

Addendum 3 to the 2026 Sonoran Desert Institute Catalog

Effective 8/13/2026

Remove the following from the list of Memberships on Page 5:

The Association for Uncrewed Vehicle Systems International (AUVSI)

Add the third bullet below to the William D. Ford Federal Direct Loan (Direct Loan) Program section on Page 20:

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/counseling-selection> 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.
- Students enrolled in Certificate of Uncrewed Technology – Aerial Systems will be awarded Direct Loans up to the direct cost of the program.

Remove the Proctored Assessments section on Page 30. There is no replacement.

Update the Admissions Policy on Page 32 to read as follows:

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*. Applicants who have earned an associate or bachelor degree from an accredited institution recognized by the U.S. Department of Education are considered to have met the requirement of a high school diploma, GED, or recognized equivalent.
- Must be at least 18 years of age at the time of admission.
- 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 this catalog.
- Must have the ability to study in English.
- Must meet the eligibility requirements for the selected program of study as detailed in the program specific admission requirements.
- Must have the physical and mental ability needed to successfully complete the program.

* 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. An approved foreign evaluation service is any agency that is a current member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

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) SDI does not permit the use of a copied military ID for proof of service or identification as federal law (Title 18 U.S.C. § 701: U.S. Code – Section 701: Official badges, identification cards, other insignia) prohibits the unauthorized copying of a military ID.

**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.

Prior to their start date, applicants seeking transfer of credit into SDI must submit transcripts from previous institutions for transfer of credit to be evaluated and awarded. Students are encouraged to submit transcripts from all prior institutions, including all military training, traditional college coursework, and vocational training for consideration. Official and unofficial transcripts will be accepted for review however official transcripts are required for transfer credit to be granted. See SDI Transfer Credit policy for more details.

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).

Remove the Single Course Enrollment section on Page 33. There is no replacement.

Update the International Students section on Page 33 to read as follows:

International Students

Due to the nature of the programs, international students are not currently eligible for admission.

Remove the Educational Resource Fee Section on page 33 and replace with the following:

Educational Resource Fee

An Educational Resource Fee is a mandatory, non-refundable fee assessed to students each semester. Once the student has started the semester, the Educational Resource Fee is not refundable. The current Educational Resource Fee is \$700 per semester. The Educational Resource fee for active-duty military students is \$350 except for the Certificate in Firearms Technology – Handgun Specialist program which is \$700.

SDI is committed to maintaining a simple approach to its tuition and fee structure, rather than charging a multitude of individual fees. This resource fee is intended to defray costs associated with delivery of distance education courses including the learning management system, identity validation efforts, library resources, tutoring, the student portal (extension of the student information system) and other associated items to provide students with a robust online learning experience and services throughout their program of study and beyond. Students are not charged for official SDI transcripts, or for evaluation services or application of transfer credit toward SDI programs.

Remove the Transfer of Credit section on Page 35 and replace it with the following:

TRANSFER OF CREDIT

Credit Evaluation Policy

Sonoran Desert Institute will inquire about the previous education and training of each student. Students seeking transfer of credit into SDI must submit transcripts from previous institutions for transfer of credit to be evaluated and awarded. Previous transcripts are typically evaluated prior to beginning the program to ensure proper scheduling of necessary coursework with SDI.

Requirements for Credit Transfer Into SDI

For transfer of credit into SDI, the Institute may accept coursework completed at an institution accredited by an agency that is recognized by the U. S. Department of Education as an accrediting agency, 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 transferrable coursework.
- Transcripts that are not in English must be evaluated by a foreign evaluation service agency that is a current member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- 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 will be eligible for transfer, provided that grades of at least “C” grade (minimum of 2.0 grade points) are earned and the course is similar in content and scope to work offered at SDI, or fulfills a required General Education category. Credits are awarded on a quantitative basis toward credits earned/credits attempted thereby reducing the total number of courses/credits each student must complete to fulfill graduation requirements for their program of study. Quality points associated with transferring credits are not included in cumulative grade point average (CGPA) calculations.
- Students who have earned an Associate of Arts (AA), Associate of Science (AS) or bachelor’s degree from an accredited institution as defined above, will be granted transfer credit to fulfill SDI’s General Education requirements at the associate degree level. Transfer credit for general education will be evaluated on a course-by-course basis as defined above for students who have earned an Associate of Applied Science (AAS) or Associate of Occupational Science (AOS) degree.

