

small community bound to do big things

UNITED MEDICAL INSTITUTE
("UMI")
CATALOG



2018-2019

Effective Dates
09/30/2018-07/31/2019

5280 Auburn Blvd., Sacramento, CA 95841
Phone: (916) 334-5118 info@unitedmedicalinstitute.com
www.unitedmedicalinstitute.com



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APPROVALS AND ACCREDITATION

United Medical Institute 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 (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at www.bppe.ca.gov. 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798. Telephone: 916-431-6959, or (888)370-7589, or Fax: 916-263-1897.

United Medical Institute is approved to accept participants with Post 9/11 GI Bill® benefits.

United Medical Institute is a member of the Society of Diagnostic Medical Sonography.

United Medical Institute is a member of the Better Business Bureau.

United Medical Institute is a member of California Association of Private Postsecondary Schools





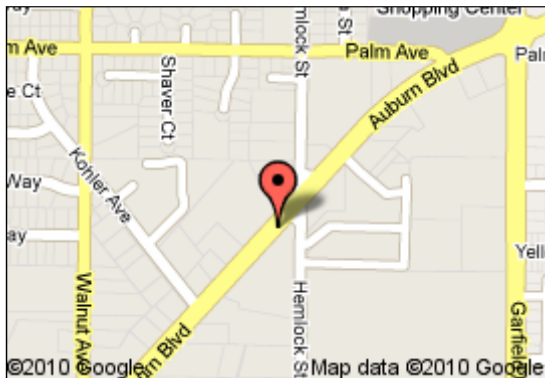
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798. Website: <http://www.bppe.ca.gov>. Telephone: 916-431-6959, or (888)370-7589, or Fax: 916-263-1897

SCHOOL LOCATION & GENERAL DESCRIPTION OF FACILITIES

The campus is located in a modern professional plaza. The campus houses 5 classrooms, an imaging lab, and a library. There are administrative and educational offices, a reception area, and separate student and faculty lounges. The imaging lab is equipped with ultrasound scanners capable of performing general and specialized procedures and color-flow imaging. Standard equipment includes a film library of case studies, a physical and online library of texts, reference books, journals, as well as, computers, TV sets and VCRs, Printer, Internet and audio and video aides, all physical copies of materials remain on campus and are not checked-out. All class sessions are held at 5280 Auburn Blvd. Sacramento, CA 95841.

School Location:



UNITED MEDICAL INSTITUTE
5280 Auburn Blvd. Sacramento, CA 95841
Phone: (916) 334-5118
Fax: (916) 334-6852
Website: www.unitedmedicalinstitute.com
E-mail: info@unitedmedicalinstitute.com



MISSION AND GOALS

Mission

The mission of United Medical Institute is to empower students to develop and achieve their personal, educational, and career potentials in becoming competent and ethical healthcare professionals.

In pursuit of its mission, UMI provides education and services supportive of students' efforts to succeed academically, professionally, and personally. The students' educational experience is grounded in UMI's comprehensive program curriculum that integrates theory and intensive hands-on training using the industry's most relevant and appropriate technology, and in personalized coaching and guidance by dedicated faculty, who are expert-level medical professionals and teachers.

Institutional Goals

- Goal #1:** To provide quality educational opportunities for students.
- Goal #2:** To facilitate student development of problem-solving and critical thinking skills.
- Goal #3:** To help students to develop learning skills, to demonstrate good citizenship, and to engage in activities supporting community.
- Goal #4:** To prepare graduates to be highly qualified and ethical entry level professionals.
- Goal #5:** To support UMI's community and region in meeting the needs for qualified healthcare professionals.
- Goal #6:** To create an educational and professional environment supportive and appreciative of cultural diversity among students, faculty, and staff.

Schoolwide Learner Outcomes (SLO's)

United Medical Institute's graduates will be able to demonstrate:

1. Effective oral and written communication skills.
2. The ability to work effectively in teams.
3. Critical thinking and problem solving.
4. Commitment to lifelong learning and professional development.
5. Technological and information literacy.
6. Appreciation and respect for human and cultural diversity.

Development and Revision of Mission, Goals, and Outcomes: The UMI's managers, faculty, and staff will develop and review annually the institutional mission statement, goals, outcomes, and assessment procedures. The Program Advisory Board will review each of the aforementioned.

Students We Serve

UMI focuses on students who are adult members of the general public and who have an interest and aspiration to train to become highly skilled and ethical professionals in medical field

HISTORY

United Medical Institute was founded in 2006 by an immigrant doctor to offer training programs in medical and healthcare careers. Since 2009, the Diagnostic Medical Sonography program has been the core of UMI's education curricula.

After the unfortunate passing of UMI's founder in 2017, United Medical Institute has welcomed a new owner, President and CEO Dr. Inna Lisker to continue to build on UMI's history of offering high quality education in the medical field and helping Northern California's community to meet its needs for highly competent, ethical, and culturally diverse health care professionals.



Dr. Inna Lisker has brought with her high academic credentials, decades of leadership and academic experience in postsecondary career and higher education, as well as her pledge to continue to provide an empowering educational environment for adult students committed to their educational and career goals in pursuit of their American Dream.

School Leadership

Inna Lisker, MBA, PhD- President/CEO. BS, University of Illinois, Urbana-Champaign; MBA, University of California, Irvine; PhD, Capella University; Graduate Certificate in Legal Studies, Harvard Extension School.

SCHOOL POLICIES AND RULES

Please refer to your enrollment agreement or enrollment contract for specific terms under which you are to enroll. Changes to UMI policies (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California or UMI's accrediting body) will be added by means of an addendum and will appear at the end of the UMI catalog; or a revised catalog will be made available with the revision dates clearly stated.

It is the responsibility of each student, faculty member, administrator, and staff member to be familiar with UMI's policies.

Drug and Alcohol Abuse Prevention

United Medical Institute is committed to maintaining an alcohol and drug-free environment for students and employees. Our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non- prescription drugs, if doing so could

impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion. Violations of the law will also be referred to the appropriate law enforcement authorities.

