



SUI

Bringing the future of healthcare

Sacramento Ultrasound Institute

School Catalog

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www.sui.edu

President's Message

Congratulations!

Welcome to Sacramento Ultrasound Institute. It is with great pleasure and honor that I welcome you to Sacramento Ultrasound Institute (SUI). Making the first step to go to college is both a challenge and an opportunity. Every day we see and hear from students and graduates who are realizing their potential and moving ahead into a career path full of new adventures and opportunities. Along with the entire staff and faculty at the SUI, I am committed to your success.

Together we are looking forward to helping you learn and acquire the technical skills as well as life skills you will need to graduate and move forward in a new career. I have always believed that the investment one makes now to prepare for the future is paramount to the quality of life a person will experience later. Work hard to demonstrate the commitment to excellence and commitment to success and before you know it, you will graduate and move on to a new chapter in your life.

Sima Dermishyan
President and Chief Executive Officer

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento,
CA 95798-0818
www.bppe.ca.gov
P: 888.370.7589, F: 916.263.1897

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Accreditation Explained

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Accreditation is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.



Institutional Accreditation

Sacramento Ultrasound Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools.



Programmatic Accreditation

Both Diagnostic Medical Sonography and MRI Technologist programs are programmatically unaccredited.

There are two basic types of educational accreditation, one identified as “institutional” and one referred to as “specialized” or “programmatic.” Institutional accreditation normally applies to an entire institution, indicating that each of an institution’s parts is contributing to the achievement of the institution’s objectives, although not necessarily all at the same level of quality.

Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a “specialized” or “programmatic” accrediting agency may also function in the capacity of an “institutional” accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.



Can the institutional accreditation system be used to determine whether my credit hours will transfer or what courses will satisfy my professional license renewal?

Accreditation does not provide automatic acceptance by an institution of credit earned at another institution, nor does it give assurance of acceptance of graduates by employers. Acceptance of students or graduates is always the prerogative of the receiving institution or employer.

For these reasons, besides ascertaining the accredited status of a school or program, students should take additional measures to determine, prior to enrollment, whether or not their educational goals will be met through attendance at a particular institution. These measures should include inquiries to institutions to which transfer might be desired or to prospective employers and, if possible, personal inspection of the institution at which enrollment is contemplated.

<http://ope.ed.gov/accreditation/FAQAccr.aspx>

Accreditations & Approvals

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This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Institutional Accreditation

Sacramento Ultrasound Institute holds national institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES). ABHES accreditation does not include continuing education courses. ABHES is located at:

7777 Leesburg Pike Suite
314 N, Falls Church, Virginia 22043
(703) 917-9503



Veterans Assistance

Sacramento Ultrasound Institute is authorized for the training of Veterans and eligible persons as an eligible institution. This approval will enable Veterans and their eligible dependents/spouses to utilize their GI Bill benefits/Vocational Rehabilitation Benefits to train to become sonographers.



Workforce Investment Act

Sacramento Ultrasound Institute is approved to accept participants from Workforce Investment Act (WIA), and the Employment Development Department (EDD). More information can be obtained at:

http://www.edd.ca.gov/jobs_and_Training/Workforce_Investment_Act.htm



SACRAMENTOWORKS
IN SCHOOL • IN WORK • IN LIFE

CAPPS

Sacramento Ultrasound institute is a member of the California Association of Private Postsecondary Schools (CAPPS).



Sacramento Ultrasound Institute have not filed for or been involved in any bankruptcy proceedings. Sacramento Ultrasound Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding six years, or has a petition in bankruptcy filed against it within the preceding six years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).



College Campus

SUI is located at 2233 Watt Ave Ste. 150 Sacramento, CA 95825. The school occupies an area that is approximately 10,000 square feet and is shared by administrative offices and academic classrooms.



The administrative offices comprise of 4 private offices for administrators, program directors and instructors, two (2) cubicles for support staff, locked student file vault, one (1) general storeroom, electrical room, and bathrooms.

The academic portion is comprised of four (4) classrooms, two (2) labs, one (1) computer lab, and a student break room.

The student break room is equipped with one (1) refrigerator, two (2) microwave ovens, and a water cooler. Classrooms can accommodate from 12 to 30 students.

All classrooms are equipped with state of the art interactive video conference equipment, DVD, dry-erase writing boards, LCD projectors, and computers that link to SUI's internal network and the internet.

The computer lab contains twenty-two (22) computers connected to the SUI's internal network and the internet. Skeletal, torso and organ models are utilized in each classroom and lab to facilitate visual learning. Each lab also contains active equipment which is utilized to simulate the clinical setting. Positioning labs and phantoms are provided to aid in the educational process.



About SUI

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Our History

1983	Sierra Hi Tech opened to train men and women in the Carmichael area in Drafting, CADD, Electronic Repair, Assembly and Computer related fields
2001	The administration incorporated and changed the name to College of Career Training. Medical practice programs and trade industry practices were offered to upgrade the education to the 21st Century opportunities of employment with Medical Claims / Billing, Physical Therapy Aide, Diagnostic Medical Sonography and Health and Environmental programs.
2009	CCT shifted focus of programs into offering healthcare training while maintaining its core structure and teaching philosophies.
2011	College of Career Training changed its name to the Sacramento Ultrasound Institute to better reflect its new focus.
2015	SUI received institutional accreditation from ABHES.
2016	The administration decided to expand into a 10,000 sq. ft. campus.

SUI Mission Statement

Sacramento Ultrasound Institute is committed to provide our students with an opportunity to learn and work in an environment where quality is always delivered. With our commitment and implementing constructive change, we will continue to produce knowledgeable graduates in the medical field.



MESSAGE FROM OUR

Students

I love this program. The administration is accommodating. The professor/Dr's are the best. They want you to succeed and have designed their courses to provide you with all the knowledge you will need on the job. I wish I became part of this institute years ago. The class and program is like a family to me.

Shiska B.
Student



STUDENT RESOURCES

The staff of Sacramento Ultrasound Institute makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the students, will be referred to the appropriate agencies.

Orientation for New Students

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Sacramento Ultrasound Institute. During this orientation, members of the administration familiarize students with the School facilities and explain academic policies and School regulations.

Tutor Locator

Students who experience difficulty or who have learning challenges will be introduced to a graduate that can offer free tutoring during non-class hours. Interested students should contact the Program Director. Individual tutoring can be arranged by the program director to help struggling students to catch up with the program and to improve academic progress.

Library Resources

Library resources include but are not limited to on-campus computers with internet access, video tapes, CDs and DVDs as well as current magazine publications and medical books. On campus library resources are available for the student use at each campus. Students may access the library Monday through Saturday 9:00 AM to 5:00 PM.

Computer and Internet Resources

Computer and Internet Resources are available for students use at Sacramento Ultrasound Institute. Students have access to equipment and programs that are essential for their educational and work-related experiences.

Housing

Sacramento Ultrasound Institute provides no assistance to find housing, and has no dormitory facilities under its control.