- 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 Advanced Placement Examinations. These include 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.*

Transfer Credit Evaluation

For transfer credits to be awarded, official transcripts must be received by SDI prior to start date to ensure proper scheduling of necessary coursework with SDI. If an unofficial transcript reveals transferrable credit, students must provide official transcript for prior course credit to be awarded.

Transcripts received after program start will be reviewed and transfer credit awarded, if possible so long as transferrable course has not already been attempted.

Transfer Credit Appeals

Students may appeal a transfer credit decision by submitting a written request to transcripts@sdi.edu with supporting documentation. All appeals must be submitted within 30 calendar days from the date of evaluation. Appeals received after 30 calendar days are reviewed for consideration by the Registrar.

Transfer Credit Limitations

SDI limits transfer of credit as follows:

- Students must complete at least 25% of the required credit hours in the enrolled program at Sonoran Desert Institute to earn the credential.
- Credits earned after a student's final term at SDI will generally not be considered for transfer, unless previously approved by the Institute.
- SDI does not grant credit hours for experiential learning, i.e., life experience, training, or employment.
- To be considered transferrable, credits must be completed at accredited institutions

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 to the institution(s) students intend to attend at no cost. 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>.

Update the section on Student Identity Verification on Page 36 to read as follows:

Student Identity Verification During Attendance

SDI protects the integrity of the school and its graduates by using various measures to ensure that only enrolled students engage in the educational process. At any point during a student's program, SDI reserves the right to actively or passively verify a student's identity.

A student who is found to be falsifying their identity will be subject to disciplinary actions as outlined in the student code of conduct.

SDI uses the following tools and processes to ensure student identity.

- Each student must provide a copy of a government-issued photographic identification document that is verified during the admissions/enrollment process.
- Each student is provided with a student email account that functions as the single sign-on for the learning management system, student portal, and other educational resources the institute provides.

- Multifactor Authentication is used on the student email account to further discourage malicious activity.
- In all programs, students will engage in video assignments that have specific academic integrity requirements. If the video is of the student, they must show their face and state their name. If the video is a screen recording, the student must show their account for the resource in the screen recording.

If a student's identity is in question, SDI staff may passively verify identity by comparing the student's photo ID provided to the student's video submissions. SDI may also actively request that the student verify ID via video conferencing with the student and staff. In either situation, if the identity cannot be verified, the situation will be referred to the student code of conduct committee for review, investigation, and recommendation of disciplinary actions.

Update the Third-Party Software section on Page 43 to read as follows:

Third-Party Software

Certain SDI courses 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. Third-Party software technology requirements are subject to change. It is recommended that students access technology requirement information provided for by the vendor for the most up to date information.

Remove the Proctorio section on page 43. There is no replacement section.

Remove the Course Retake section on page 46 and replace with the following:

COURSE RETAKES

A course must be repeated if the student took the course for credit and did not earn a passing grade required for program completion. A course may not be repeated if the student previously earned a passing grade, unless otherwise required or permitted by SDI. A single course cannot be attempted more than three times. Withdrawals with a grade of "W" and repeated courses are included as attempted credits.

Remove the Grading section on Page 46 and replace with the following:

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 an unofficial transcript at any point via their student portal. Official transcripts may be requested, at any time, via the Parchment website titled [Official Transcript Ordering](#). SDI provides unofficial and official transcripts at no additional charge to all students, upon request.

Upon graduation, students will receive a digital and printed diploma indicating program completion.

Remove the Transfer Credits section on Page 48 and replace it with the following:

Transfer Credits

SDI transcripts will reflect coursework evaluated and accepted for transfer when awarded for courses applied to the student's program of study. 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.

Remove the Satisfactory Academic Policy on Page 48 and replace with the following:

Satisfactory Academic Progress Purpose and Evaluation

Satisfactory Academic Progress (SAP) measures whether a student is successfully progressing toward completion of their academic program. Students must meet SAP standards to remain eligible for continued enrollment and, if applicable, Title IV Federal Financial Aid, Veteran's Benefits, Military Tuition Assistance, state aid, institutional aid, and other financial aid programs administered through Sonoran Desert Institute (SDI). At SDI, SAP serves as both the Institute's academic progression policy and the financial aid eligibility standard. SAP applies to all students, regardless of financial aid status.

