



**2017-
2018**

**Date
Distributed:
6/18/18**

SCHOOL CATALOG

www.sui.edu

**Phone: (916) 877-7977
Fax: (916) 481-4032**

**2233 Watt Avenue #150
Sacramento, CA 95825**

Table of Contents

Accreditation Explained	1
Accreditations & Approvals	2
About SUI	3
Student Resources	4
Admissions	7
The Admissions Process	7
Entrance Exam	7
Health Requirements	7
Required Shots and Vaccinations	7
Registration Fee	8
Background Check	8
General Admission Requirements for all Programs	8
Foreign Transcript/Diploma	8
Program Specific Admissions Requirements	8
Registry Disclaimer	9
Incarcerated Applicants	9
Re-Enrollment	9
Clinical Sites	10
Travel Disclosure	10
Advanced Placement & Credit Granting	10
Our Programs	11
MRI Technologist	12
Diagnostic Medical	13
Diagnostic Medical	14
Course Descriptions	15
Administrative Policies	17
Unit of Credit	17
Non-Discrimination	17
Approval Disclosure Statement	17
Students with Disabilities	18
Program Delivery	18
Graduation Requirements	18
Performance Fact Sheet	19
Changing Programs	19
Crime, Accident & Incident Policy	19

MRI Safety.....	19
Transcripts.....	20
Student Records.....	20
Student’s Right To Privacy	20
Student Identification Card	20
Attendance Policy.....	21
Leaves of Absence.....	22
Pregnancy Policy.....	22
Make-Up Work/Hours.....	22
Student Tuition Recovery Fund (STRF).....	23
Student Grievance and Appeals.....	24
Student Conduct.....	24
Anti-Bullying.....	25
Sex Offender Registry.....	25
Sexual Harassment.....	25
Drug Policy.....	26
Academic Honesty.....	26
Financial Information.....	27
Financial Obligations.....	27
Cost of Attendance.....	27
In-House Financing.....	27
Veterans Benefits.....	28
Federal Financial Aid.....	29
Satisfactory Academic Progress.....	31
Financial Aid Warning.....	33
Financial Aid Probation.....	33
Verification.....	34
Student’s Right to Cancel.....	34
Withdrawal from the program.....	35
Return to Title IV Funds Policy.....	36
The Calculation Formula.....	37

Accreditation Explained

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

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 for 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 and/or MRI Technologists.

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



SACRAMENTOWORKS
IN SCHOOL • IN WORK • IN LIFE

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

CAPPS

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



Sacramento Ultrasound Institute has 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.).

About SUI

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.

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 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.

Statement of Ownership

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.

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 Locater

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 Friday 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. According to www.rentals.com rentals in the Sacramento area start at approximately \$700.00 per month.

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 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 Placement Coordinator 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 Placement 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 Placement 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 Placement assistance. Sacramento Ultrasound Institute does not offer employment as an incentive to enrollment.

Academic Calendar

Holiday	Date
New Year's Day	1/1/18
Martin Luther King Jr. Day	1/15/18
President Day	2/19/18
Spring Break	3/26/18 - 3/30/18
Memorial Day	5/28/18

Holiday	Date
Summer Break	7/2/18-7/13/18
Labor Day	9/3/18
Columbus Day	10/8/18
Veterans Day (Observed)	11/12/18
Thanksgiving	11/22/18
Winter Break	12/17/18 -1/4/19

Upcoming Start Dates

Program	Start Date
DMS / DMS Advanced	1/8/18
AAS MRI	4/2/18
DMS / DMS Advanced	7/23/18

DMS Advisory Board

Fred Samimi MD

Darrell Anderson

Alumni Student

Thomas Atlas MD

Tustin Imaging

Adrian Riggs MBA

Solano Diagnostics

Masis Isayan RDCS

Alumni Student

Debbie Sirna RDCS

Regional Cardiology Assoc.

