also be adjusted accordingly. Students are also charged an Education Resource Fee of $595 per semester of the program (not to exceed four semesters) for a total program cost of $20,680. Students selecting certain optional courses may be subject to relevant course material fees as indicated.

Tools and Equipment

Tools and equipment are provided by the Institute and included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student. Students need to have access to a firearm for certain courses and may need additional supplies to complete certain projects. Please visit the following link for a comprehensive list of supplies required for completion of assignments, per current course offerings. https://sdi.edu/sdi-lab-tools-list

Completion Requirements

To earn an Associate of Science in Firearms Technology degree, a student must do the following:

- Complete all coursework required in the degree program
- Complete at least 42 credit hours of discipline-specific coursework
- Complete at least 15 credit hours of general education coursework
- Complete 3 credit hours of general business coursework
- Complete the program with a minimum grade point of 2.0 or above
- Meet all financial obligations to the Institute

Completion of the Associate of Science in Firearms Technology degree does not require additional specialized training, practicum, or externships.

Objectives

With the successful completion of this program, a student will be able to do the following:

- Explain, in detail, the operating principles of all major types of firearms.
- Classify firearms by type, action type, and platform by defined characteristics, and describe the functionality of each.
- Perform the basic functions of an armorer, to include cleaning firearms; diagnosing, troubleshooting, and repairing a variety of common malfunctions, and assembling a firearm from parts.
- Improve firearms by customizing woodwork, engraving metal finishes, and applying custom finishes to firearms.
- Perform basic techniques to fit barreled actions, and describe the process of performing advanced techniques to fit barreled actions.
- Improve firearms accuracy by installing and adjusting metallic sights and/or optics
- Create strategies for improving firearms by synthesizing advanced procedures, such as accurizing, repairing metal finishes, and advanced woodworking.
- Explain the principles of ballistics as they relate to ammunition production, and explain various procedures for making ammunition.
- Explain machining operations as used in firearms manufacture and customization.
- Evaluate the industry of firearms service, sales, and repair, and apply basic managerial practices to a firearms-related business.
- Exhibit best-practices of firearms and firearms-repair safety.

Required Courses – Associate of Science in Firearms Technology

CATEGORY	COURSE	CREDIT HOURS	LENGTH IN WEEKS
Firearms Technology Discipline	BBS 100: Basic Ballistics	3	8
	BBS 200: Advanced Ballistics	3	8
	FTT 100: Introduction to Firearms	3	8
	FTT 104: Gunsmithing Tools Lab	2	4
	FTT 111: Firearms Inspection and Troubleshooting	4	8
	FTT 114: Custom Kydex Lab	2	4
	FTT 201: Firearms Finishes and Engraving	4	8
	FTT 210: Customizing and Woodworking	4	8
	FTT 211: Stock Refinishing and Metal Work Lab	1	4
	FTT 214: Hand Checkering Lab	2	4
	FTT 221: Sights, Optics, and Accuracy	4	8
	FTT 231: Machining and Manufacturing of Firearms	3	8
	FTT 240: Shooting Sports Management	3	8
	*FTT 299: Firearms Technology Elective	4	8
	Total Firearms Technology	**42**	
General Business	BUS 101: Introduction to Business	3	8
	Total Business	**3**	
General Education	Physical Science	3	8
	Arts and Humanities	3	8
	Communication Arts	3	8
	Science and Mathematics	3	8
	Social and Behavioral Sciences	3	8
	Total General Education	**15**	
TOTAL PROGRAM SEMESTER CREDIT HOURS		**60**	

*FTT 299 Elective Options:

FTE 209: The Pistol Caliber Carbine

FTE 210: AR-10 Advanced Armorer

FTE 211: 1911 Advanced Armorer (Students must be 21 years of age to select FTE 211 course)

FTE 215: AR-15 Advanced Armorer

FTE 225: Developing a Business Plan

CERTIFICATE IN FIREARMS TECHNOLOGY – GUNSMITHING/ ADVANCED GUNSMITHING CERTIFICATE

Effective with applications submitted beginning May 26, 2020 for start dates July 13, 2020 and beyond, Sonoran Desert Institute's certificate program will no longer be titled "Advanced Gunsmithing Certificate"; the program's new name is "Certificate in Firearms Technology – Gunsmithing". This change will in no way impact the course offerings, program learning objectives, or instructional strategy. The new name was selected based on Advisory Council, faculty, staff, and leadership feedback which better aligns with current and future program level nomenclature.