Why Choose SUI

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Students with Disabilities

SUI complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations



Virtual reality cognitive simulation from SIMTICS offers an effective solution for learning complex procedures, and is especially powerful when embedded into an overall training curriculum. Using a standard personal computer with a web browser, SIMTICS Healthcare™ delivers expert, interactive online training for students and professionals.

The unique SIMTICS simulator allows trainees to learn procedures anytime, anywhere, in a safe environment. It is available in two modes: Learn Mode provides guidance to the user, and Test Mode checks proficiency in performing the procedure. The simulator is supported by rich text, 3D anatomy, and video, bringing complex clinical procedures to life in a real-time three-dimensional environment. Quizzes check theoretical knowledge that cannot be tested in the simulator. A personal log book tracks the trainee's complete learning history with scores, time taken, and errors made, which can all be used to assess competency.

LearnSui

The online learning portal is available to students for the idea sharing, communication between faculty and students, quizzes, research exchange, email communications, grades, attendance verification and for the review.

The learning resource platform is accessible 24 hours a day, seven days a week. It provides students with:

- Sacramento Ultrasound Institute's online library and web based resources.
- Email, forums, chat rooms, and threaded conversations
- Text and course materials
- Instructor PowerPoint slides and/or study notes published by the instructor.
- Access to course syllabi and assignments

Employment Assistance

Sacramento Ultrasound Institute provides job search assistance to graduates in good standing. SUI cannot and does not guarantee employment upon graduation. The student must agree to cooperate with our Career Services Coordinators in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews and completing all required assignments.

Finding employment is a joint effort between the student and the college. Sacramento Ultrasound Institute acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries. Sacramento Ultrasound Institute's programs are comprehensive in nature and are designed to prepare students for entry-level positions.

This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as:

- Proper Grooming for Successful Interviews
- Resume Writing
- Successful Interviewing Techniques
- Mock Interviews
- Employment Applications

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

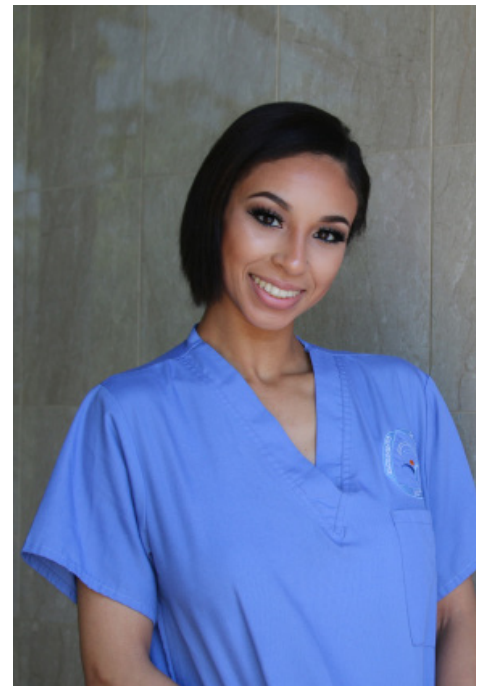
The student will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for career advancement will be greater due to the wide scope of knowledge each graduate will gain from SUI's training programs and their business adaptation.

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The Career Services Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. It should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In

order to maximize chances for success, students must commit to a reasonable time frame to complete the job search process, which typically takes several months beyond graduation.

During this time, the student should maintain regular weekly contact with the school. It should also be understood that a potential employer may consider a job applicant's attitude, grades, attendance, and personal performance on an interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

The Career Services Assistance Coordinator is always available to assist in future years when Sacramento



Ultrasound Institute, Alumnus contemplates a change in employment. Only graduates of Sacramento Ultrasound Institute are eligible for Career Services assistance from SUI Training. Sacramento Ultrasound Institute does not offer employment as an incentive to enrollment.

Career Services & Credit Granting

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This catalog covers all programs and courses offered at Sacramento Ultrasound Institute. There are, however, program specific particulars and guidelines that are explained in much more detail in programmatic Student Handbooks (subject to change without notice). Students must make sure to read and understand all programmatic rules and regulations.



Transfer Credits to SUI

To transfer credits from another institution, official transcripts must be sent directly from the other institution, or armed forces, to SUI for review and evaluation. The credits awarded will be evaluated on a case-by-case basis. A "C" or better is required to receive credit for that particular course or module. The school does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the starting of training in writing. All new students may request exemption from a course(s) based on post-secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for clock hours.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Experiential Learning:

SUI does not grant credit for life experience unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination. SUI will comply with such regulations.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

Articulation Agreements:

Sacramento Ultrasound Institute currently does not have any articulation agreements.

Foreign Transcript/Diploma

All foreign transcripts and degrees must be evaluated and translated by a NACES member evaluated and must indicate that it is the equivalent of a U.S. High School Diploma, Bachelors or Associate Degree in order to be accepted by SUI.

Unit of Credit

Academic credit is measured in clock hours.

Typically, one hour of instructional time is defined as a fifty-minute period. Credits earned at Sacramento Ultrasound Institute are for determining progress towards program completion only. The credits are not typically transferable to another school, college or university.

Semester credit hours are determined as follows:

15 hours of lectures = 1 Semester credit hour

30 hours of laboratory = 1 Semester credit hour

45 hours of clinical = 1 Semester credit hour

Sacramento Ultrasound Institute Clinical Facilities

Sacramento Ultrasound Institute has entered into affiliation agreements with clinical facilities that provide the student with experiences in many areas pertaining to program requirements. Students are assigned to clinical experiences in hospitals and various outpatient centers in the community.

Clinical site availability varies and is closely managed by the Program Coordinator and Career Services Director to provide students with experiences to meet each discipline requirement. The clinical experiences help students gain experience that prepares them for entry-level positions in the medical field. Please refer to the Clinical Handbook for more information.

Travel Disclosure

Every attempt is made to place a student as close to home as possible. However, clinical experiences are often limited by the number of students living within a specific geographic region and by the number of clinical sites available. In addition, students may be required to rotate between clinical sites during the course of their clinical education to ensure all students receive equitable high quality clinical education during their training.

All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. Students may be required to travel more than an hour to clinical sites. Travel to an internship site varies and can be over 100 miles one way from campus. In addition, some of our programs may occasionally conduct labs at our clinical sites. Students/applicants are encouraged to check with their program officials for more details. Rotation requirements will be presented to the students by their respective Clinical Coordinator and/or Program Director.

Transportation for students to internship sites is not provided by SUI. Students should plan accordingly for additional travel costs. The student must provide his/her own transportation. If for any reason the student does not have access to a vehicle for personal use or does not have a valid driver license, the student is responsible for acquiring an alternative form of transportation. It is important for each student to have independent reliable transportation. Internship assignments cannot and will not be based on transportation needs.

EXECUTIVE OFFICERS


Sima Dermishyan / CEO
Samuel Yarmagyan / COO


Sacramento Ultrasound Institute is formed as an S Corporation and is wholly owned by Sima Dermishyan, who also serves as the current Chief Executive Officer.