George Lomidze

Intermed Vein Clinic

Teri Blum

St. Joseph's Medical Center

Yesenia Valderrain

St. Helena Medical Center (Echo)

MRI Advisory Board

Charles J. Hall RTR CT MR

Solano Diagnostics

Andy Young RTR CT MR

Solano Diagnostics

Fred Samimi MD

Faculty

Fred Schindler RTR MR CT

AS Radiology - University of Akron

MRI Asst. Director (Full-Time)

Email : fred@sui.edu

Suhad Alkhalidi RDMS

MD - Al-Mustansiriya University

DMS Instructor (Part-Time)

Email : suhad@sui.edu

Faisal Hikmatjo RDMS

MD - Nangarhar University

DMS Instructor (Part-Time)

Email : faisal@sui.edu

Bashir Noori RDCS

MD - Sina Balkh Medical College

DMS Instructor (Part-Time)

Email : abdul@sui.edu

Blerina Thaci RDCS

MD - University of Tirana

Clinical Coordinator (Part-time)

Email : bthaci@sui.edu

Malvina Merva RDMS, RVT

KPSAHS

DMS Lab Instructor (Part-time)

Email : mmerva@sui.edu

Bart Thaci MD

MD - University of Tirana

MRI Program Director (Part-time)

Email : bartthaci@sui.edu

Staff

Sima Dermishyan

CEO/DMS Program Director

Email : sima@sui.edu

Lovell Watson

Financial Aid Director

Email : lwatson@sui.edu

Samuel Yarmagyan

Chief Operating Officer

Email : sam@sui.edu

Linda Larson

Accountant

Armine Kocharyan

Admissions Director

Email : armine@sui.edu

Pamela Waldon

Compliance Director,

Registrar

Email : pwaldon@sui.edu

Executive Officers

Sima Dermishyan

Samuel Yarmagyan

Admissions

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.

The Admissions Process

1. The student must tour the facility and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.
2. Pay Registration Fee (\$100.00 *Non-refundable)
3. Submit required paperwork: Statement of Intent, Resume, Clinical Observation Form, Official Transcripts, Recommendation Letters.
4. Pass the Entrance Exam
5. Provide remaining required documents

SUI utilizes a rolling admissions process. Once the enrollment period is open for the upcoming cohort, applicants are invited to submit the required documentation for their Application. Upon the receipt of a completed application, the admissions committee convenes to review the application. The committee will convene within two to three weeks of the file completion. Based on the committee's decision, the Admissions Director will send notification of acceptance or denial.

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 the test again.

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

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

Articulation Agreements:

Sacramento Ultrasound Institute currently does not have any articulation agreements.

Required Shots and 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

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.

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 the intended clinical site. The tuition covers one background check. Any additional background check costs will be paid by the student. Sacramento Ultrasound Institute will facilitate background check procedures. Background check results will be provided to the clinical facility by the student upon request of the clinical education site. 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.

General Admission Requirements for all Programs

- 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.

Program Specific Admissions Requirements

Program	Minimum Degree Requirement	Minimum Entrance Exam Score
Diagnostic Medical Sonography	Bachelor's Degree (Any Field)	20+
Diagnostic Medical Sonography Advanced	Associate's Degree (Any Field)	20+
AAS in MRI Technology	High School Diploma / GED	20+

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.

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 admission.

Re-Enrollment

Individuals may not always be eligible to re-enroll to Sacramento Ultrasound Institute. The situations detailed below outline the various circumstances in which re-enrollment may or may not be permissible. All students must comply with current academic year enrollment policies at the time of re-enrollment. Students that re-enroll after 180 days after the last date of attendance (LDA) will be charged additional tuition at the prevailing tuition rate; repeated coursework will extend the program length and total cost.

Expulsion

Students can be expelled by the College (involuntary) mainly for two reasons: Academic and Disciplinary.

Academic Expulsion

Individuals who were expelled for academic reasons can be re-enrolled into the same program one (1) time. A re-enrolled student (who was previously expelled for academic reasons) is placed on academic probationary status. For more information, see student handbook.