The Certificate in Firearms Technology – Gunsmithing program provides the student with a thorough understanding of concepts and applications in the maintenance and care of firearms. This is a certificate program consisting of 32 credit hours of college-level study. All program information remains the same. Students in either named version can refer to this section for relevant details.

Potential Work Applications for Certificate in Firearms Technology – Gunsmithing Completion

Some of the many areas where a student may apply the knowledge gained from the Gunsmithing program include the following:

- **Gun repair and renovation** - A student may choose to work at a gun store or start his/her own business replacing broken and worn gun parts. Other repair activities include sporterizing, rebarreling, accurizing, custom fitting, and rechoking.

- **Customized ammunition-making** - A student will qualify to make and sell one-of-a kind ammunition for specific rifles and pistols.

- **Gun sales** - The student will have significant knowledge to establish themselves as experts in stores that sell and service firearms.

Requirements to practice as a gunsmith or in a firearms-related industry may require federal and/or state approvals. A student who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the student intends to repair firearms for compensation. A student employed by a business that has an FFL may not be required to obtain an individual FFL. A student who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the student is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The student can find this information on the ATF website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Tuition and Fees

Tuition is charged by semester based on the credit hour load. Tuition is $305 per credit hour for a total tuition of $9,760 for the 32-hour program. Students are also charged an Education Resource Fee of $595 per term of the program (not to exceed two terms) for a total program cost of $10,950. Students selecting certain optional courses may be subject to relevant course material fees as indicated.

Tools and Equipment

Tools and equipment are provided by the Institute and included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student. Students need to have access to a firearm for certain courses and may need additional supplies to complete certain projects. Please visit the following link for a comprehensive list of supplies required for completion of assignments, per current course offerings. https://sdi.edu/sdi-lab-tools-list

Completion Requirements

To earn an Certificate in Firearms Technology – Gunsmithing, a student must do the following:

- Complete all coursework required in the certificate program

- Complete at least 32 credit hours of discipline-specific coursework

- Complete the program with a minimum grade point of 2.0 or above

- Meet all financial obligations to the Institute

Completion of the Certificate in Firearms Technology – Gunsmithing does not require additional specialized training, practicum, or externships.

Objectives

With the successful completion of this program, a student will be able to do the following:

- Perform the basic functions of an armorer, to include cleaning firearms; diagnosing, troubleshooting, and repairing a variety of common malfunctions, and assembling a firearm from parts.

- Explain machining operations as used in firearms manufacture and customization.

- Improve firearms by applying custom finishes.

- Explain the principles of ballistics as they relate to ammunition production, and explain various procedures for making ammunition.

- Evaluate the industry of firearms service, sales, and repair.

- Improve firearms accuracy by installing and adjusting metallic sights or optics.

- Exhibit best-practices of firearms and firearms-repair safety.

- Explain, in detail, the operating principles of all major types of firearms.

- Classify firearms by type, action type, and platform by defined characteristics, and describe the functionality of each.

Required Courses - Certificate in Firearms Technology – Gunsmithing

CATEGORY	COURSE	CREDIT HOURS	LENGTH IN WEEKS
Firearms Technology Discipline	BBS 100: Basic Ballistics	3	8
	FTT 100: Introduction to Firearms	3	8
	FTT 104: Gunsmithing Tools Lab	2	4
	FTT 111: Firearms Inspection and Troubleshooting	4	8
	FTT 114: Custom Kydex Lab	2	4
	FTT 201: Firearms Finishes and Engraving	4	8
	FTT 221: Sights, Optics, and Accuracy	4	8
	FTT 231: Machining and Manufacturing of Firearms	3	8
	FTT 240: Shooting Sports Management	3	8
	*FTT 299: Firearms Technology Elective	4	8
	Total Firearms Technology	**32**	
TOTAL PROGRAM SEMESTER CREDIT HOURS		**32**	

*FTT 299 Elective Options:

FTE 209: The Pistol Caliber Carbine

FTE 210: AR-10 Advanced Armorer

FTE 211: 1911 Advanced Armorer (Students must be 21 years of age to select FTE 211 course)

FTE 215: AR-15 Advanced Armorer

FTE 225: Developing a Business Plan

OPTIONAL FIELD STUDY

Field studies are designed to provide students with documented, hands-on experience to enhance their background, providing a competitive advantage when pursuing career opportunities. SDI supports the concept that students perform best when they actively participate in their education and learn the most when they can apply their lessons from the Institute within a real-world job experience. The curriculum supports the hands-on experience through labs and situational tasks, activities, and assignments. The Field Study takes this a step further to performing tasks in an actual work setting, while still under the guidance of a structured learning experience. In order to apply for an active Field Study, a student must be a graduate of the Associate of Science in Firearms Technology, and be in good standing. More details will be provided upon request or application to fieldstudy@sdi.edu.