DMS Advisory Board

 **Spencer Silverbach MD**
Manzanita Medical Clinic

 **Thomas Atlas MD**
Tustin Imaging


 **Debbie Sirna RDCS**
Regional Cardiology Assoc.

 **Libby Rubier**
San Juan Unified

 **Adrian Riggs MBA**
Solano Diagnostics

 **George Lomidze**
Intermed Vein Clinic

 **Darrell Anderson**
Alumni Student

 **Masis Isayan RDCS**
Alumni Student


MRI Advisory Board


 **Charles J. Hall**
ARRT


 **Adrian Riggs MBA**
Solano Diagnostics


 **Spencer Silverbach MD**
Manzanita Medical Clinic

Faculty


 **Fred Schindler**
MRI Director
Email : fre@sui.edu


 **Suhad Alkhalidi**
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 **Faisal Hikmatjo**
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Chief Operating Officer
Email : sam@sui.edu

 **Armine Kocharyan**
Admissions Director
Email : armine@sui.edu

 **Suren Chamichyan**
Financial Officer
Email : samc@sui.edu

 **Alex Petrosyan**
Accountant

Admissions

General Admissions Requirements

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Sacramento Ultrasound Institute as a regular student. Sacramento Ultrasound Institute must adhere to the U.S. Department of Education, the Accrediting Bureau for Health Education Schools (ABHES), and Bureau for Private Postsecondary Education (BPPE) guidelines.

- » Be at least 18 years of age (Age will be verified with Individual's ID)
- » Students must also be able to provide proof of appropriate educational requirement such as:
 - * Copy of high school diploma, or
 - * Copy of high school transcript showing graduation date.
(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
 - * Copy of GED certificate
- » Provide documentation of eligibility to work in the United States.

Sacramento Ultrasound Institute does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

The Admissions Process

1. Attend an Informational session and tour the SUI Campus.
2. Pass the Wonderlic Entrance Exam.
3. Pay the Registration Fee.
4. Submit all required documents for acceptance review.
5. Complete the Enrollment Agreement.
6. Application will be reviewed by the admissions committee.
7. Acceptance and/or denial letter will be mailed sent out.

The Selection Process

Once your application is complete, it is ready for review. So what really happens between when you apply and when you receive your decision? We understand that not knowing the details can add a lot of stress to the waiting period, so we're happy to shed some light into that.

SUI uses a holistic admissions process – we do not employ cutoffs for grade point averages. In our review process:

- We evaluate students' academic records, looking for students who have performed well within the context of their most challenging academic programs.
- We evaluate activities outside the classroom in terms of depth of involvement, roles and responsibilities, and leadership.
- We also evaluate applicants' writing through the application essay.
- We consider letters of recommendation – these often offer the admissions committee context about the applicant, both in the classroom and in the wider community.

Every application is reviewed by at least two readers. Strong applications will then go to the selection committee, where multiple groups of different admissions staff will weigh in.

At SUI we try to be as transparent as possible about our process. If you have any questions, just ask.

Admissions Requirements

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Required Shots & Vaccinations

- Tuberculin (TB) Skin Test—within the last 6 months
- Tetanus/Diphtheria—Current within 5 years
- Measles/Mumps/Rubella (MMR)
- Varicella (chicken pox)
- Flu Shot

Background Check

Applicants are required to complete a general background check prior to the first day of school as well as prior to start of the externship as requested by a hospital/clinical setting. The tuition covers only one background check. Any additional background check costs will be paid by the student.

Sacramento Ultrasound Institute will facilitate background checking procedures. Background check results will be provided to the clinical facility by the clinical coordinator upon request of the clinical rotation. Background check results could impact the student's ability to attend the clinical facility, to complete the program's graduation requirements, or to obtain certification after completion of the program.

Applicants should be aware that the clinical education site has the ability to request an additional background check or to refuse a student based upon the results. Applicants should check State regulations related to criminal convictions and the ability to be licensed/registered.

Health Requirements

- Lift more than 50 pounds and push-and-pull routinely
- Hear sufficiently to assess patient needs and communicate verbally with other healthcare providers
- Have full use of arms, hands, and wrists
- Possess adequate visual acuity to review sonograms, including color distinctions
- Stand and walk on your feet 80% of the time
- Reach at or above shoulder level intermittently for 90% of work time
- Work compassionately and effectively with the sick patients

Registration Fee

All new applicants are subject to pay the \$100 Registration Fee. Individuals who were enrolled, however never started the core program and wish to enroll again are considered to be first-time applicants. Graduates of the SUI who wish to enroll again are considered new applicants. Individuals who are eligible to re-enroll are subject to pay the \$100 Registration Fee if re-enrollment occurs after 180 days of an approved withdrawal date. Individuals who are eligible to re-enroll are not subject to pay the \$100 Registration Fee if re-enrollment occurs within 180 days of an approved withdrawal date.

*The Registration Fee is a non-refundable fee.

Entrance Exam

Wonderlic Exam is a general assessment test that is designed to test the students' level of comprehension and existing knowledge.

It consists of 50 logical thinking questions based on English and math. There is no cost for this exam.

There must be at least 7 days between attempts. Results are valid for one year.

Please note that if a graduate (or current student) applies for another program and his/her SLE result has expired, this person must take a test again.

Re-Enrollment

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remedial or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the reinstatement procedures outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

To repeat a failed section, there will be a meeting between your instructor and administrator and yourself. If this is not arranged within 30 days, you will be placed on 30 days' probation. Conditions for this interruption are determined by a scholastic score of less than 70%. Re-entry requirement would be for you to make-up the exam achieving a minimum score of 70%. If a student fails a final exam he or she will be given up to one week to take an additional final and with 10 points subtracted. Only one make-up is allowed per section.

Registry Disclaimer

The law does not require sonographers to be registered by The American Registry of Diagnostic Medical Sonographers (ARDMS) to work, but such credential may increase the chances of being hired.

Sacramento Ultrasound Institute accepts applicants with a) Bachelor of Science or Bachelor of Arts degree in any field, or who possess an Associate of Science degree in an Allied Health field directed at human patient care.

Graduates who were accepted to the program under prerequisite a.) Specified above are eligible to sit for the ARDMS examination immediately after completion of the program under ARDMS prerequisite 1 (for Associate of Science degree in an Allied Health field graduates) and ARDMS prerequisite 3A (for Bachelor of Science or Bachelor of Arts degree graduates).

For more information about the ARDMS registry and examination you can visit ARDMS website at www.ardms.org or contact them at: The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850, Telephone: (301) 738-8401 / Toll Free: (800) 541-9754, Fax: (301) 738-0312 / 0313.

Both Diagnostic Medical Sonography programs are recognized by the ARRT. Graduates who were accepted with an Associates degree that is NOT in the allied health field will be eligible to sit for the ARRT Sonography examination immediately after graduation.