SAP is evaluated based on the requirements of the student's program of study. Students may only be enrolled in one program at a time and may only be registered for courses that apply to that program. SAP is evaluated at the end of each semester. For financial aid purposes, a semester is also the enrollment period, SAP evaluation period, and financial

aid payment period. All enrollment periods are considered in SAP evaluations, regardless of whether the student received financial aid.

SAP standards and related policies and procedures may change based on regulatory requirements or revisions to align with best practices; thus, students must abide by policies outlined in the most current Catalog.

SAP Standards

Students must meet all three SAP standards at the end of each semester:

- Cumulative Grade Point Average (CGPA): 2.0 or higher (qualitative)
- Pace of Completion: 66.67% or higher (quantitative)
- Maximum Timeframe: completion within 150% of the published program length (quantitative)

Both qualitative and quantitative standards are evaluated at each SAP evaluation.

Qualitative Standard - Cumulative Grade Point Average (CGPA)

Students must maintain a minimum cumulative CGPA of 2.0, which is equivalent to a “C” average. CGPA is calculated by dividing total quality points earned by total attempted credits included in the CGPA calculation. A student does not meet the CGPA SAP standard when the student’s CGPA is below 2.0 at the time of evaluation.

For Qualitative Standards (CGPA) purposes:

- Only SDI coursework that applies to the student’s program of study is included in CGPA.
- Coursework not applicable to the student’s program is excluded from CGPA.
- Transfer credits are excluded from CGPA.
- Withdrawals with a grade of “W” are excluded from CGPA.
- Incomplete grades are excluded from CGPA calculations until a final grade is posted.
- If a course is repeated, only the most recent grade is included in CGPA.

Quantitative Standards: Pace of Completion and Maximum Timeframe

Pace of Completion Standard

Students must successfully complete at least 66.67% of all attempted credits that apply to their program of study. Pace is calculated by dividing total successfully completed credits by the total attempted credits included in the Pace calculation. A student does not meet the pace standard when the student’s pace is below 66.67% at the time of evaluation.

Maximum Timeframe Standard

Students must complete their program within 150% of the published length of the program. The maximum timeframe is calculated by multiplying the total credits required for program completion by 150%. A student exceeds the maximum timeframe when total attempted credits exceed this limit or when it becomes mathematically impossible for the student to complete all remaining program requirements without exceeding the limit.

For Quantitative Standards (Pace of Completion and Maximum Timeframe) purposes:

- SDI coursework attempted that applies to the student's program is included.
- Coursework not applicable to the program is excluded.
- Transfer credits accepted toward the student's SDI program are included as both attempted and successfully completed credits.
- Withdrawals with a grade of "W" and repeated courses are included as attempted credits.
- Incomplete grades are included as attempted credit.
- A student does not meet the maximum timeframe standard when the student exceeds, or cannot mathematically complete the program within, the 150% maximum timeframe.

Course Repeats

A course must be repeated if the student took the course for credit and did not earn a passing grade required for program completion. A course may not be repeated if the student previously earned a passing grade, unless otherwise required or permitted by SDI. A single course cannot be attempted more than three times. Withdrawals with a grade of "W" and repeated courses are included as attempted credits.

Students who fail to successfully complete the same course after 3 attempts are not eligible for an academic plan. Repeat-course limitations and related procedures are maintained by the Institute and administered in accordance with applicable financial aid requirements.

- Incomplete grades are included as attempted credit.
- A student does not meet the maximum timeframe standard when the student exceeds, or cannot mathematically complete the program within, the 150% maximum timeframe.

SAP Statuses

SAP Met:

A student who meets all SAP standards remains eligible for continued enrollment and, if otherwise eligible, financial aid.