With this in mind, SDI partners with Field Study partners to align competencies attained during studies at SDI with practical field experience. Recognizing that our students come from many locations, students may need to travel to participate with established Field Study partners. Although SDI does not charge additional tuition or fees for participation, students are expected to cover all expenses associated with the selected Field Study experience.

Some of the benefits of a field study experience include:

- Established relevant industry contacts and networks

- Application of coursework and labs to actual work situations

- Increased relevant career-related experience

- Enhanced background experience to strengthen resume

- Potential permanent placement with a Field Study partner

- A competitive advantage over other candidates seeking positions

- Strengthened relevant verbal and written communication skills

- A potential reference from a Field Study sponsor

Employers prefer that graduates have at least some work experience beyond their education. Pursuing a Field Study opportunity differentiates students from other applicants by demonstrating applied knowledge, work experience, and dedication to a particular field of study.

If you are interested in participating in a Field Study option, contact fieldstudy@sdi.edu. Depending on the specific Field Study opportunity, the application may require completion of a background check, drug testing, proof of citizenship or alternative eligibility, identification documentation and additional evidence of qualifications as deemed necessary by the sponsor. Although there is no additional institutional cost for students participating in Field Study opportunities, travel and lodging expenses will be associated with the experience. Full details will be provided during the application process, based on the specific opportunity pursued.

Listed in course number order. Sequence for scheduling will vary.

BBS 100: Basic Ballistics **3 Credit Hours**
This course will identify techniques for the development of ammunition. Included will be lessons on swaging and casting bullets. As an outcome of the course, students will be able to understand the basics of ballistics and techniques to develop more accurate ammunition.

BBS 200: Advanced Ballistics **3 Credit Hours**
This course builds on the outcomes of the Basic Ballistics course. The course will explain how ammunition accuracy is impacted by gunpowder and various projectiles. This course will address reloading techniques for various types of ammunition and will include article reviews discussing various firearm technology.

FTE 209: The Pistol Caliber Carbine **4 Credit Hours**
This course presents a comprehensive overview of shoulder fired, pistol caliber firearms. Discussed in the course's lessons are the history, development, operation, ammunition, troubleshooting, maintenance, and repair. Also presented are sight options, considerations for customizing a pistol caliber carbine, and a step-by-step lab for completing a build kit.

FTE 210: AR-10 Advanced Armorer **4 Credit Hours**
This course presents a comprehensive overview of AR-10-style firearms. Discussed in the course's lessons are the history, development, and practical applications of AR-10-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your AR-10-style firearm, customizing the AR-10 with coatings and accessories, and a step-by-step lab for completing an 80% lower receiver, installing a lower parts kit, and adding on the upper receiver components.

FTE 211: 1911 Advanced Armorer **4 Credit Hours**
This course presents a comprehensive overview of 1911-style firearms. Discussed in the course's lessons are the history, development, and practical applications of 1911-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your 1911-style firearm, tuning your 1911 for accuracy and reliability, customizing the 1911 with coatings and accessories, and a step-by-step lab for completing an 80% frame, installing the parts kit and slides components. *Students must be 21 years of age to select the FTE 211 course.*

FTE 215: AR-15 Advanced Armorer **4 Credit Hours**
This course presents a comprehensive overview of AR-15-style firearms. Discussed in the course's lessons are the history, development, and practical applications of AR-15-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your AR-15-style firearm, customizing the AR-15 with coatings and accessories, and a step-by-step lab for completing an 80% lower receiver, installing a lower parts kit, and adding on the upper receiver components.

FTE 225: Developing a Business Plan **4 Credit Hours**
This course includes establishing a formal business plan for a firearms related business. Included are the various stages of researching and outlining a plan, consideration of marketing, financial, and other general business factors and presentation of a formal plan.

FTT 100: Introduction to Firearms **3 Credit Hours**
This course is an introduction to firearms technology and the field of shooting sports management. During the course the student will review firearm fundamentals and multiple types of firearms available. The student will practice researching disassembly procedures and demonstrate a comprehensive project on the topic of cleaning firearms.

FTT 104: Gunsmithing Tools Lab **2 Credit Hours**
In this lab, the student will engage in hands-on techniques with some of the gunsmith's essential hand tools. The student will replicate detailed firearms disassembly using their assigned tools, with the aid of research and detailed diagrams and drawings. Techniques will be identified that gunsmiths apply in the use of files, rasps, hacksaws, drills, wrenches and screws, among others. Maintenance techniques of these tools will also be identified.