Non-Discrimination

Sacramento Ultrasound Institute is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct inquiries regarding this policy, if any, to the Assistant Director who is assigned the responsibility for assuring that this policy is followed. Employees may refer to Sacramento Ultrasound Institute's Employee Handbook for more details.





Student Spotlight

"In March of 2010, I was laid from a company after providing fifteen years of employment. I was devastated by this life changing event! It was during this time, that I realized that I wanted to pursue a career in the health care industry. After researching different professions in the medical field, I was determined to become an Ultrasound Technologist.

After researching ultrasound programs in the Sacramento region, I found my home at Sacramento Ultrasound Institute. I soon began my journey with them in February of 2012. During this time of schooling, I felt a direct relationship with the staff at Sacramento Ultrasound Institute. Not only during this time of training, but after graduating, they have continued to support and guide me along the way. During my program, I was given the opportunity to volunteer with the Sutter Memorial Hospital Radiology Department.

After completing the two year program requirements, I decided to take a per-diem Ultrasound position with Enloe Medical Center. In addition to working at Enloe, I gladly accepted a position as an Ultrasound Technologist with Mint Medical to perform vascular studies for Kaiser Permanente. I have continued working for both organizations.

Program Delivery

Instructional delivery at Sacramento Ultrasound Institute is conducted through direct classroom instruction. The lectures and labs are being held on campus and clinical at an assigned clinical site(s).

English Instruction

Sacramento Ultrasound Institute does not offer English as a Second Language instruction. All instruction occurs in English.

Training Refresher

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

Full-Time Student Status

All programs offered by Sacramento Ultrasound Institute are considered full time programs; therefore, students enrolled in a program offered by Sacramento Ultrasound Institute are considered full time (24 hours week).

Graduation Requirements

To receive a Diploma from SUI, the student must successfully complete didactic and clinical hours of the enrolled program and meet all of the following criteria:

1. All financial obligations must be met and paid in full.
2. The student must complete and pass all didactic and clinical courses including all required examinations.



I have no regrets of making this life changing career, in fact, I wish I would have proceeded this dream twenty years ago. This profession has truly changed my life beyond my expectations, and I feel very blessed to have the knowledge to provide outstanding medical health care to patients within our community."

-Darrel A.

Our Programs

Bringing the Future of Healthcare

As a student of Sacramento Ultrasound Institute, you can anticipate a remarkable experience. Our environment and curriculum is designed for you to learn not only through instructor, but also through peers.

MRI Technology Program

The MRI Technology program has been designed to meet the growing demand of Magnetic Resonance Imaging (MRI) Technologists in the field of Diagnostic Medicine.



**MRI Technology
AAS Degree**

According to present job market analysis a large number of qualified individuals are required in the Medical Technologist field.

The objectives of this program are to provide efficient and well trained MRI Technologist to satisfy the present day job market needs.



Diagnostic Medical Sonography Programs

The goals of the SUI Sonography Programs respond to the expectations of the communities of interest served by the Programs: students, graduates, faculty, employers (institutions and physicians), patients, Sacramento Ultrasound Institute, and the profession of Sonography.

Achievement of these goals is assessed through annual Program Evaluation Plan (graduate and employer surveys, and employment rates) which is reviewed relative to the ABHES Guidelines.

The Sonography faculty and Advisory Committees review outcome reports annually and make recommendations for changes to the curricula if outcomes do not meet benchmark levels.

On-going assessment of course content and structure is performed by the Sonography faculty through the use of end-of-course evaluations and SUI faculty evaluations.



**Diagnostic Medical
Sonography**



**Diagnostic Medical
Sonographer Advanced**

MRI Technologist

(Magnetic Resonance Imaging)

- » **Program Hours:** 1675 Hours
- » **Program Length:** 67.5 Weeks
- » **Credits:** 65.5 Semester Credits
- » **Instruction:** Residential
- » **Credential Awarded:** AAS Degree
- » **Accreditation Status:** Unaccredited

Program Overview

The student receives six hundred seventy five (675) hours of didactic training and one thousand (1000) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. In addition, the program prepares students to take their ARMTRIT examinations. Upon completion of the program, an Associate's in Applied Science is awarded. Normal completion time for this program is 65.5 weeks excluding any holiday and vacation times.

Admissions Requirements

- Comply with the General Admissions Requirements for All Programs.

Tuition & Fees

Registration Fee	\$100.00
Books	\$800.00
Equipment	\$430.00
Tuition	\$30,660.00
Total Cost	\$31,990.00

Program Objectives

The student will receive lecture and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the allied medical field as an entry-level MRI Technologist.

Schedule of Courses

Code	Course Title	Lecture	Clinical	Total	ABHES Credit Hours
AP100	Anatomy & Physiology I	75	0	75	5
AP101	Anatomy & Physiology II	75	0	75	4
PSYC100	Applied Psychology in Health Care	50	0	50	3
MATH100	Mathematics for Health Sciences	50	0	50	3
ENG100	College Reading	50	0	50	3
MRI100	MRI Cross Sectional Anatomy	100	0	100	6.5
MRI101	MRI Imaging & Procedures	100	0	100	6.5
MRI102	MRI Physics & Instrumentation	100	0	100	5.5
MRI103	MRI Patient Care & Management	75	0	75	5
CNL100	Clinical Externship I	0	500	500	11
CNL101	Clinical Externship II	0	500	500	11
Total For Program		675	100	2295	93.5

Diagnostic Medical

Sonography

- » Program Hours: 1680 Hours
- » Program Length: 70 Weeks
- » Credits: 68.5 Semester Credits
- » Accreditation Status: Unaccredited
- » Instruction: Residential
- » Credential Awarded: Diploma

Program Overview

The student receives eight hundred and eighty (880) hours of didactic and laboratory instruction and eight hundred (800) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 70 weeks excluding any holiday and vacation times.

Admissions Requirements

- Comply with the General Admissions Requirements for All Programs. and
- Bachelor Degree in any field

Tuition & Fees

Registration Fee	\$100.00
Books	\$870.00
Equipment	\$1,660.00
Tuition	\$28,560.00
Total Cost	\$31,990.00

Schedule of Courses

Code	Course Title	Lecture	Lab	Clinical	Total	ABHES Credit Hours
SUI001	Anatomy & Physiology	120	0	0	120	8
SUI003	Foundations of Sonography	24	0	0	24	1.5
DMS100	Abdomen & Small Parts	100	110	0	210	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	100	116	0	216	10
DMS500	Gynecology / Obstetrics	100	110	0	210	10
DMS600	Clinical Experience I	0	0	285	285	6
DMS601	Clinical Experience II	0	0	248	248	5.5
DMS602	Clinical Experience III	0	0	247	247	5
Total For Program		570	310	800	1680	64

Diagnostic Medical

Sonography Advanced

- » Program Hours: 2295 Hours
- » Program Length: 96 Weeks
- » Credits: 93.5 Semester Credits
- » Accreditation Status: Unaccredited
- » Instruction: Residential
- » Credential Awarded: Diploma

Program Overview

The student receives one thousand four hundred ninety five (1495) hours of didactic and laboratory instruction and eight hundred (800) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 96 weeks excluding any holiday and vacation times.