United Medical Institute makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in another student. Any student who needs counseling or help with substance or alcohol abuse should consult the campus or program director.

Breaks

During class time, breaks are scheduled for 10 minutes for every clock hour of class. Students are expected to leave and come back from breaks on time. Students are not permitted to use tobacco products (including e-cigs) during class or laboratory activities.

No Weapons Policy

United Medical Institute prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UMI.



School Property Damage

Students are responsible for damage incurred to school property or equipment, whether willful or accidental, including abuse or loss of library books, tapes, classroom and other school devices and material.

Visitors and Guests

Family members, friends, or other unauthorized visitors are not allowed in the classrooms at any time without special permission from school administration.

Student Behavior

Any behavior unbecoming of a healthcare and medical professional may result in program dismissal. Such behavior includes, but not limited to, swearing, gambling, vulgarity, disrespect, lying, afflicting mental or physical injury to others, cheating, stealing, or any actions that threaten physical safety of a human being, or excessive misbehavior or defiance.

Cell Phones and Other Personal Communication and Digital Technologies

Cell phones must be turned off in class and clinical settings at all times, unless the instructor permits restricted use of cell phones for specific educational purposes or projects. Use of cell phones and other smart devices for personal purposes are not permitted during class sessions. Students may use their cell phones on campus before or after class and during breaks in the designated areas or outside the school. Students who are not in compliance with this policy are subject to disciplinary actions.

In case of emergency, family and friends should be instructed to call the school administration at (916) 334-5118 and the student will then be notified.

Administration of Examination

All electronic devices must be turned completely off and displayed within the instructor's view

during the administration of all forms of evaluation, exams, and tests, unless specifically authorized by the test administrator based on the test modality and format. All non-electronic personal belongings must be stored out of sight under the chair or desk. There will be no talking or questions during administration of evaluations, exams, tests, or quizzes. Students who are not in compliance with this policy are subject to disciplinary actions at the discretion of the school administration.

Electronic Recording

United Medical Institute prohibits video recording of any kind on campus or at a clinical site by students and/or by any other individuals without an explicit permission by UMI's administration to do so. This policy is in order to protect the privacy of all students, faculty, staff, as well as clinical site employees and patients in addition to protecting the confidentiality and intellectual property of all instructional material and curricula. Voice recording is permitted only during lecture with the instructor's permission and when being used for the educational purpose. Any student found in violation of this policy will be subject to disciplinary actions at the discretion of the school administration.

Academic Integrity

UMI students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including failing grade in the course and expulsion from the school. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to the student or the attempt to commit such acts. The following is only a sample of the policy's application:



- All written work submitted by students shall be evaluated for proper use of referenced material, as well as for spelling, grammar, and essential content.
- All submitted assignments should represent the student's own work. Plagiarism is prohibited. This includes violation of copyright regulations, failure to appropriately cite and reference research and academic sources used in the student's work.
- A student who submits someone else's work or classroom and/or lab assignment as his/her own or cheats on a test will be in violation of UMI's academic integrity policy and may be immediately dismissed from the program.
- Digital personal devices, including, but not limited to, smart phones, tablets, cameras, recorders, as well as use of internet may be permitted in some class sessions per faculty and course policy. The use of such technology is prohibited during the tests, unless explicitly authorized by faculty based on modality and format of examination.

Statement of Non-Discrimination

United Medical Institute affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the institution on the basis of race, color, religion, national origin, sex, gender identity, gender expression, ancestry, physical or mental disability, medical condition, pregnancy, age (over 40), marital status, political affiliation, sexual orientation, genetic information, covered veteran status, or any other classification prohibited by state or federal laws.

Please direct any inquiries regarding this policy to the school administrator whose responsibility is to enforce this policy.

Sexual Harassment and Misconduct

This institution is committed to providing a work and educational 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 one associated with this institution 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 on campus or at a clinical site. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Dress Code and Uniforms

Students reporting to class (prerequisite classes excluded), clinical or lab, must dress in complete uniform as indicated by the school or clinical setting. UMI reviews policies with the students during program orientation; students are expected to follow all UMI policies. A student who is inappropriately dressed may be asked to leave the class and/or lab area and will be penalized with an unexcused absence and will be issued a verbal warning.

The complete student uniform consists of: Top, pants, and white medical shoes (white tennis shoes are not acceptable).

The FEMALE complete student uniform consists of:

- UMI top (with solid white/visible shirt underneath and tucked in pants) and pants (uniform to be purchased by the student). UMI logo will be embroidered on the uniform. The outer blue top must be left outside of pants; undershirt must be tucked in pants.
- Solid white professional nursing/clinical shoes with clean, white shoestrings.
- White trouser socks or white hose.



- Hair must be out of eyes and face. Long hair must be pulled up, must be dry and if colored, no major difference between roots of hair and length of hair, or two or more contrasting shades, or hair color that is not considered natural.
- Short fingernails.
- No excessive use of cosmetics, elaborate hairstyles, chewing gum or candy.
- No perfume or strongly scented hair products may be used.

The MALE complete student uniform consists of:

- UMI top (with solid white/visible shirt underneath and tucked in pants) and pants (purchased by the student). UMI logo will be embroidered on the uniform. The outer green top must be left outside of pants; undershirt must be tucked in pants.
- Solid white professional white nursing shoes with clean, white shoestrings.
- White trouser socks.
- Hair must be shorter than the top of shirt with the collar in back and top of ear on the sides; bangs must be no longer than eyebrows; sideburns must be no longer than 1" and cannot extend below the level of the superior notch of tragus (flap of ear cartilage before hole in ear), style must be and/or appear dry and if colored, no major difference between roots of hair and length of hair, or two or more contrasting shades.
- Faces must be cleanly shaved for all program activities (class and/or lab). Stubble is not accepted. Beards and mustaches are allowed if neatly groomed.
- Short fingernails.
- No strongly scented hair products or colognes may be used.