SAP Warning:

If a student met SAP standards at the conclusion of the most recently evaluated semester or is in the first semester of program-applicable coursework and then fails to meet SAP standards at the next evaluation, the student will be placed on SAP Warning for one semester. A student cannot be placed on SAP Warning for two consecutive semesters or payment periods. During SAP Warning, no appeal is required; the student may continue enrollment; and the student may continue to receive financial aid, if otherwise eligible. At the end of the SAP Warning semester, the student must meet SAP standards or be placed on SAP Probation through an approved appeal to remain enrolled and maintain financial aid eligibility.

SAP Probation:

A student who does not meet SAP standards may continue enrollment on SAP Probation only if a SAP Appeal is approved. During SAP Probation, an approved SAP Appeal is required; the student may continue enrollment; and the student may continue to receive financial aid, if otherwise eligible. At the end of the SAP Probation semester, the student must either meet SAP standards or meet the requirements of an approved Academic Plan to remain enrolled and maintain financial aid eligibility.

SAP Probation with an Academic Plan

An Academic Plan may be approved when SDI determines that the student cannot reasonably meet SAP standards within one semester of SAP Probation but may do so over a longer defined period. The Academic Plan will specify the academic requirements the student must meet each semester. The plan may extend through program completion. A student on an approved Academic Plan remains in SAP Probation status and must meet the requirements of the plan at each evaluation period to remain enrolled and maintain financial aid eligibility, if otherwise eligible.

A student who exceeds, or for whom it becomes mathematically impossible to complete the program within, the 150% Maximum Timeframe Standard may be permitted to continue only through an approved SAP Appeal and Academic Plan if SDI determines it is possible for the student to complete the program within a defined timeframe.

SAP Not Met and Academic Dismissal

A student in SAP Not Met status:

- is not eligible to continue enrollment except as permitted under approved institutional policies and procedures;
- is not eligible for financial aid; and
- may be academically dismissed from their SDI program.

A student is in SAP Not Met status and will be academically dismissed if they:

- fails to meet SAP standards after the SAP Warning semester and does not submit a SAP Appeal, or the appeal is not approved;
- fails to meet the conditions of SAP Probation or an approved Academic Plan; or
- cannot complete the program within the 150% Maximum Timeframe Standard and does not have an approved Academic Plan.

Regaining Satisfactory Academic Progress

A student may regain SAP by:

- meeting all SAP standards independently; or
- successfully meeting the requirements of an approved Academic Plan.

A student who completes the program while meeting the requirements of an approved Academic Plan is considered to have successfully progressed in accordance with SAP requirements.

SAP Appeals

Students may appeal a SAP determination based on extenuating circumstances.

Acceptable reasons for appeal include:

- injury or illness of the student;
- death of a relative; or
- other special circumstances beyond the student's control.

A SAP Appeal must:

- explain why SAP standards were not met;
- explain what has changed to support future academic success;
- include sufficient information for SDI to evaluate the circumstances and make a determination; and
- provide supporting documentation when requested by SDI.

Submission of supporting documentation at the time of appeal is strongly recommended.

Documentation may strengthen the appeal and expedite the review process. When documentation is requested by SDI, it must be provided for the appeal to be considered.

SDI evaluates appeals on a case-by-case basis using the information and documentation provided. SDI will determine whether the student has demonstrated:

- a valid basis for the appeal;
- a reasonable expectation of successful academic progress moving forward; and
- whether the student can reasonably meet SAP standards by the end of the next semester or requires an Academic Plan.

If the appeal is approved, the student may continue or re-enter in SAP Probation status and, if required, on an approved Academic Plan.

Appeal Timing and Effective Term

SAP Appeals must be submitted by the deadline established by SDI for the applicable semester or module. Appeals received after the applicable deadline may be considered for a future enrollment period. SDI will communicate appeal submission deadlines and outcomes through student notices.

Re-Entry or Re-Admission After Not Meeting SAP

A student who has been withdrawn or academically dismissed for not meeting SAP standards may be eligible for re-entry or re-admission to the same program under SDI's re-entry, readmission, SAP appeal, and academic standards procedures.

A student who is eligible for SAP Warning at the time of re-entry may return under SAP Warning status. A student who is SAP Not Met may is be required to submit and receive approval of a SAP Appeal before re-entry or re-admission to their program. If approved, the student may return under SAP Probation and/or an approved Academic Plan and must meet all assigned conditions to remain enrolled and maintain financial aid eligibility, if otherwise eligible.