Admissions Requirements

- Comply with the General Admissions Requirements for All Programs. and
- Associate's Degree in any field

Tuition & Fees

Registration Fee	\$100.00
Books	\$1,120.00
Equipment	\$1,660.00
Tuition	\$39,015.00
Total Cost	\$41,795.00

Schedule of Courses

Code	Course Title	Lecture	Lab	Clinical	Total	ABHES Credit Hours
SUI001	Anatomy & Physiology	120	0	0	120	8
SUI003	Foundations of Sonography	24	0	0	24	1.5
DMS100	Abdomen & Small Parts	100	110	0	210	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	100	116	0	216	10
DMS500	Gynecology / Obstetrics	100	110	0	210	10
DMS300	Echocardiography I	240	210	0	450	23
DMS301	Echocardiography II	0	165	0	165	5.5
DMS600	Clinical Experience I	0	0	285	285	6
DMS601	Clinical Experience II	0	0	248	248	5.5
DMS602	Clinical Experience III	0	0	247	247	5
Total For Program		804	711	780	2295	92.5

Course Descriptions

Bringing the Future of Healthcare

Anatomy & Physiology / 8 Credits

Students will be introduced to the anatomy and physiology of the gastrointestinal tract, Urinary, Endocrine, Male Reproduction, and the Female Breast including techniques for obtaining ultrasound images. In addition, the Senses, Nervous, Musculoskeletal, and Respiratory Systems will be reviewed. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other

Physics & Instrumentation / 8 Credits

Medical terminology, sonography terminology, scanning techniques and the physical principles of physics with color flow. The course develops a working knowledge of sonography, including a survey of diagnostic, diseases, and major body systems and processes. The topics also include mathematical and physical principles of ultrasound, interaction of sound with tissue, generation and detection, instrumentation, imaging artifacts and performance measurements.

Obstetrics / Gynecology / 10 Credits

The Sonographic recognition and interpretations for Gynecology, Embryology, and Obstetrics. The development of the fetus and genetic defects and anomalies and abnormality of the fetus. The normal verses abnormal throughout all terms of the pregnancy are presented at this time.

Foundations of Sonography / 1.5 Credit

This course will provide students with a foundation of how Sonography came to be. It will emphasize on the history of Sonography relating to the technologies that lead to the creation of the ultrasound system.

Clinical Externship I / 6 Credits

The externship is undertaken following the successful completion of all classroom training and consists of 285 unpaid hours. Students will attend externship after completing the required internal clinical experiences at Sacramento Ultrasound Institute. After completing the internal clinical experiences, students will attend externship in an Allied Health Professional clinical site.

Clinical Externship II / 5.5 Credits

The externship is undertaken following the successful completion of all classroom training and consists of 248 unpaid hours. Students will attend externship after completing the required internal clinical experiences at Sacramento Ultrasound Institute. After completing the internal clinical experiences, students will attend externship in an Allied Health Professional clinical site.

Echocardiography I / 23 Credit

This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. The student echocardiographer develops skill in recognizing normal sinus rhythm versus atypical cardiac rhythms. Students learn to interpret common cardiac dysrhythmias, including sinus, atrial, junctional, and ventricular, and integrate this skill into the daily practice of echocardiography.

Echocardiography II / 5.5 Credit

This course complements Echocardiography I with additional lab hours in cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. The student echocardiographer develops skill in recognizing normal sinus rhythm versus atypical cardiac rhythms. Students learn to interpret common cardiac dysrhythmias, including sinus, atrial, junctional, and ventricular, and integrate this skill into the daily practice of echocardiography.

Abdomen & Small Parts / 10 Credits

In depth studies of Liver, Gallbladder, and Biliary System, Pancreas, Abdominal Aorta, Inferior Vena Cava, Portal Venous System, Urinary System with emphasis on the Kidneys. The Lymphatic System is also studied at this time, in relationship to the Spleen. The Thyroid, Breast, Male Pelvis and its reproductive system, Scrotum and Prostate with sonographic recognition of the normal versus abnormal. Medical and Sonography terminology is covered.

Arterial / Vascular / 10 Credits

Medical & Sonography vocabulary, Anatomy, Pathology, and Physiology of the Vascular and Arterial system. An introduction to Vascular Ultrasound with Doppler and Color Flow. The course teaches lower extremities Vascular, Arterial and Carotid Arteries. Medical and Sonography terminology is included.

Clinical Externship III / 5 Credits

The externship is undertaken following the successful completion of all classroom training and consists of 247 unpaid hours. Students will attend externship after completing the required internal clinical experiences at Sacramento Ultrasound Institute. After completing the internal clinical experiences, students will attend externship in an Allied Health Professional clinical site.

Anatomy & Physiology I / 5 Credits

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to medical terminology, the anatomy and physiology of the digestive system, urinary system, female reproductive system, male reproductive system and the nervous system. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an MRI technologist to produce a well imaged body part.

Applied Psych. in Health Care / 3 Credits

Applied Psychology in Health Care applies the basics of psychology to provide caregivers with an understanding of the mental health of patients and themselves. This course prepares health care workers to effectively communicate and provide superior patient care.

College Reading / 3 Credits

This course works to build the skills needed to become stronger readers. This course will show students how thinking skills used while watching television or movies can easily transfer to reading. There will be extensive vocabulary coverage, critical thinking practice throughout, and textbook readings in every chapter to help student's master college reading.

MRI Imaging & Procedures / 6.5 Credits

In this course, students learn the Magnetic Resonance Imaging (MRI) scanning procedures for the central nervous, musculoskeletal chest, abdomen, and pelvis systems. Topics include scanning pulse sequences, positioning and patient care, sectional anatomy, and pathology. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.

MRI Patient Care & Management / 5 Credits

This course focuses on the student's ability to provide basic and appropriate patient care in the MRI environment. The course is broken into key components: patient care & management, CPR/BLS certification, and pharmacology and drug administration procedures. Emphasis is placed on effective communication skills, patient safety, medical ethics, and patient's rights, assessment, proper body mechanics, infection control, emergency medicine in MRI and being aware of the patient's individual needs.

MRI Clinical Externship I / 11 Credits

Students will be introduced to the clinical practice of MRI with emphasis on basic magnetic resonance (MR) scan procedures, MRI safety and patient care. This course requires a 20 week, 25-hours/week clinical rotation under the supervision of a certified MRI technologist.

Anatomy & Physiology II / 5 Credits

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the cardiovascular system, respiratory system, the blood system, lymphatic system, musculoskeletal skin, the eye and ear, and the endocrine system. This course is designed to assist student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an MRI technologist to produce a well imaged body part.

Mathematics for Health Sciences / 3 Credits

This course includes basic math review and deeper concepts, including algebra and geometry, linear equations and graphing, dilutions, solutions, and concentrations, dosage calculations and more. This course is directed towards the health sciences.