Re-enrolled students with academic probationary status are not eligible for financial aid until they successfully pass the course they are repeating with the grade of C or higher. Once the student successfully passes the course with the letter C or higher, the student may be eligible to receive Financial Aid. Individuals who were expelled for a second time are not permitted to re-enroll.

Disciplinary Expulsion

Individuals who were expelled for disciplinary reasons are not permitted to re-enroll to the same program and may not be eligible to enroll to the College.

Withdrawal

Students may withdraw voluntarily. Students may voluntarily withdraw one time to be able to re-enroll. Individuals who withdraw voluntarily for more than one time may not re-enroll. 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.

Clinical Sites

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 Placement 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 externship site varies and can be over 125 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 externship 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. Externship assignments cannot and will not be based on transportation needs.

Advanced Placement & Credit Granting

There is no charge for review of transfer credit or experiential learning. Students must submit official transcripts for evaluation prior to the final application interview (Special circumstances will be considered on a case-by-case basis). Students will receive a written evaluation of credits either accepted or denied. All decisions on transfer credit or experiential learning are final; appeals are not accepted. Students can be granted credit for up to 50% of the total hours in the program.

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. Transfer credit towards a certain program, experiential learning, challenge examinations, and achievement tests may be given for related previous education. If the credits were granted within the last five (5) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA) and the student received a course grade of a C or higher.

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.

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.

Our Programs

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 Weeks
- » Credits: 65.5 Semester Credits
- » Instruction: Residential
- » Credential Awarded: AAS Degree
- » SOC Code: 29-2035

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 ARRT 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.

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 in accordance with ARRT Standards.

Courses

Code	Course Title	Lecture	Clinical	Total	Credits
AP100	Anatomy & Physiology I	75	0	75	5
AP101	Anatomy & Physiology II	75	0	75	5
PSYC100	Applied Psychology in Health Care	48	0	48	3
MATH100	Mathematics for Health Sciences	48	0	48	3
ENG100	College Reading	48	0	48	3
MRI100	MRI Cross Sectional Anatomy	102	0	102	6.5
MRI101	MRI Imaging & Procedures	102	0	102	6.5
MRI102	MRI Physics & Instrumentation	102	0	102	6.5
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	1000	1675	65.5

Diagnostic Medical

Sonography

- » Program Hours: 1680 Hours
- » Program Length: 72 Weeks
- » Credits: 64 Semester Credits
- » SOC Code: 29-2031
- » Instruction: Residential
- » Credential Awarded: Diploma

Program Overview

The student receives nine hundred (900) hours of didactic and laboratory instruction and seven hundred eighty (780) 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 72 weeks excluding any holiday and vacation times.

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 1	0	0	285	285	6
DMS601	Clinical Experience 2	0	0	248	248	5.5
DMS602	Clinical Experience 3	0	0	247	247	5
Total For Program		564	336	780	1680	64

Diagnostic Medical

Sonography Advanced

- » Program Hours: 2295 Hours
- » Program Length: 96 Weeks
- » Credits: 92.5 Semester Credits
- » SOC Code: 29-2031
- » Instruction: Residential
- » Credential Awarded: Diploma

Program Overview

The student receives one thousand five hundred fifteen (1515) hours of didactic and laboratory instruction and seven hundred eighty (780) 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.

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
DMS301	Echocardiography 1	240	210	0	450	23
DMS301	Echocardiography 2	0	165	0	165	5.5
DMS400	Arterial / Vascular	100	116	0	216	10
DMS500	Gynecology / Obstetrics	100	110	0	210	10
DMS600	Clinical Experience 1	0	0	285	285	6
DMS601	Clinical Experience 2	0	0	248	248	5.5
DMS602	Clinical Experience 3	0	0	247	247	5
Total For Program		804	711	780	2295	92.5

Course Descriptions

Anatomy & Physiology / 8.5 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 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 the 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 ultrasound technologist to produce a well-imaged body part. Medical terminology related to each body system is also included.