Students not currently meeting SAP standards or who did not meet SAP standards in a prior SDI program will have their prior SDI academic history evaluated as a condition of admission to a different program or re-admission to the same program and may be denied admission based on past academic performance.

Additional requirements for re-entry or re-admission to the same program, admission to a different program, subsequent appeals, and academic recovery options are maintained in institutional procedures and student notices.

Success Recovery Plan after Dismissal (Cash Pay)

Students who have been academically dismissed may request to continue in self-pay status. Students who wish to pursue this option will initiate the request through their assigned Student Success Coach. A review will be conducted by the SDI SAP Appeals Committee and the student will be notified of the decision along with related requirements.

Student Notification

Students are notified of SAP evaluation outcomes that affect enrollment status or financial aid eligibility. Notices may include the student's SAP status, reason for the status, available appeal options, deadlines, required documentation, and any academic conditions required for continued enrollment.

Remove the entire Code of Conduct section starting on Page 51 and replace it with the following:

STUDENT CODE OF CONDUCT

Prospective and enrolled students at Sonoran Desert Institute are accountable for their actions and are expected to conduct themselves ethically, honestly, and with integrity in all situations, including academic exercises. Additionally, students are to demonstrate mutual respect and civility in all Institute-related activities and interactions. The Student Code of Conduct applies to all interactions whether conducted in person, telephonically, via text, chat, email, social media, or through any other electronic platform, including any learning management system. This policy describes the types of conduct that are deemed prohibited and unacceptable, the procedures for handling violations, and possible sanctions for violations.

Behavioral Conduct Violations

The following is a non-exhaustive list of actions that are considered student conduct violations and for which persons may be subjected to disciplinary action:

- Falsification, forgery, alteration, or invention of information, including but not limited to any document used for admission or eligibility to the Institute or other official Institute documents.
- Aiding, abetting, or procuring another person to violate an Institute policy.
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function or creates a hostile or offensive educational environment for any student, faculty member, or staff member.
- Communicating or behaving in any manner that is considered threatening, vulgar, obscene, or lewd.
- Failing to comply promptly with any reasonable request or directive from a faculty member or Institute official.
- Failing to cooperate with officials in an Institutional investigation.
- Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while on Institute property or as part of any Institute activity (refer to Substance Abuse Prevention Policy) including online interactions.
- Attempted or actual theft of the Institute's property or the property of an SDI employee or student.
- Permitting online classroom access to any person, enrolled or not, so that person may attend class in the stead of any legitimately enrolled student, whether oneself or another student.
- Sharing one's password or using someone else's password for any Institute system or network.
- Failing any active or passive identity check as defined in the Identity Verification Policy of this catalog.

- Using the Institute's computing and communication resources (including the learning management system) for any purpose other than approved education purposes, or otherwise inconsistent with Institute policies.
- Using any Institute system, network, or other IT resource to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, images, or other materials without the written consent of the copyrighted owner.
- Failing to disclose or disclosing any pending or active legal actions which may result in the student becoming a prohibited person as defined in 18 U.S.C. §922 resulting in the inability to continue with their respective course/academic program.
- Failing a NICS background check and appeal during enrollment in firearm programs resulting in prohibited person status.
- Disclosing or failing to disclose a failure of a background check during their program without resolution through the NICS appeals process.
- Failing to resolve issues that make the student a prohibited person as defined 18 U.S.C. §922, and thus ineligible for: enrollment, employment in the firearms industry, legal access to firearms, and/or completion of their program.

Academic Integrity Violations

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 in all academic endeavors. Students consent to a review for academic integrity by a third party of any academic work submitted. The following is a non-exhaustive list of actions that are considered academic integrity violations:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise.
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise. This includes using materials from third parties that sell or provide academic papers or assignments, regardless of how the third party describes their mission, purpose, or materials. This also includes direct output created by generative artificial intelligence tools unless otherwise allowed in discussion or assignment instructions.
- Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement.
- Creating fake or misleading citations for sources.
- Presenting work that has been prepared by someone other than the student, including the purchase and sharing of work.