MRI Cross Sectional Anatomy / 6.5 Credits

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with RI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles. This course will familiarize the student with the common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. His content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy Component.

MRI Physics & Instrumentation / 6.5 Credits

In this course, students are introduced to the physical principles of Magnetic Resonance Imaging (MRI), including the basic physics of MRI. Topics include magnetism, MRI signal production, image contrast, spatial localization including k-space filling, an introduction to pulse sequence diagrams, maximum intensity projection image formation, diffusion and perfusion, fundamentals of flow including types of flow, flow motion correction, vascular imaging, imaging parameters and tradeoff, artifacts and compensations.

MRI Clinical Externship II / 11 Credits

Students will be introduced to the clinical practice of MRI with emphasis on basic magnetic resonance (MR) scan procedures, MRI safety and patient care. This course requires a 20 week, 25-hours/week clinical rotation under the supervision of a certified MRI technologist.

Academic Policies

Academic policies cover all programs and courses offered at Sacramento Ultrasound Institute. There are, however, program specific particulars and guidelines that are explained in much more detail in programmatic Student Handbooks. Both of our programs have a single Student Handbook that DMS (A) include programmatic rules and regulations (subject to change). Students must make sure to read and understand all programmatic rules and regulations in addition to catalog.

Unit of Credit

Academic credit is measured in clock hours.

Typically, one hour of instructional time is defined as a fifty-minute period. Credits earned at SUI are for determining progress towards program completion only. The credits are not typically transferable to another school, college or university.

Approval Disclosure Statement

Sacramento Ultrasound Institute has been granted approval to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau approval means the institution and its operation comply with the standards established under law for occupational instruction by Private Postsecondary Educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau.

Instruction is in residence with a facility occupancy level that will accommodate 50 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Sacramento Ultrasound Institute awards its graduates a certificate as an acknowledgment of their accomplishment. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Grade Scale

Grade %	Grade	Grade Meaning
90%-100%	A	Excellent
80%-89%	B	Above Average
70%-79%	C	Average
60%-69%	D	Below Average
0%-59%	F	Failing

Semester Credit Conversion

Semester credit hours are determined as follows:

15 hours of lectures = 1 Semester credit hour

30 hours of laboratory = 1 Semester credit hour

45 hours of clinical = 1 Semester credit hour

Changing Programs

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. In the event, the students will either resign a contract or a contract addendum. The student will still be charged for the prior program and will be charged for the new program. The student must first notify the admissions office, financial assistance officer, and student services department prior to changing.

Academic Policies

Bringing the Future of Healthcare

Dress Code

Students must wear the uniform designated by the College, which is typical of the apparel required in the career for which the student is training. Students must dress in a neat, clean, and professional manner every day. Violation of the dress code may result in being sent home.

Performance Fact Sheet

As a prospective student, you are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The School Performance Fact Sheet is also available in PDF format located at www.sui.edu.

Class Size

In order to maintain the SUI's high standards, classes are limited well below the state standards. An average class size contains about 16 students with a maximum of 24.

Smoking

Smoking is not permitted anywhere inside the school facilities or building within the 25ft. Electronic cigarettes are not permitted inside the school facilities or building. Please smoke only at the designated area.

Crime, Accident & Incident Policy

Crime, accident, and/or incident report forms are kept in the school office. Those involved in or witnessing accidents, emergencies, incidents, or crimes should fill out the proper forms. When required, the school will notify appropriate authorities such as 911, fire, police, or medical personnel. The school is not responsible for decisions made by any of these agencies. Every effort will be made to contact the students nearest relative regarding any emergency.

Standard precautionary procedures are followed in the event of an accidental stick and/or possible contamination of a student with bio-hazardous materials. Instructors are well versed in the procedures. All visitors, personnel, and students are reminded not to leave personal belongings unattended. SUI is not responsible for any loss of property. For more information, please refer to the Student Handbook.

Student Records

Sacramento Ultrasound Institute maintains student records in individual student folders according to privacy regulations. Student folders are started for each future student during registration and enrollment to Sacramento Ultrasound Institute. Student folders contain documents such as the registration form, enrollment agreement, transcripts, and other official information. If a student withdraws/is expelled prior to completion/graduation of the program, student folder will also contain documents such as a summary statement of the student's progress, refund calculation, a copy of refund (if applicable) and so on.

Sacramento Ultrasound Institute student folders will contain official information for five years after student separation from the institution. After five years the student folder will be archived into electronic format and will be kept on an offline and encrypted server. Sacramento Ultrasound Institute will maintain the transcripts for all students indefinitely. Students are encouraged to make and archive copies of all important documentation during and after their studies at Sacramento Ultrasound Institute. Students may review their student folders any time under the direct supervision of the Director or a Designated School Official. Should students find their folder information inaccurate or misleading, students are encouraged to voice their opinions and request a review of their student folder by an Admission Advisor/Designated School Official.

Attendance Policy

Bringing the Future of Healthcare

Attendance Policy

There is no doubt that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students.

All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 15% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it and is subject to the progressive discipline policy defined in the student handbook.

Any student missing eight (8) consecutive days regardless of excused or unexcused absences of scheduled classes will be dismissed from program, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). SUI may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness two times in one grading period will be charged as one hour of absence.

If after initial reprimand the tardiness continues, the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the College Director.

Student Absence

The following absences are the only excused absences. Students must provide proof of excused absences:

- Medical Emergency
- Jury Duty
- Family Emergency*

* If you are the sole responsible person for a child or dependent adult and there is a medical emergency, you must provide written documentation from physician.

Medical clearance must be provided to and approved by the program coordinator prior to the student being allowed to return to the clinical setting.

Make-Up Work/Hours

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments. Regardless of whether students are allowed "make-up work," students are responsible for all course material taught. In order to successfully complete the course, the student must maintain 85% attendance in each course. Student may earn the privilege to make-up course hours based on overall class participation, communication, or excused absences. Make up hours can be earned only after class hours, during school business hours. Only lab scanning (DMS Only) and/or assignments provided by the instructor should be used for make-up hours.

Academic Policies

Bringing the Future of Healthcare

Leaves of Absence

If enrollment is temporarily interrupted for a Leave of Absence (LOA), students return to school in the same SAP status prior to the LOA. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the LOA and will not be included in the cumulative attendance percentage calculation. The student must submit an LOA Request Form in writing that is signed and dated in order to be placed on an LOA. The student must specify in detail the reason for they are requesting a leave. Before SUI approves the LOA request, there must be reasonable expectation that the student will return from the leave. The student may take up to one (1) LOA per calendar year.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal. Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, the school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from SUI will receive credit for all work successfully completed up to the point of withdrawal.

Student's Right To Privacy

Sacramento Ultrasound Institute complies with The Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides SUI students with certain rights involving access and release of records that are deemed personally identifiable.

Sacramento Ultrasound Institute departments maintain student records within a locked fire-proof cabinet. Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student. \ Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release.