FTT 111: Firearms Inspection and Troubleshooting   **4 Credit Hours**

This course will describe methods to diagnose malfunctions of a firearm and prescribe an appropriate troubleshooting method. The course will address rimfire and centerfire rifles, handguns and shotguns. Also reviewed are methods to diagnose modified and competition firearms as well as learning to diagnose malfunctions through cartridge case analysis. A lab on the topic of fastener repair will be assigned to the student, along with requisite materials to accomplish proper screw removal, repair, and restoration.

FTT 114: Custom Kydex Lab   **2 Credit Hours**

This lab investigates the development and design of firearm holsters, including modern thermoforming designs. The student will participate in a detailed project on the topic of designing firearm retention devices, to include both the one-piece and two-piece designs. Lab materials will be provided to the student to customize a holster to a specific designation.

FTT 201: Firearms Finishes and Engraving   **4 Credit Hours**

This course covers the preparation and finishing of metal. Techniques for polishing, bluing, Parkerizing, and browning of metal are explained. Modern firearm finishes, such as spray-on finishes, hydrographics, ferritic nitrocarburizing, PVD coating, and other methods are discussed. Also included are methodologies for the engraving of metal that will allow customization of firearms.

FTT 210: Customizing and Woodworking   **4 Credit Hours**

This course will describe methods to replace and repair gunstocks. Techniques on ways to properly select the wood and to shape the stock will be described. Included in those techniques will be methods to fit the new stock to the action of a firearm. Included in this course is how to custom fit a gunstock to a customer's specifications and how to install a recoil pad. Students will demonstrate the process of gunstock inletting, and a hands-on lab on this topic is included.

FTT 211: Stock Refinishing and Metal Work Lab   **1 Credit Hour**

In this lab, the student will practice and develop the stock refinishing and metalworking techniques examined in FTT 210 and FTT 201. Students will sand, stain, seal, and finish the wood stock provided, and will polish the brass components and install them onto the stock. Also, students will be provided a browning solution to finish the barrel, and will be provided with a brass lap and compound to finish a rough crown of the barrel. Students will also continue the discussion regarding "classical" and modern gunsmithing techniques, learn more about muzzleloading concepts, and finish the assembly of the Traditions Shenandoah Muzzleloader.

FTT 214: Hand Checkering Lab   **2 Credit Hours**

This lab will cover hand checkering wood stocks and pistol grips. Checkering is a process of cutting parallel grooves with specific wood cutting tools. You will be provided with all supplies necessary to complete this process, to include wood and cutting tools. These tools are used to familiarize you with the techniques of hand checkering, and a final test on the topic will be conducted. A template of the pattern will be provided in the course.

FTT 221: Sights, Optics, and Accuracy   **4 Credit Hours**

This course provides a thorough understanding of accuracy for the gunsmith. Included in this course are techniques on how to inspect a rifle for accuracy, tools needed to achieve accuracy, installation of sights, and mounting optics. Other topics introduce the gunsmith to modern bolt-action trigger kits and how to check proper fit of a bolt-action rifle. A core component of this course is to describe the correct procedure of rifle bedding, including how to pillar bed both modern synthetic stocks and wooden stocks. This course also explains how to properly maintain long-range hunting rifles for long-term storage and to mount a telescoping optic.

FTT 231: Machining and Manufacturing of Firearms   **3 Credit Hours**

This course provides a comprehensive overview of machining and other metal manufacturing concepts. The student will discover the science behind metallurgy and how to shape metal for a desired result. The student will be introduced to milling machines, the metal turning lathe, polishing tools, and other firearms-specific machinery. Included in this course are the processes of welding, soldering, and brazing. Methods for configuring a barrel to a customer's unique specifications will also be covered in detail. Also included is an overview of heat treatment, normalizing, and how to temper gunmetal.

FTT 240: Shooting Sports Management **3 Credit Hours**

This course provides the foundation to establish a firearms-related business. Included in the course is a review of the practices, rules, and laws that govern the operation of a firearms repair and sales business. In addition, the course is an introduction to book-keeping and appropriate business record maintenance related to shooting sports. Advertising and marketing will also be described.

*FTT 299: Firearms Technology Elective **4 Credit Hours**

See individual descriptions of courses that students select from to fill this elective.