General appearance and hygiene when in uniform:

- Headwear or caps/hats/scarfs or any other head covering is not allowed; for any exceptions due to religious or similar reasons, please contact the school administrator.
- All visible tattoos must be covered and multiple piercing removed.
- The uniform must be freshly laundered and ironed for each wear.
- Shoes and uniform shall be clean and in good repair at all times.
- Students must maintain proper hygiene: daily bathing/showering, clean hair, and clean teeth.
- Students must wear the scrub uniforms daily.

ADMISSION PROCESS

General Requirements

- Student must have graduated from high school or earned a GED, and be at least 18 years of age.
- Student must pay all applicable fees, as per current published fee schedule, prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
- Student must complete Wonderlic Scholastic Level Exam with a score of at least 19.

Program-Specific Admission Requirements
Some programs have additional requirements including, but not limited to, background check. Refer to Approved Program section for more information.

English Language Policy

Application and enrollment process, enrollment agreement, and program instruction at United Medical Institute (UMI) are provided in English language only. An average U.S. HS English level proficiency is required. For applicants with



foreign HS diplomas, an English proficiency test may be required. A minimum score of 80 on the TOEFL iBT examination must be provided.

Transfer of Credits; Advanced Placement and Credits for Experiential Learning

United Medical Institute may consider transfer credits from other institutions based on UMI's academic assessment and evaluation of successfully completed courses, with an equivalent of "C" grade or higher, submitted for transfer. Only credits 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) are eligible for transfer.

Any courses submitted for transfer of credits from institutions outside of the United States or its territories must be evaluated by recognized credential evaluation services for the qualitative and quantitative equivalency to the courses for which transfer credit is to be awarded (e.g. NACES, AICE).

UMI does not grant credits for experiential learning.

All decisions on transfer credit or course challenge are final; appeals are not accepted.

Returning UMI students may receive transfer credits for the courses they have previously completed at UMI if they return within no longer than three years since completing their last UMI course. The returning student may be required to have an assessment and evaluation session with UMI faculty/program manager to determine the need for repeating any of the UMI courses taken previously or their equivalent.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at United Medical Institute ("UMI") is at complete discretion of an institution to which

you may seek to transfer.

Acceptance of diploma you earn in Diagnostic Medical Sonography 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 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 UMI to determine if your diploma will transfer.

UMI has not entered into an articulation agreement with other institutions.

Course Challenge

Per UMI assessment and evaluation, a course transfer may require examination/course challenge. Based on the UMI evaluation of previously earned credits, a student may be given an opportunity to challenge applicable courses in order to establish competency.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to UMI. The UMI evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran students and the Veterans Administration will be notified.

Program Tuition and Fees

Cost of Program Enrollment: Tuition and program-specific costs and expenses are listed in each Program information section. In general, students should expect to incur costs, in addition to the program tuition and fees, associated with required textbooks, materials, supplies, uniform, as well as background check, immunizations, insurance as may be required by the program and transportation and room and board,



associated with program enrollment and graduation requirements.

The following are the standard estimated fees and common expense categories that the students should anticipate in addition to program-specific fees, books, and materials:

- The registration fee is \$100.00 (nonrefundable). In the event where the school cancels the program, or per *student right to cancel* policy (described in following sections of the catalog), any registration fees paid by the student will be refunded.
- Official transcript: \$20 after first fee copy
- Late Payment fee: \$25 late fee and \$25 bookkeeping fee
- Returned checks fee (if applicable): \$25 with no further opportunity to make payments with checks; only in cash or money order.

All newly enrolled students must pay the first tuition installment according to their financial plan at the time of enrollment or on the date indicated in the financial agreement, regardless of the program start date.

For all students, tuition payment is due on the 1st day of every month at the school office or, if applicable, posted to the UMI tuition collection affiliate. A three-day “grace” period may be given under extenuating circumstances. If tuition is not paid by the 3rd day of the month, the student will not be permitted to attend the class; all absences associated with tuition non-payment will be subject to the UMI unauthorized absences policy.

If tuition is not paid by the third day of the month or as indicated in the student’s financial agreement, the student’s account becomes delinquent. Students with delinquent account will not qualify to graduate from the program and will be dismissed if delinquency is not cleared.

UMI payment plans are for students’ convenience purposes.

Student Tuition Recovery Fund Disclosure (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.

ACADEMIC STANDARDS AND POLICIES

Satisfactory Academic Progress (SAP)

All students are required to maintain satisfactory academic progress. Satisfactory progress is monitored on a course by course basis and computed on a cumulative basis at specific evaluation points. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe (MTF) for program completion not to exceed **150% of total program length measured in Quarter Credit Hours & Clock Hours**. Satisfactory academic progress requirements apply to all students regardless of their funding source

Program Breakdown by Academic Year*

Program Name	First Academic Year: QC/CH	Second Academic Year: QC/CH
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Diagnostic Medical Sonography	54.00/640	58.00/1320
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*Academic year is defined by UMI as 50 Quarter Credit Hours.

Quantitative Component

Satisfactory Academic Progress is evaluated at SAP Evaluation Points which align with:

- Scheduled End of Module I
- Scheduled End of Academic Year I
- Scheduled End of Didactic Portion
- Maximum Time Frame (MTF)-Didactic

Program Name	Program QC/CH	Evaluation Point I: AY I-End of MOD I: QC/CH	Evaluation Point II: AYI-End of AY I: QC/CH	Evaluation Point III: AY II-End Didactic: QC/CH	Evaluation Point IV: AY II-MTF Didactic
Diagnostic Medical Sonography	112/1960	28/280	54/640	80/1000	136/1980

Students are required to make quantitative progress toward program completion and meet minimum Qualitative and Quantitative benchmarks at every SAP evaluation point according to the SAP Chart. SAP Evaluation Points provide the minimum standard for meeting satisfactory academic progress. Failure to meet GPA and/or Rate of Completion benchmarks at any of the evaluation points will jeopardize the student's ability to remain in and complete the program.