Pregnancy

If a student should become pregnant, the Program Director must be notified immediately by the student. Students requiring a leave of absence for pregnancy related problems, delivery or other medical condition will be allowed to complete the program when they become physically able. Arrangements for reinstatement must be made within a 12-month period and approved by the Directors. Any student testing positive for, or who is knowledgeable of, a communicable disease is required to disclose such information to the School. The information will be kept confidential; however, the student must understand that his/her condition may affect clinical activities when other persons (students, faculty, staff, and/or patients) are put at risk.

Transcripts

Each student's folder contains the student's academic progress record and evidence of diplomas issued by SUI. The first two Official transcripts requested are issued at no charge. A \$10 fee is charged for subsequent transcript requests. Transcripts will only be released to the student upon receipt of a written and signed request.

Transcripts will be issued in full when all tuition and other fees due the institution are paid current. If partial payment has been made, then an official transcript will be provided that corresponds on a pro-rata basis to the amount of tuition or loan obligation the student has not paid.



STRF Information

Bringing the Future of Healthcare

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The School closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

To qualify for STRF reimbursement, the student must file an STRF application within one (1) year of receiving notice from the Bureau for Private Postsecondary Education (BPPE) the State of California that the school is closed. If the student does not receive notice from BPPE, the student has four (4) years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two (2) years of the final judgment.

It is important that students keep copies of the enrollment form, financial aid papers, receipts, and any other information that documents the monies paid to the school. Questions regarding the STRF Policy may be directed to the Bureau for Private Postsecondary Education (BPPE) the State of California, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959.

Requirements

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 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 either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

Eligibility

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

NOTE for clarification: Distance Education students pay STRF only if they physically reside in the State of California.

Academic Policies

Bringing the Future of Healthcare

Student Grievance and Appeals

Sacramento Ultrasound Institute is dedicated to the fair treatment of and professional conduct with students. Students are first encouraged to discuss any concerns or questions regarding policies and/or decisions rendered directly with the party with which the student has a concern. Should any student have a complaint, the student is asked to discuss the matter directly with an Instructor or Administrator who will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem
2. An effort to identify acceptable options for resolution
3. An attempt to resolve the conflict through the application of one or more of acceptable options for resolution.

If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, he or she may file a written complaint directly to the Assistant Director who will do his/her best to resolve the matter at hand for the benefit of the student and SUI. The Assistant Director will try to explain or alleviate the complaint or grievance that the student presents within five (5) days of receipt. If after following these steps the Assistant Director is unable to remedy the issue and student is still unsatisfied with the solution, then the Director will investigate all written complaints, attempt to resolve all such complaints, and record an entry into the campus's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director will have five (5) days to respond to the grievance and determine a fair course of action. The Director may notify the student of the decision reached. If need be, students may also follow the Appeals Procedures outlined below for further course of action.

Furthermore, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.



Student Identification Card

Within the first week of the program, students will receive a student identification card. If a replacement identification card is required for any reason the student will be charged \$15 per replacement.

It is required for all students to wear their Student Identification Card while in a classroom/clinical setting at all times. Failure to wear identification could impact the student's ability to attend the clinical facilities, to complete the program's graduation requirements, or to obtain registration after completion of the program.

Academic Policies

Bringing the Future of Healthcare

Student Conduct

Students shall conduct themselves in a professional and ethical manner at all times. No profanity in the patient care areas or in the campus or classroom environments is tolerated. Insubordination to faculty and clinical instructors, or dishonesty, could be a reason for immediate expulsion from the program.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of SUI and of the student body. Sacramento Ultrasound Institute reserves the right to expel a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the SUI's community, or failure to comply with the policies and procedures of the Sacramento Ultrasound Institute. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's expulsion from SUI.

Anti-Bullying

Sacramento Ultrasound Institute believes that all individuals, including students, employees, and applicants are entitled to a safe, equitable, and harassment-free experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action and/or law enforcement intervention.

"Bullying" and "harassment" are defined as a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. These behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; put-downs; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Sexual Harassment

SUI is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No associate within SUI may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Sacramento Ultrasound Institute is providing a link to the National Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The California Department of Justice's Internet website, which lists designated, registered sex offenders in California:
<http://www.meganslaw.ca.gov>

Such behavior is considered bullying or harassment whether it takes place on or off SUI property.

Any student, employee, or applicant who believes he or she has been or is currently the victim of bullying or harassment should immediately report the situation to an administrator or another trusted employee of the institution who will be responsible for reporting it to the appropriate authority. Reported incidents will be investigated promptly and thoroughly by SUI's administration. Advising, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Academic Policies

Bringing the Future of Healthcare

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession & whether the student had previous offenses.

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The first day of class will include financial aid and academic orientation.

Academic Honesty

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical Cheating means obtaining answers/material from an outside source without authorization.

Cheating includes, but not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Falsifying data
- Exhibiting other behaviors considered unethical

Student that is caught plagiarising will receive "F" for the presented work including and not limited to being dropped from the program.

Examinations

All electronic devices must be turned completely off during the administration of all forms of evaluation and displayed within the instructor's view. All non-electronic personal belongings will be stored out of all class members' view by storing belongings under the chair and/or desk. There will be no talking or questions during the administration of evaluations. Forms of evaluation include but are not limited to: quizzes, tests, and examinations. Students who are not in compliance with this policy are subject to disciplinary probation or expulsion at the discretion of the college administration.

Financial Information

Financial Obligations

In accordance with California Education Code Section 72237, SUI shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to SUI. Any item or items withheld shall be released when the student satisfies the financial obligation.

Late Payments

A late payment fee of \$25 is assessed to students who do not complete payment of tuition and fees by 12:00 of the due date, except for extenuating circumstances approved by administration.

In-House Financing

Tuition funding is available where the tuition can be financed with the school in equal monthly payments with a pre-determined down payment in accordance with the qualifications of the applicant and as per the enrollment agreement contract at 0% interest. There are no carrying charges, interest charges, or service charges connected with the "in house" financing program. Payment arrangements are made at the time of enrollment.

Student's Right to Cancel

You have the right to cancel your program of instruction, without any penalty or obligations:

1. A full refund of all tuition and fees paid will be made: if a student cancels his/her Enrollment Agreement by notifying the SUI within three days of enrollment; or
 2. Cancels his/her Enrollment Agreement through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, after the three days after enrollment stated in "1." above. The SUI will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
- After the end of the cancellation period, you also have the right to discontinue school at any time; please see Withdrawal from the Program for more details.

Cancellation may occur when the student provides a written notice of cancellation and can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Withdrawal from the program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Consumable Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from Equipment fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

Financial Information

Bringing the Future of Healthcare

Withdrawal from the program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- » The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- » The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- » The student has failed to attend class for two (2) consecutive weeks.
- » The student fails to return from a leave of absence.

For the purpose of determining the date and amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or re-insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Official Withdrawal

In the event a student must withdraw, he/she must consult with the Executive Director and/or Director of Education Programming and notify in writing of his/her official last day.

Unofficial Withdrawal

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education Programming will record the circumstances and last day in writing and include the information in the student's official file.