Ultrasound Physics / 8 Credits

This course will introduce fundamental sonographic theory including terminology, equipment, basic transducer construction and function, introduction to Doppler, and adjusting system controls for image acquisition. This course will cover beginning concepts in sonographic physics including pulsed sound parameters, intensities, and interactions of sound with media, range equation, transducers, sound beams, and axial and lateral resolution, calculate the axial and lateral resolutions for a particular system.

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 versus abnormal throughout all terms of the pregnancy are presented at this time.

Foundations of Sonography / 1.5 Credits

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.

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 / 23 Credits

Scanning protocols and practice in ultrasound examination of the vascular structure. 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. Also, Medical and Sonography terminology.

Echocardiography 1 / 23 Credits

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 2 / 5.5 Credits

This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures. Emphasis is placed on the latest modalities and specialties of a fetal, pediatric and adult noninvasive cardiac diagnostic study.

Clinical Experience 1 / 6 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

Clinical Experience 2 / 5.5 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

Clinical Experience 3 / 5 Credits

This clinical course specifically introduces scanning techniques, scan protocols and procedures within the laboratory setting and an orientation to the clinical setting. Topics of this course include sonographer/patient interaction, application of ultrasound instrumentation, ergonomics, and exam protocols for the aorta, IVC, liver, biliary system, pancreas, spleen, urinary system, potential abdominal spaces, female pelvis, and superficial structures.

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 Psychology 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. This 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.

Administrative Policies

This catalog covers all programs and courses offered at SUI. 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.

Unit of Credit

Academic credit is measured in clock hours.

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

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.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Sacramento Ultrasound Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sacramento Ultrasound Institute to determine if your credits, or diploma will transfer.

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.

Program Delivery

Instructional delivery at Sacramento Ultrasound Institute is conducted through direct classroom instruction. Lectures and labs are held on campus. Clinical instruction is completed at assigned clinical site(s).

English Instruction

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

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.

Graduation Requirements

To be considered a graduate of SUI, the student must successfully complete didactic and clinical hours of the enrolled program and must complete the graduation process. SUI will withhold the student's diploma until all financial obligations are met in full.

Performance Fact Sheet

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

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

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.

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.

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 re-sign 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 aid office, and the Program Director prior to changing.

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. In the case of an accident, injury, or illness on school premises and/or affiliated clinical sites, the student must report the incident to appropriate supervisor. For more information, refer to the Student Handbook.

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.

MRI Safety

Pregnant students are expected to follow the recommendations of the ACR and the MRI department regarding pregnant health care practitioners as outlined in the ACR White Paper on Magnetic Resonance (MR) Safety and MRI Safety Policy for Pregnant Patients, Staff and Visitors.

ACR Pregnancy-Related Issues: Pregnant health care practitioners are permitted to work in and around the MR environment throughout all stages of their pregnancy. Acceptable activities include, but are not limited to, positioning patients, scanning, archiving, injecting contrast, and entering the MR scan room in response to an emergency. Although permitted to work in and around the MR environment, pregnant health care practitioners are requested not to remain within the MR scanner bore or Zone IV during actual data acquisition or scanning.

MRI Department Safety Policy: Pregnant staff and health care providers may enter the scan room when the static field is on, but should not remain in the room during the scan.

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 \$15 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.

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.

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 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.

Student Identification Card

Within the first week of the program, students will receive a student identification card through the Assistant Director. If a replacement identification card is required for any reason the student is responsible for all applicable fees.

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 certification after completion of the program.

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 according to the Progressive Disciplinary Process (See Student Handbook). Students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student will be dropped from the class and must wait until it is offered again to retake it.

Any student missing eight (8) consecutive days regardless of excused or unexcused absences of scheduled classes will be dismissed from school, 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. A tardy of more than 15 minutes 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 Program Director.