SAP Chart

PROGRAM	SAP Evaluation Point	Rate of Completion		GPA
		QC/CH Attempted	Minimum QC/CH Completed	Minimum GPA
DIAGNOSTIC MEDICAL SONOGRAPHY	Program Checkpoints			
SAP Evaluation I: AY I	MOD I	28/280	14/140	2
SAP Evaluation II: AY I	YEAR END	54/640	27/320	2
SAP Evaluation III: AY II	END DIDACTIC	80/1000	40/500	2
SAP Evaluation IV: AY II	MTF DIDACTIC	136/1980	80/1164	2
SAP PRG	MTF PRG Total including CE (150%)	168/2940	112/1960	2

Academic Progress Monitoring

To ensure the student successfully meet SAP requirements, UMI regularly monitors students' academic progress.

- Course Failure: Course Advisement. At the end of each course, students who fail to successfully complete a course are advised. The advisement will include a plan and a timeline for retaking the course.
- First SAP Violation: Program Academic Advisement. Student is placed under a program academic advisement. The advisement includes a plan and a timeline for retaking the courses to meet SAP by the following SAP evaluation point. The plan may include required remediation activities and/or remedial course(s) audit.



- Second Consecutive SAP Violation: Academic Warning. Student is advised and placed on program academic warning. A remediation plan is developed and student's progress is closely monitored through the following SAP evaluation point.
- Third Consecutive SAP Violation: Program Dismissal Notice. Student is placed on program dismissal notice. Student may appeal to remain in the program. If the appeal is accepted, the student is put on academic probation and a formal academic plan is developed with specific progress checkpoints. Failure to meet expected progress outcomes at each of the checkpoints will result in program dismissal.

- Fourth Consecutive SAP Violation: Program Dismissal. Student is dismissed from the program. The Student may appeal to be reinstated in the program following the program reinstatement policy.

NOTE: For appeal process, refer to Grievances, Appeal, and Due Process policy in this catalog.

NOTE: At every SAP assessment point, students' attendance is also reviewed and, if warranted, an Attendance Monitoring policy is applied. (Refer to Attendance Policy for more details)



Grading Scale and Definition and Application to SAP

Academic Grades	Definition	Credit Attempted	Credit Completed	GPA Count	Administrative Grades & Codes	Definition	Credit Attempted	Credit Completed	GPA Count
A (90-100)	Pass	Yes	Yes	Yes	RPT	Repeated Course: higher grade will replace lower grade	Yes	(Depending on Grade)	Yes
B (80-89)	Pass	Yes	Yes	Yes	I	Incomplete	Yes	No	No
C (70-79)	Pass	Yes	Yes	Yes	IP	In Progress	Yes	No	No
D (60-69)/60-75 (CE)	Fail	Yes	No	Yes	W (Attendance Posted)	Withdrawal	Yes	No	No
F (0-59)/0	Fail	Yes	No	Yes	WNA (No Attendance)	Withdrawal-No attendance posted	No	No	No
CR (≥ 76%)	Credit	Yes	Yes	No	RPT	Repeated Course: higher grade will replace lower grade	Yes	(Depending on Grade)	Yes
NC (< 76%)	No-Credit	Yes	No	No	L	Leave of Absence	No	No	No
					ITR	Leave with Intent To Return	No	No	No
					TR	Transfer Credit/Course Challenge	Yes	Yes	No
					RAU	Remediation Audit	No	No	No

Incomplete Grade (I)

A grade of “I” is assigned when hours or coursework are not completed by scheduled completion date. The student must request an “I” grade from faculty or UMI registrar. Any incomplete course/subject that occurs during the authorized absence period may be assigned a grade of Incomplete. “I” grade must be resolved prior to advancing to the next Module in the program. Should a student not be able to complete assignments on time, an “F” grade will replace the “I” grade. The student will be required to repeat the failed course. The student may also be required to withdraw from the

program and to re-enter at the beginning of the next start date for the course/subject retake.

Course Repeat (RPT)

A student may repeat a course(s) that he/she has failed. The highest grade earned will be posted in transcript and in the calculation of the cumulative grade point average.

Withdrawal Grade (W)

Students who withdraw from the program will receive a grade of “W.” All withdrawal grades are considered to be unsuccessfully completed attempts and will negatively impact satisfactory academic progress.



Withdrawal-No Attendance Posted Grade (WNA)

Students who withdraw from the course with no attendance posted in that course will receive a grade of "WNA" All withdrawal grades are considered to be not successfully completed, however WNA grade will not be counted as an attempt for SAP calculations.

Transfer Credit

Transfer credit, including course challenge, accepted towards program completion is noted as "TR" in transcript. Transfer credit is not included in the cumulative GPA.

Credit/No-Credit Grade

CR/NC grade is awarded for Clinical Externship course of the program. "CR" grade indicates a successful completion of the course (minimum 76%); "NC" grade indicates failure to complete the course. CR/NC counts toward the program Maximum Time Frame (MTF) for SAP.

Leave With Intent To Return

Leave with Intent to Return (ITR) is an administrative code for those students who, due to scheduling, may not have a class to attend for a period of time not to exceed one quarter or 12 weeks of normal school period, excluding official school breaks and holidays. The student must sign an ITR form in order not to accrue unauthorized absences and must resume his/her regular class enrollment, as scheduled. Failure to post attendance within 12 weeks of ITR start date may result in program dismissal.

Remediation Audit

As part of students' academic or remediation plan, a student may be required to audit a class or classes that they have previously successfully completed and post regular attendance. Remediation audit has no bearing on students' rate of completion or GPA for SAP purposes. However, if required as part of an academic or

remediation plan, the student who does not comply with Remediation Audit requirement may become in violation of UMI academic policy. RAU code is recorded on students' academic transcript.

Review Courses, Non-Credit Courses

UMI may offer review and non-credit career development courses and workshops to improve students' preparedness for credentialing examinations, for clinical externship and a job upon graduation. Such courses are not part of the UMI program or academic curricula and have no bearing on students' Satisfactory Academic Progress or MTF. No grade is recorded in transcript.