Veterans Benefits

Applicants to Sacramento Ultrasound Institute who are eligible for VA benefits must comply with the items included in this section as well as all Sacramento Ultrasound Institute's institutional policies. Students may check their eligibility at <http://gibill.va.gov>.

Sacramento Ultrasound Institute is approved for the training of veterans and eligible persons as an eligible institution. Applications for Veterans benefits may be obtained by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. In order to achieve and maintain eligibility in the VA, there are additional requirements placed upon the institution and the applicant who intends to utilize their VA benefits.

Additional Responsibilities for VA Eligible Applicants

Sacramento Ultrasound Institute does not determine any eligibility for VA benefits. The eligible applicant must complete all required VA applications and requirements with the VA and receive VA approval prior to SUI accepting any expected VA funds as part of a tuition payment plan.



VA Review of Prior Training for Transfer Credit

Prior to being accepted into Sacramento Ultrasound Institute, any VA eligible applicant must supply to SUI, providing official documentation of all previous training. This previous training includes any military courses and training, any prior post secondary educational institutions attended, whether traditional college or vocational training, and/or any medical training. Sacramento Ultrasound Institute will review each submitted official transcript or other official documentation to determine if any prior training may be utilized as transfer credit into a program.

Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

Books, Supplies and Equipment

A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion.

VA Transfer Credit

If transfer credit is granted to a VA eligible applicant, the portion of the program that is replaced is not eligible for certification for VA benefits. The applicable part of the program substituted is not billable to the student or VA, or any other agency.

Receipt of VA Additional Notices

The VA requires that all VA eligible applicants receive a copy of the SUI Catalog and that Sacramento Ultrasound Institute documents such disclosures.

Tuition and Other Charges

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

VA Student Bill of Rights

Bringing the Future of Healthcare

- You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurships.
- You have the right to fully explore a program prior to enrolling. You may check out the school's facilities and equipment, inquire about instructors' qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.
- You have the right to check with the Better Business Bureau, or other consumer protection agencies, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.

VA Specific Academic Requirements of Eligibility

VA eligible students must maintain Satisfactory Progress in their program to maintain benefits eligibility. Students not receiving a minimum grade of C in any course will be referred for remediation; please read our SAP Policy for more information

- You have to right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?
- You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of time in the position. You will also be provided with the average starting salary.
- You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.

You are entitled to a clear explanation of the school's refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed just 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school's refund policy to understand the consequences of withdrawing before the end of the term.

- You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment and fees.
- You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.

- You have the right to read and understand the contract, and all other materials, before signing up.
- You are entitled to a clear explanation of the school's cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.
- You have the right to contact the California State Approving Agency at <https://www.calvet.ca.gov/CSAAVE> or the state consumer protection agency if you are unable to resolve a complaint with the school.

Satisfactory Academic Progress

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Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her Sonography Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

Process Overview

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative standards as well as the maximum time allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Director of Education Programming. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same as, Or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.



Checking SAP

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

Sacramento Ultrasound evaluates SAP at the end of each payment period

- Each evaluation must include qualitative, quantitative and maximum time-frame standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Students will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

Satisfactory Academic Progress

Bringing the Future of Healthcare

Evaluation Periods

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)

Remedial course work may be part of or separate from regular qualitative measurement

- Quantitative Measure (Pace)
- Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

DMS Advanced (2295 Hours) Evaluation

1st evaluation	450 hours
2nd evaluation	900 hours
3rd evaluation	1350 hours
4th evaluation	1800 hours
5th evaluation	2048 hours
6th evaluation	2295 hours

DMS (1680 Hours) Evaluation

1st evaluation	450 hours
2nd evaluation	900 hours
3rd evaluation	1290 hours
4th evaluation	1680 hours

Academic Year Definition

900 clock hours and 26 weeks are considered to be an academic year at SUI.

Maximum Time Frame

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
2295	100 Weeks	3443	150 Weeks

****Example:** If an undergraduate academic program is 100 weeks and $1.5 \times 100 = 150$ the time cannot be rounded. If, at any time the student cannot complete the program within the normal time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid. To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

Cumulative hours completed

Cumulative hours attempted

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

Satisfactory Academic Progress

Bringing the Future of Healthcare

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours and determined by the program.

Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled.

At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course.

This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (24) clock hours weekly.

Qualitative Measure

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course.

DMS Advanced (2295 Hours) Evaluation

1st evaluation	450 hours
2nd evaluation	900 hours
3rd evaluation	1350 hours
4th evaluation	1800 hours
5th evaluation	2048 hours
6th evaluation	2295 hours

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress.

Financial Aid Warning

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation.

Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It cannot be assigned for consecutive payment periods. The Warning status is applied only to students with a reasonable expectation of improvement in one payment period. If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility. The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of Title IV eligibility.

Satisfactory Academic Progress

Bringing the Future of Healthcare

Financial Aid Probation

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student should be able to meet the SAP standards by the end of the subsequent payment period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan when he/she will require more than one payment period to satisfactory academic progress standards, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

The Appeal Process

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If the school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.



Federal Financial Aid

Bringing the Future of Healthcare

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

SUI will make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the SUI's website can be found in the student catalog. Paper copies are available upon request.

Verification

Each year the Department of Education selects a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

Financial Arrangements

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job.

Financial Arrangements

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

Reinstatement of Title Iv, HEA Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request.

The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Federal Financial Aid

Bringing the Future of Healthcare

How Eligibility is Determined

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal grant
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In Addition, you must meet one of the following

1. Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

2. Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

3. Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS

You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.



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“Official Voluntary Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent not more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student’s last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student’s withdrawal date is determined after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school’s refund requirement (see school refund calculation).
7. The School’s Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student’s ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student’s file.

Self-Certification Form

The admissions and/or financial aid representative must, upon request, provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans, and the information required to complete the form, to the extent the institution possesses the information.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. The School measures progress in clock hours, and uses the payment period for the period of calculation.

Federal Financial Aid

Bringing the Future of Healthcare

“Official Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

- Date student provided official notification of intent to withdraw, in writing; or
- The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the student’s last date of attendance.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
 - a. The students’ ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received
 - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the student’s last date of attendance.

Federal Financial Aid

Bringing the Future of Healthcare

Return to Title IV Funds Policy

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The Withdrawal Date is the Last Date of Attendance (LDA). For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student



Federal Financial Aid

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The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

(rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Sacramento Ultrasound Institute
2. Sign a repayment agreement with the U.S. Department of Education.

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Overpayment of Title IV

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Federal Financial Aid

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Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students' information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**This policy is subject to change at any time, and without prior notice.*

Refund Vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask the financial officer for a copy.

Return to Title IV Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal.

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Images Used In This Catalog

The Images used in this catalog were taken in 2015 and 2016 of students at Sacramento Ultrasound Institute. Pictures that were not taken at SUI (Stock Photography) will be labelled on the bottom right corner of the image.





Sacramento Ultrasound Institute

School Catalog

2016/17



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