While it is preferable that all students report to the institution for exit interviews upon withdrawal from courses, the student receiving Department of Veterans (DVA) benefits must report to the institution immediately upon withdrawal or dropping from courses.

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.

Leaves of Absence

If enrollment is temporarily interrupted for a Leave of Absence, the student returns to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Per SUI's Leave of Absence Policy all requests for a LOA must be in writing, be signed, be dated, and the reason for the student's leave must be included on a student's application for an LOA. Before SUI grants a LOA, there must be reasonable expectation that the student will return from the leave.

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. 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 school will receive credit for all work successfully completed up to the point of withdrawal.

Pregnancy Policy

If a student becomes pregnant during a component of the program, she may voluntarily inform the Program Director, in writing, of her pregnancy.

Option 1 The student may continue in the program if she chooses, without modifications to any component of the program.

Option 2 The student may take a leave of absence.

Option 3 The student may withdraw from the program and reapply in accordance with School policies.

Option 4 The student, in writing, may withdraw her declaration of pregnancy at any time and/or for any reason.

Due to the need for special radiation protection education, counseling by the safety officer (SO) is available.

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. Make-up hours must be completed before the end of the class. 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 pass 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 and by doing lab scanning.

Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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. 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 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 federal, 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, failure to comply with the policies and procedures of the Sacramento Ultrasound Institute, or convicted of a felony. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student's expulsion from SUI.

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.

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.

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>

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.

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.

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 labeled on the bottom right corner of the image.

Drug Policy

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. Students are not allowed to be under the influence of any illegal substances as defined by federal law while enrolled in any program offered at SUI.

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 ineligibility 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

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

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.

Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by SUI for the 2016-2017 academic year. Please note that the Cost of Attendance stated below is for one academic year only (900 Clock Hours) and that all of the programs below are more than one academic year in length. Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Director of Financial Aid. The cost of attendance listed below is for a students that do not live with their parents.

Program	Tuition & Fees	Loan Fees	Books/Supplies	Transportation	Room & Board	Personal Expenses	Total Cost of Attendance
DMS	\$15,300.00	\$100	\$2,530.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,253.00
DMS Advanced	\$15,300.00	\$100	\$2,530.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,253.00

Total Program Cost

Program	Registration Fee	Books	Equipment	Tuition	Total Cost
DMS	\$100.00	\$870.00	\$1,660.00	\$28,560.00	\$31,190.00
DMS Advanced	\$100.00	\$1,120.00	\$1,560.00	\$39,015.00	\$41,795.00
AAS MRI Technology	\$100.00	\$800.00	\$430.00	\$30,660.00	\$31,990.00

School Financing

When a balance remains after all credits from aid and other sources, a student may be set up on a payment plan to be completed within 36 months of the start date. Payments must be made monthly. Interest is charged with this payment plan. The interest rate may vary from 2% - 6%. The interest rate is determined by the repayment option (s) the student selects. The first payment is due within the first 30 days of the scheduled class date. Payments are made directly to TFC Credit Corporation.

Additional Charges

Charge	Cost
Late Fee	\$25.00
Nonsufficient Funds	\$25.00
Duplicate Diploma	\$15.00
Duplicate Transcript	\$15.00

Textbooks

Textbooks may be purchased from another source, but they must be those required by Sacramento Ultrasound Institute and in the student's possession for use on the first day of classes.

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.

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 \$100 need not be subject to proration. Where the established registration fee is more than \$100, the amount in excess of \$100 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.

Maximum Timeframe

VA benefits are paid for 100% of the published program length and not up to 150% of the maximum timeframe.

Federal Financial Aid

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.

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.

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.

Federal Pell Grant

This grant is designed to assist students with the greatest needs who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the USDOE.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This grant is available to students with exceptional financial need, students with the lowest EFC, and with priority given to Federal Pell Grant recipients. In determining student eligibility, the academy will base the selection on procedures designed to grant FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the USDOE. The funds are awarded proportionally across campuses and program start dates. The grant amounts vary; please check for current award amounts at www.sui.edu/financial-aid

FEDERAL LOANS

Federal student loans need to be repaid. There are two types of Direct Loans: Subsidized and Unsubsidized.