Academic Assessment and Evaluation

Levels of programmatic academic assessment and evaluation:

- Overall Course-level assessment
- Course-level final examination
- Program exit examination-Didactic
- Clinical evaluation

Overall Course-Level Assessment & Evaluation

Didactic and laboratory courses are graded using the following recommended assessment distribution:

- Final Exam: 25%
- Course quizzes and tests: 25-35%
- Special assignments/Homework/Projects: 25-35%
- Class Participation: 5-10%

Faculty have a discretion to include additional assessment methods and to assign weights within the recommended range.

Students must complete all didactic (in-school) courses with at least a "C" (70%). A failure to achieve "C" or better will negatively affect the student's academic progress and may result in dismissal from the program. The student will not



be able to progress to the next module/course sequence until the failed course in the previous module has been repeated and successfully completed with the minimum grade of “C” (70%).

Course-Level Examinations

Due to the cumulative knowledge-based design of the program’s curriculum, students are expected to pass each course final exam and final program exit exam with a minimum grade of “C” (70%). Students must pass with minimum 70% both written (theory) and performance (lab) final exams.

Failed Course-Level Final Examination: Students who receive a grade lower than 70% for the final course-level exam in any course may appeal to retake the exam within 10 calendar days (excluding official school breaks and holidays). The appeal must be approved by the program director or designee. If the student fails the course final exam for the second time, the student may be required to repeat/audit the subject/course even if he/she received an overall passing grade for the course. Additional fee may be applied for every repeated subject/course due to failed grade or failed final exam for the course.

Completion diploma will not be issued to a student who failed even one course/subject and/or any course/subject final exam; the student will not be allowed to take the final exit competency (practical) and final exit theory exams until the student earns minimum 70% (C) on all subject final exams and minimum 70% (C) in all subject/courses.

Program Exit Examination-Didactic

Students must pass the comprehensive Program Exit Theory Exam and Program Exit Competency Exam with a minimum of 70% given three attempts. Failure to achieve at least 70% at the third attempt may result in program withdrawal

or the student may be placed on Academic Probation and required to audit one or more courses, as part of academic improvement plan. The student will have an opportunity to appeal to retake the final program exit exam. Failure to pass the Program Exit exam while on Academic Probation will result in student withdrawal from the program. The student may appeal to be reinstated in the program following UMI program reinstatement policy.

Failed Program Exit Exam: Should a student fail the Final Program Theory Exit Exam or the Final Program Competency Exam (scores below 70%), UMI administration will assign a time for the re-test of the exam. A non-refundable administrative fee of \$150 may be applied for every re-take of the Final Program Exam.

Clinical Externship Evaluation (see details under Clinical Externship section of the Catalog) Students must pass Clinical Externship evaluations with at least 76%. A failure to achieve 76% or better in Clinical Externship evaluation may result in Academic Probation or dismissal from the program, depending on whether extenuating circumstances may have contributed to underperformance.

Make-up Tests and Examinations

Course-level tests and exams: All course-level tests and exams are to be taken as scheduled. If, due to extenuating circumstances, a student must miss a test, the student is required to personally notify the instructor, program director or designee by following appropriate UMI communication policy for course absences/tardiness.

Make-up tests should be taken on the first day back from the absence (including a lab day). It is the student’s responsibility to contact the course instructor to schedule a make-up test. Students are not permitted to keep graded tests and/or



final exams. Class sessions will be scheduled to review graded tests and final exams.

Program Exit Examinations: The date and time set for the Program Exit Exam(s) may be changed only by the program director or designee. Failure to take the program exit exam at a scheduled time will be recorded as a failed first attempt. Only life threatening events or similarly serious extenuating circumstances will be considered acceptable as an excused absence for the Final Program Exit Exams. It is the student's responsibility to inform the school if a qualified extenuating circumstance occurs and absence on the day of the examination is necessary. The qualified extenuating circumstance is defined as: a medical emergency, life-threatening accident or circumstance involving the student or an immediate family member (e.g. child or spouse). Student must provide UMI with the supporting documentation for the aforementioned absence. Attendance Policy applies.

ATTENDANCE POLICY

Regular attendance is key to academic success in UMI programs. It is the student's responsibility to become familiar with UMI attendance policy.

UMI Attendance Policy has a provision for emergencies and other unforeseen circumstances that may result in an absence. Such circumstances may be considered authorized or excused absences when supported by proper documentation and communication with the school.

Please note that having a reasonable excuse for an absence may mitigate but does not always exclude such an absence from applicable penalties. Specific circumstances and explanation are described in the following sections.

Instructors monitor student attendance on a daily basis. Students must maintain a minimum attendance of 80%. NOTE TO VA STUDENTS: Per CFR 21.4253(d)(5), a veteran or eligible person

whose attendance falls below 80% shall be placed on attendance probation for one SAP evaluation period (please refer to SAP policy of this catalog). If the student's attendance does not improve to the required minimum by the conclusion of the attendance probationary period, the veteran benefits will be terminated.

Penalties for Absences

- **Class Attendance:** 3 or more days or 12 hours of unexcused absence in any one class may result in failing ("F") grade for the class.
- **Cumulative Module Attendance:** More than 10 class days or 40 hours of cumulative unexcused absences in Module I or more than 20 class days or 80 hours of cumulative unauthorized absences in Module II may result in immediate program dismissal.
- **Consecutive Absences:** Excused or Unexcused consecutive absences for more than 14 consecutive calendar days (including weekends but excluding official school holidays and breaks for didactic portion of the program; and excluding externship site officials holidays and closures for the externship portion of the program) may result in immediate program dismissal.
- **Tardiness/Leaving Early:** A student is considered tardy or leave early when he/she is not in class during the class-scheduled time without authorization. Five (5) unauthorized tardiness and/or leaving early of 30 minutes or more in any one class will be considered as one full day of unauthorized absence.
- **Clinical Externship Attendance:** Attendance during Clinical Externship is governed by the Externship Site's attendance policy. The Externship Students are expected to fully adhere to the site's attendance policy, violation of which may result in a dismissal from the



site and from the program. In addition, Externship Students' attendance is governed by UMI Consecutive Absences policy stated above. Please refer to Clinical Externship section of this catalog for more information on Externship policies.