- Allowing another person to complete work on one's behalf, including any classroom post, assignment, lab project, quiz, test, exam, or similar evaluation, or completing such work on behalf of another student.
- Submitting work that has been prepared and used for a different course, wholly or in part, without prior approval of faculty.
- Completing an assignment using materials not authorized by faculty or the Institute, or materials provided by someone other than the student, including but not limited to providing/receiving exam answers, using faculty materials, answer keys, or solution manuals.
- Collaborating with another person on any academic exercise without prior faculty approval.

The Institute reserves the right to review any course for any purpose at any time. If unreported / undiscovered academic dishonesty is found, the Institute may engage in a thorough investigation of all coursework the student has completed in the past and apply appropriate sanctions up to and including dismissal.

Procedure for Processing Alleged Code of Conduct Violations

A student suspected of committing any violation of the Institute's policies will be provided fair process before disciplinary action is imposed. An investigation will be conducted by administration. If it is more likely than not that a violation has occurred, the student will be notified in writing of the following:

- **Warning.** A warning letter is notice to the student that a violation of the Student Code of Conduct has occurred, and that continued or repeated violations of specified conduct may be cause for further disciplinary action. This letter is not appealable and no response from the student is requested.
- **Charge.** A charge letter is notice that the student has been involved in an incident in which the student's alleged actions are in violation of the Institute's Student Code of Conduct. These letters request a student response.

The student will be given 10 calendar days from the date of the charge letter to submit a written response to the Institute. The response gives the student the opportunity to provide input regarding the charge, including any extenuating circumstances relevant to the issue. If the student does not provide a written response within 10 calendar days, the case will proceed without the student's input.

Cases involving a charge letter will be decided by the Code of Conduct Committee, which will consist of members of SDI leadership. If a violation is found, sanctions appropriate to the violation will be applied and a decision letter will be sent to the student. Students are

not entitled to representation by any third party, personal representative, or attorney at any stage of the disciplinary process, including investigations, hearings, or appeals.

Disciplinary action for violation of any portion of the Code of Conduct may include:

- Failing grade for an assignment
- Failing grade for a course
- Rescission of credit awarded for course
- Rescission of degree awarded
- Probation
- Dismissal

Appeals must be requested in writing to the Institute within 10 calendar days from the date on the decision letter.

Appeals will only be accepted for review if the student can demonstrate at least one of the following:

- New evidence which was unavailable to the student at the time of the initial response.
- Institute procedures were not followed, which includes informing the student in writing of the charges and providing the student the opportunity to respond to the charges.

The preceding sections notwithstanding, any member of executive leadership, or their designee, individually or as a group, have the authority and sole discretion to carry out an immediate administrative action on behalf of the Institute, up to and including dismissal from the Institute, when a student's continued enrollment constitutes a significant risk to members of the SDI community or to the orderly functioning of the Institute.

Remove the Disability Services section on Page 55 and replace with the following;

Disability Services and Accessibility Accommodations

Our Commitment

SDI is committed to providing an inclusive learning environment. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended, the Institute does not discriminate on the basis of disability in its programs, services, or activities. The Institute works with students to provide reasonable accommodations that support equal access to educational opportunities.

Who Is Eligible for Accommodations

Students may be eligible for accommodations if they:

- have a disability as defined under applicable law;
- are otherwise qualified to participate in the program, with or without reasonable accommodations; and
- request accommodations and provide supporting information, when needed.

The Institute recognizes that some disabilities or medical conditions may be temporary, intermittent, or episodic in nature. Students experiencing such conditions may also request accommodations.

How to Request Accommodations

Students seeking accommodations should:

- Request accommodations as early as possible so they can be implemented in a timely manner.
- Contact the Disability Services Office at disability.services@sdi.edu
- Complete the accommodation request process outlined on the SDI Disability Services web page.
- Submit relevant documentation, where available, to support the request

Students who do not request accommodations or submit supporting documentation in a timely manner may experience delays in the review and implementation of accommodations.

Documentation

- Documentation helps the Institute understand how a student's disability may impact academic participation and how best to provide support.
- Documentation should describe the disability and any related functional limitations.
- It may include information from a qualified provider or prior educational records (such as an IEP or Section 504 Plan).
- Documentation from the Department of Veterans Affairs, healthcare providers, or related agencies may be accepted as supporting information when relevant to establishing disability related functional limitations and the need for accommodations.
- A disability rating or evidence of financial assistance may support the existence of a disability, but without information regarding how the particular disability affects the student, it may not be helpful in establishing accommodations.
- The Institute requests only information that is necessary to evaluate accommodation requests and does not require extensive or burdensome documentation.