COURSE DESCRIPTIONS – GENERAL EDUCATION

ARTS AND HUMANITIES

AGT 100: American Government **3 Credit Hours**

This course introduces students to the fundamentals of American government and politics, focusing on the historical evolution of government and policies, and the major institutions and processes. Course goals include developing an interest in and understanding of today's government, policy development, and politics, as well as developing critical thinking and information literacy skills in the areas of government and politics. Topics include the Constitution; federalism; civil rights and liberties; the structure and processes of the three branches of government; political socialization; interest groups and public opinion; political parties and the election process; and basic U.S. social, economic, and foreign policy. Students will examine institutional structures and how they interact with each other to explain the processes of government and how the historical development of the United States has affected the contemporary political environment. Instruction includes an analysis of the formal and informal processes by which public policy is made; how individual actors impact the contemporary political environment; and application of informational literacy skills in the study of politics.

SCIENCE AND MATHEMATICS

BSM 100: Business Mathematics **3 Credit Hours**

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance and taxes. Students will learn to solve mathematical problems; apply mathematical concepts to various business transactions and statistics calculations; and analyze business problems using mathematical equations.

ENS 100: Environmental Science **3 Credit Hours**

This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind as well as the scientific, political, economic, and social implications of environmental science. Students will examine the field of Environmental Science in terms of theoretical perspectives, economics, policies, and environmental ethics. Included is an exploration of population growth and demographic transitions; toxic substances and their effects; non-renewable energy sources and their impact on the environment; the biodiversity of earth and conservation biology and its benefits; and the foundations of environmental science. Students will learn how to analyze land use and planning for creating livable cities; evaluate soil as a system and its importance in the environment; describe the function of the earth's atmosphere, its composition, structure, and changing global climate; and appraise the importance of water and marine ecosystems. The student will also understand how to examine renewable energy and analyze the types of waste generated and disposal methods.

PHYSICAL SCIENCE

SCI 101: Introduction to Physical Science **3 Credit Hours**

This course introduces students to the foundational ideas and concepts of physical science to gain a better understanding of the world. Topics covered include measurement, motion, force and motion, atomic and nuclear physics, elements of chemistry, work and energy, temperature and heat, and waves and optics. Direct application of some of these topics to firearms studies will be made to provide students with further context and real world application.

COMMUNICATION ARTS

ENG 101: English Composition I   **3 Credit Hours**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing text, and practicing writing for personal and professional applications. Students will learn to implement the steps of the writing process; identify essay components; and write effective and grammatically correct paragraphs and essays. Instruction includes how to analyze the role of reading and writing in academic and professional careers; apply strategies to achieve clarity and effective style in writing; differentiate between writing patterns; identify sentence types and parts of speech; discriminate between proper and improper use of punctuation; and to implement correct spelling. The student will also examine and then apply strategies and guidelines for writing an effective research paper.

SOCIAL AND BEHAVIORAL SCIENCES

PSY 101: Introduction to Psychology   **3 Credit Hours**

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.

In this course, students will examine the field of psychology in terms of history, key perspectives, issues, and current trends. Instruction will cover scientific and research methods; the anatomical structures and physiological functions related to psychology; sensation, perception, heredity, and genetics; consciousness, sleep, sleep disorders, and hypnosis as related to psychology; the underlying principles and basis of the psychology behind learning, memory, and experience; cognitive abilities and intelligence from a psychological perspective; the different phases and stages in human development; the different motivation theories; and the psychological basis of emotions. Moreover, students will examine sexuality and gender in relation to psychology; psychoanalytic approaches and humanistic theories to explain behaviors and traits in personalities; health psychology and approaches to health management; different mental disorders; psychotherapy, differing methods, and their effectiveness; the importance of thoughts; trends in social behavior; and the impact of social influences.

GENERAL BUSINESS

BUS 101: Introduction to Business   **3 Credit Hours**

This course provides students with an overview of business in an increasingly global society. Topics include the business environment, ethics, management, marketing, production, information systems, financial elements, entrepreneurship, and global business. This course serves as an introduction to business terminology, concepts, environments, systems, strategies, and current issues, and provides a solid business foundation for more detailed and higher-level study in subsequent courses. Students will gain an understanding of the key components of contemporary U.S. and international business in addition to the role of ethics and social responsibility within this sector. Included is an examination of how businesses can be organized and structured; the key strategies, tools, and issues involved in operations; and the key financial concepts involved in enterprise. Students will be instructed in how to analyze the various functions of and approaches to management, marketing processes, forces, and issues in a business enterprise; and to develop a business plan incorporating sound concepts, systems, and strategies.

SONORAN
SDI
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INSTITUTE

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SCHOOL OF

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FIREARMS
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