Attendance Recording

Sign-in/out Time Sheet: All class times must be documented on signing in/out time sheets for the lecture and laboratory class. Under no circumstances may a student sign-in or out for another student. An instructor's signature is required on the timesheet for documenting in/out time.

Absence Notification

Students are responsible for notifying the faculty of any anticipated absence or tardy (for lecture and/or laboratory) at least 24 hours prior to the class start. Students should also notify the school administration of such absences and submit the Absence Form, if applicable. Each student must have a means to communicate with the faculty or school administration via a phone, text, or e-mail. Difficulties with accessing the means of communication are not acceptable reasons for failure to notify faculty or school administration. A failure to notify may lead to a disciplinary action.

Authorized Absences

Extenuating Circumstances: UMI will determine if extenuating circumstances may warrant the absences to be excused. Typically, only serious unforeseen and/or life-threatening emergencies for the student or immediate family (child or spouse) may qualify as an excused absence. When an absence occurs, the student is responsible for contacting the course instructor to obtain and review missed material and assignments. All make-up/missed coursework, tests, and/or labs must be approved by the course faculty. In cases where a significant

amount of course work is missed, the course instructor may propose an action plan to help the student complete assignments in a timely manner. Such an action plan must be also approved by the program director (or designee) when the plan may require a change in schedule for the student or for faculty. (Refer to the Make-up section of Attendance Policy)

Bereavement Leave: Three bereavement days are granted with no grade penalty for immediate family members. For this policy, immediate family members include: the student's and spouse's parents and grandparents, child, or spouse. The program recognizes married partners/legal guardian children for bereavement and sickness absences.

Jury Duty: Any student called to serve on jury duty is encouraged to request a postponement until the end of the program since it may impede the student's progress in the program. If the student chooses to serve or a postponement is not granted, the time served should not go beyond 14 consecutive calendar days absent from school. If it exceeds 14 consecutive calendar days, a student may be required to withdraw from the program and to reenter with the next start date for the class/module. Official documentation of jury duty (days and time) is required to qualify the absence as authorized/excused.

Communicable Illness: Students with a contagious viral or/and bacterial infections (e.g., flu, strep-throat, GI virus, etc.) should refrain from attending class/clinic until: 1) they have had no fever for 24 hours and/or 2) they have been on an antibiotic medicine for at least 24 hours; and/or 3) they have a medical release form signed by their personal physician that states the student is not contagious and may resume program activities. The 14 consecutive day absence policy may apply.



Leave with Intent to Return (ITR): ITR is an authorized absence for those students who, due to scheduling, may not have a class to attend for a period of time not to exceed one quarter or 12 weeks of normal school period, excluding official school breaks and holidays. ITR can be authorized only by the school administration. The student must sign an ITR form in order not to accrue absences and must resume his/her regular class attendance, as scheduled. Failure to post attendance within 12 weeks of ITR may result in program dismissal.

Leave of Absence (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study due to eligible circumstances in student's life. LOA cannot exceed 180 days in any 12 month period and may have a serious impact on the student's ability to successfully complete the program. The following criteria outlines the process requirements for LOA approval:

- The student must submit a request for the leave of absence in writing to program director or registrar for approval. The letter should state the reason(s) for the request.
- Reasons for LOA that may be considered for approval include serious life circumstances or health-related conditions that prevent the student from attending school for a predetermined period of time. UMI may request supporting documentation before LOA is granted.
- There must be reasonable expectation that the student will return from LOA as scheduled.
- A student returning from LOA must resume training in the same module/sequence of courses in the academic program that he or she began the LOA. It means that the student's LOA may have to be set beyond the timeframe needed to address the reason

for LOA and may prolong further the student's timeline toward completion of the program.

- Failure to return from LOA on or prior to the scheduled returned date will result in dismissal from the program.

Should a student's circumstances be such that a leave of absence is needed, the student should submit an application for a leave of absence to the registrar or program director. At the discretion of an authorized UMI faculty or staff member, a leave of absence may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program of study, UMI may deny the LOA request.

Absence Communication and Make-Up Policy

Assignments: All course assignments, homework, tests, and performance competencies missed due to authorized absence are to be completed in a timely manner. Any incomplete course/subject that occurs during the authorized absence period will be assigned a grade of Incomplete (I); such incompletes must be resolved prior to advancing to the next Module of the program. Should a student not be able to complete assignments on time, the student may be required to withdraw from the program and re-enter at the beginning of the next start date for the course/subject retake.

Make-up policy: A student who missed lecture or laboratory class time due to authorized absences may have a make-up opportunity in the form of assignments or special projects. A student may also be granted a permission to make up lecture/lab time through an authorized remediation audit of the class if the class is available during the same Module. Should a student not be able to complete make-up



assignments, it may result in a failing grade (“F”) for the class and will require a class repeat. Depending on the timeline, under some circumstances, the student may be required to withdraw from the program and to re-enter at the beginning of the next start date for the course/subject re-take.

Communication regarding authorized absences:

- Student must notify the faculty and/or school administration of any absences or tardy and fill out the Absence request form for all anticipated absences at least 24 hours prior to the scheduled class start or as soon as it is practical for any unforeseen absences.
- Only absences with the supporting documentation (e.g. physician’s written medical release) are considered excused.
- Authorized absences qualify for a make-up opportunity.

Attendance Monitoring

To ensure uninterrupted academic progress and compliance with UMI attendance requirements, UMI regularly monitors students’ attendance. Attendance review and advisement may or may not correspond with SAP evaluation points. If warranted, Attendance review and advisement may be conducted between formal SAP evaluations.