- If documentation is not readily available, students are still encouraged to contact the Disability Services Office as early as possible. The Institute will work with students through an interactive process to determine appropriate next steps.

How Accommodations Are Determined

- Accommodation decisions are made through an individualized and interactive process. The interactive process may take place by telephone or other electronic means. As part of the interactive process, SDI will communicate openly, in good faith, and in a timely manner with the student.
- In making accommodation determinations, the Institute considers:
- The student's disability and its impact in an academic setting
- The functional limitations experienced by the student
- The requirements of the course or program
- Information provided by the student, including documentation and self-report
- Whether requested accommodations are reasonable and do not fundamentally alter essential academic or program requirements
- The Institute may consult with SDI program officials, faculty or other authorized designees, as appropriate, to ensure accommodations are reasonable and effective.

Important Considerations

- Accommodations are generally effective after approval and are not typically applied retroactively.
- Students are encouraged to communicate with faculty and the Disability Services Office regarding approved accommodations.
- Not all accommodations are appropriate in every course.
- Certain accommodations may not be appropriate where they would fundamentally alter essential course or program requirements or create an undue administrative or financial burden.

Examples of Accommodations

Depending on individual needs, when appropriate, accommodations may include:

- Extended time for completion of certain types of assignments
- Flexibility with deadlines
- Access to course materials in alternative formats
- Assistive technology or other auxiliary aids and services

Institutional Responsibilities

SDI will:

- Review accommodation requests in a timely and individualized manner

- Engage in an interactive process with students
- Provide reasonable accommodations when appropriate
- Provide each student requesting accommodations with documentation of all approved accommodations
- Provide explanations when requested accommodations are not granted
- Maintain the confidentiality of student information

Student Responsibilities

Students are responsible for:

- Requesting accommodations
- Providing relevant information, when needed
- Communicating with instructors regarding approved accommodations
- Following established procedures for implementing accommodations as defined when accommodations are granted.

Questions, Accommodation Requests, or Additional Information

Students who have questions, wish to request accommodations, or need additional information regarding disability services or accessibility may contact:

Disability Services Office / ADA & Section 504 Coordinator

Amy Clement, PhD

Email: disability.services@sdi.edu

Phone: 1-480-525-6112

Appeal of Disability Accommodation Decisions Procedures

SDI is committed to a fair, individualized, and interactive accommodation process.

Students who disagree with an accommodation decision, including the denial of a requested accommodation, the accommodation provided, or the implementation of an approved accommodation, may seek review of that decision through the process outlined below.

Informal Resolution

Students are encouraged to first discuss their concerns with the ADA/Section 504 Coordinator. In many cases, concerns can be resolved through additional discussion, clarification, or the submission of additional information.

Formal Appeal

If a student remains dissatisfied after attempting informal resolution, the student may submit an appeal by email to accommodations.appeal@sdi.edu within thirty (30) calendar days of the decision or action being appealed. The appeal should include:

- The decision or action being appealed;
- The reason the student disagrees with the decision; and
- Any additional information the student wishes the Institute to consider.

Review and Decision

The Institute will review the appeal, any supporting information, and relevant institutional records. Additional information may be requested if necessary to fully evaluate the appeal. If the ADA/Section 504 Coordinator was involved in the original decision, the appeal will be reviewed by another designated institutional official who was not involved in the original determination.

The student will receive a written decision within a reasonable timeframe, generally within fifteen (15) business days of receipt of the appeal, unless additional time is needed due to the complexity of the matter or the need to obtain additional information. The decision issued through the accommodation appeal process is final.

Additional Complaint and Grievance Options

The accommodation appeal process is intended to address concerns regarding accommodation determinations and implementation. Students who believe they have been subjected to disability discrimination, denied equal access, experienced retaliation, or otherwise wish to raise concerns beyond an accommodation determination may utilize the Institute's Student Grievance Procedure outlined in the current SDI Catalog.