You must have financial need to receive a Subsidized Direct Loan. The USDOE will subsidize the interest that accrues during certain periods. Financial need is not a requirement for an Unsubsidized Direct Loan. You are responsible for paying the interest that accrues on Unsubsidized Direct Loans during all periods. Stafford Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program the loan funds are made available by the USDOE and repaid to them.

PLUS LOANS

PLUS Loans are loans parents can obtain to help pay for the cost of education for their dependent undergraduate children. PLUS Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program the loan funds are made available by the USDOE and repaid to them.

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.

For additional FSA information, please visit:
www.studentloans.gov

Satisfactory Academic Progress

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

Checking SAP

Student's SAP evaluations occur at the end of a payment period.

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 measure)
- Quantitative Measure (Pace)
- Maximum time frame.

At the time of review, any student who is not in compliance with SAP standards will be placed on financial aid warning. Students will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

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 on page 19 of this catalog 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 page 19 of this catalog and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course.

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	96 Weeks	3443	144 Weeks

Academic Year Definition

900 clock hours and 38 weeks are considered to be an academic year at SUI.

Evaluation periods

DMS (1680 Hours) Evaluations		DMS Advanced (2295 Hours) Evaluation	
1st evaluation	450 hours	1st evaluation	450 hours
2nd evaluation	900 hours	2nd evaluation	900 hours
3rd evaluation	1290 hours	3rd evaluation	1350 hours
4th evaluation	1680 hours	4th evaluation	1800 hours
		5th evaluation	2048 hours
		6th evaluation	2295 hours

****Example:** If an undergraduate academic program is 96 weeks and $1.5 \times 96 = 144$ 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.)

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 Chief Academic Officer notifies the Office if the school changes academic policies.

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 period 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.

The student will be placed on an academic plan when he/she will require more than one payment period to meet 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. At the completion of the plan, the student with 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 be placed on financial aid probation and no longer be eligible for Title IV aid. Arrangements for payment must be approved within 10 school days after notification of loss of Title IV eligibility.

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.
- A personal situation or emergency.

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

Financial Aid Probation

A student, who has not improved his or her standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be placed in financial aid probation and 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.

Probation will only be for one additional payment period. If student fails to meet SAP at the end of the second pay period, the student will be terminated from the program.

The Appeal Process

Students have the opportunity to have their financial aid eligibility reinstated by appealing the decision to 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 Chief Operating Officer, who will meet with the Financial Aid Committee to make a decision on the appeal. If the committee approves the appeal, the student will be placed on financial aid warning 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.

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 registrar will provide a decision in writing within ten (10) business days of the date of decision.

Reinstatement of Title IV, HEA Aid

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

The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Committee. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Verification

Each year the Department of Education randomly selects one out of three financial aid applicants for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) 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 (EFC) and possibly the financial aid available, the student will be notified by email or in writing.

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% 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 the \$100 registration fee, and less any deduction for unused equipment not returned, within thirty (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 the 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 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 reinsured 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 Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Admissions Director, Program Director and Financial Aid 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.

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.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent not more than 8 scheduled class 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.

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
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

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.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

(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 percentage 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.

The 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 the 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.

Post Withdraw

If the student did not receive all earned funds, then a post-withdraw disbursement may be due. The School may use a portion or all of your post-withdraw disbursement for tuition and fees (per the Enrollment Agreement). 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.

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.

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 prorate 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 an 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.

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 the student does not already know what the School refund policy is, the student 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.

Questions about this Catalog?

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



Sacramento Ultrasound Institute

School Catalog

2018



Sacramento Ultrasound Institute
2233 Watt Ave #150
Sacramento, CA 95825

Phone : (916) 877-7977
Fax : (916) 481-4032
Email : admissions@sui.edu

www.sui.edu