- Class Attendance Advisement: Student with excessive tardiness/leaving early and/or 3 or more days or 12 hours of excused or unexcused absences in any one class/subject will be formally advised by faculty or by program director.
- Cumulative Module Attendance Advisement: Students with 5 or more class days or 20 hours of cumulative unexcused or excused absences in Module I or 10 or more class days or 40

hours of cumulative unexcused or excused absences in Module II will be advised by program director (or designee) and placed under Attendance Warning; an Attendance improvement plan will be developed and documented.

- Consecutive Absences: Students with 8 or more consecutive calendar days of unexcused or excused consecutive absences (including weekends but excluding official school holidays and breaks) will be advised by program director, Academic Dean (or designee) and placed under Attendance Warning.

DISCIPLINARY ACTIONS AND PROCEDURES

The following guidelines are established in order to maintain a positive educational and professional environment. Not only are UMI students expected to adhere to the UMI standards of conduct, but they are also expected to promote and encourage their peers to do the same. Students are expected to assist staff and faculty in maintaining a positive environment and in upholding the school’s principles.

Type of Disciplinary Actions

UMI applies progressive disciplinary action approach for violations of UMI school and program policies. Depending on the severity and frequency of infraction, such actions may include:

- verbal warning
- documented written warning
- suspension
- immediate dismissal from the program

UMI faculty and administration reserve the right to determine the severity of infractions.

Disciplinary Procedures

All disciplinary incidences up to and including program suspension and dismissal are managed by program director/designee, authorized school administrator, or clinical coordinator, if



applicable. Suspensions range from 1-3 days, counted as unexcused absences, for each offense and may include suspension from lecture class, laboratory assignments, or both.

Suspension Release/Program Reinstatement Procedures: A student may appeal program suspension and/or dismissal according to the program Reinstatement Policy outlined in this catalog.

Program Suspension Make-up Appeal: Student may appeal to receive a make-up opportunity from program director or designee. If approved, the make-up policy stated in the catalog will apply.

GRIEVANCES, APPEAL, AND DUE PROCESS

We desire to work together to provide the best education possible for our students. When differences arise we try to resolve disagreements following these steps:

<i>Level of Due Process</i>	<i>Action Timeline (upon receiving documents)</i>
First Appeal: Program Director/Designee	7 days
Second Appeal: Dean of Academics/Designee	14 days

First Appeal: If a student has a grievance or desires an appeal, the student must submit the grievance/appeal in writing to the program director/designee within seven working days of the occurrence. The program director will schedule an interview with the student to discuss the submitted grievance/appeal request. The decision of the program director shall be made within seven working days of receiving documentation or of the investigative interview. In the absence of a program director the role may be assumed by another program manager or school administrator.

Second Appeal: Should the aggrieved person be dissatisfied with the decision, he/she may petition the Academic Dean. To continue the grievance appeal, the Grievance Appeal

Committee will then be formed to discuss and recommend appropriate action. The potential committee member may include the school President, Program Director, Academic Dean, Clinical Instructor, Program Coordinator, Administrative Director, or School Staff and Faculty. The person with whom the student has a personal grievance cannot sit on the committee. The Chair of the Committee is appointed by the school President. The committee will be charged to investigate the grievance, conduct investigative interviews, and render a decision within 14 working days of the submitted grievance appeal. The decision of the Grievance Appeal Committee shall be binding and final for all purposes, so far as the United Medical Institute is concerned.

Questions regarding the school policy, including the situations that may require legal action, should be directed to the school administration. **If You Have a Complaint:** Concerns about the school policy or operations should be expressed directly to an appropriate school or academic administrator. Please express school policy questions or complaints about specific individuals or classroom procedures to program director or school administration only if you cannot work it out between parties involved or if you feel the school administration should know about it.

Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved. If you overhear or are told about a concern, encourage that person to follow the above steps. Avoid listening or spreading rumors.

STUDENTS RECORDS AND INFORMATION

Student's Right to Privacy

UMI complies with The Family Educational Rights and Privacy Act of 1974 (FERPA). This act provides UMI students and parents of UMI students with certain rights involving access and



release of records that are deemed personally identifiable.

The Office of the Registrar maintains records that can be reviewed by students. Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student or of a parent of a student under the age of eighteen. Notwithstanding the above, disclosure to members of UMI administration and faculty who have a legitimate educational purpose in seeing the records is permitted. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release. Under FERPA regulations, it is presumed that the parents of a student under the age of eighteen have FERPA rights of access. An exception exists if legal documentation is furnished to UMI indicating that a parent no longer has the right to see records or the rights of a parent have been terminated. FERPA permits students to question the accuracy of their educational records.

Any student or UMI faculty or staff member who engages in conduct which directly or indirectly violates, or infringes upon, the privacy rights of a staff or faculty member, or student will be subject to disciplinary action up to and including dismissal from UMI.

Records of Grades, Evaluation & Assessment

All student grades are maintained in the faculty offices. All course grades are forwarded to the United Medical Institute's Registrar Office and grade reports are issued from that office upon request.

Students' progress is assessed on an ongoing basis (refer to SAP and related policy stated in the catalog). Students' signatures are required on all course final evaluations once the final grade has been tallied. The tools and methods used to assess students' progress are:

- Scores on course tests and final exams

- Scores on laboratory evaluations and competency check-offs
- Quizzes and final grade average for all subjects
- Course grade report and advisement sessions
- End-of-Module grade report and advisement sessions

Records of Student Advisements

United Medical Institute provides student advisement before and during student enrollment. Students are advised on program requirements, prerequisite course schedule, school policies, and their academic progress. During their active enrollment in the program, students are formally advised on attendance and academic progress (see SAP and Attendance Policy sections of the catalog). Additional meetings between student and faculty, program director, or school administrator are arranged as the need arises.

UMI adheres to the Family Educational Rights and Privacy Act of 1974, which provides for the availability and security of student records. At no time may students view records other than their own or take records from the Registrar Office.

Student Record Maintenance

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently. All permanent student records, which include transcripts, grades, clinical/lab evaluations, written communication, etc., are maintained in the Registrar Offices in a locked file cabinet or in school archives. Only authorized school staff have access to the student files.

All students may view their individual files on an appointment basis. The files are reviewed behind closed doors with UMI's authorized staff member and the student present to maintain privacy. No student or unauthorized individual



may review another student's record/file under any circumstance. Any content of the student's record can be released with a written consent from student. A

"Release of Information" form is required to be completed and signed by the student who requests the program grades, transcripts, or general references be sent to another academic institution or employer.

Information on record maintenance timeline:

Status	Documents	Maintenance Time
Active Students	Application information; Admissions Determination; Course grades; Clinical/lab evaluations Release Form	During current enrollment
Graduates	Release form Transcript Diploma-date conferred	Indefinitely
Withdrawn	Application Release Form Transcript	5 years

COMMUNICATION AND STUDENT

REPRESENTATION

The school strives to have good communication between all those involved within the educational process including faculty, students, lab instructors, and school administration staff.

New Students Orientation

Orientation is conducted prior to the beginning of each program as a means of introducing new students to United Medical Institute. During this orientation, members of the administration and faculty familiarize students with the school facilities, explain academic policies and school regulations, and answer any questions the students may have.

Policy Communication

Newly enrolled students receive all pertinent student-program policies in school Catalog. All enrolled students are required to sign a statement that they have received and reviewed the contents of the Catalog during program orientation. Any changes in program policy are first discussed with the appropriate faculty and administration. The policy changes/revisions are then presented to the student through a memo and/or verbal communication.

Student Representation

UMI encourages students to initiate and engage in school-wide activities and initiatives that will enrich their education experience. UMI supports students in all their initiatives that align with the school mission and purpose.

Current UMI student-governing activities and initiatives include:

- UMI Student Council
- Student Peer-Mentorship Program

Student Council members act as UMI student representatives to partner with the school administration on addressing any concerns and developing improvement plans and activities to make the school community stronger. School administration communicates with the students and student council on a regular basis through student assemblies, council meetings, and ad hoc meetings when needed, to update students and UMI community on any ongoing projects, changes, and initiatives that UMI undertakes and that affect students' experience.

STUDENT SERVICES

Accessibility for Disabled Students

United Medical Institute has handicapped parking spaces available. Students with



disabilities who require assistance are encouraged to disclose this information to their admission advisor in order to determine a plan of action for support services.

Tutoring Service

Students who experience difficulty or who have learning challenges will be provided assistance in locating qualified internal or external tutors. Interested students should contact the program director. UMI does not charge for tutoring services provided internally.

Library Resources

Library resources include, but not limited to, school-wide student Wi-Fi access to online resources, tablets, printer, as well as professional journals, books, and test-preparation materials. Students may access the on-campus library Monday thru Friday during campus business hours. The library physical resources are for on-campus use only, there is no checking materials out.

Equipment and Material Resources

Students have access to program-related equipment and educational tools that are essential for their educational and work-simulation experience.

Career Development/Employment Assistance

The school cannot and does not guarantee employment upon graduation. The school provides job search assistance to all graduates with the concentration on developing physical and online career portfolio, professional networking via UMI LinkedIn page, interview skills, resume preparation, and direct referrals to potential employers.

UMI Career Development Curricula Option (CDCO) provides an opportunity for UMI students to begin their career development and preparedness early on in their program. By participating in CDCO, students earn extra credits in selected courses through structured

activities and special projects outside their regular class time. CDCO project options include volunteering at a healthcare organization and/or the professional networking project; both of these projects are excellent methods and paths to securing an entry level position upon graduation.

Finding employment is a joint effort between the student and the school. Successful job search outcome for the student often depends on a close partnership between the student and the school. UMI is committed to such a partnership; we encourage all graduates to maintain a close contact with the school's designated career services advisor and to work closely together on developing and implementing the student's job search strategy.

In order to maximize chances for success, students are expected to commit to a reasonable timeframe to engage in the job search process, while allocating significant efforts and time to job-search-related activities such as interviewing, including informational and "practice" interviews; updating and customizing their resumes, letters, and social media profiles.

United Medical Institute programs are comprehensive in nature and are designed to prepare students for entry-level positions. An entry-level position usually entails additional training to further the skills and protocols specific to that position. Normally, an applicant for an entry-level position must adopt a "get your foot in the door" approach by maintaining flexibility with regard to salary, hours, location and potential relocation.

Students should remember that in many allied health occupations, an entry into a career field may begin with a part-time employment, which may further lead to a full-time opportunity with the same or a different employer. The key is to



enter and gain experience in your professional field soon after completing your program.

Housing

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you may require permanent or temporary housing, you may research such sites as www.rental.com; www.zillow.com, www.airbnb.com and similar. Estimated cost of housing in the area is \$13,000 a year.

Textbook Distribution

United Medical Institute does not sell, order, or otherwise participate in acquiring textbooks; the students are responsible for obtaining required textbooks from the publishers or through other textbook vendors.

Issuance of Transcripts

Each student file will contain the student's academic progress record. Should a student need a copy of an official transcript, it will be available upon request. The first copy of an official transcript will be provided to the student at no charge; any additional copies of the official transcript will be provided at a fee of \$20.00 per copy.

Transcripts, attendance, grade records or any other information contained in the student file will be released to the student or other indicated institution only upon receipt of a written and signed request form. No official transcripts will be issued until all tuition and other fees due to the institution are in current status. No official transcripts will be issued to the students who were dismissed from the Program for violation of conduct, attendance or other UMI policies.

An official transcript is a transcript signed by the registrar. It contains the school's official seal and provided in a sealed envelope. Note: If the sealed envelope is opened by anyone other than the authorized recipient, it becomes an unofficial transcript.

All requests for transcripts must be submitted by mail using an official transcript request form. Payment must be made at the time of the request. Please allow 10 to 14 business days to process your request.

International Students

United Medical Institute does not offer visa services to prospective students from other countries or English language services. Springboard does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by prior education documentation and score on the Wonderlic exam.

STUDENT SAFETY

Health Requirements

Any time there is questionable ability to perform physically or emotionally, further examination is required. A FCE (Functional Capacity Exam) by an IME (Independent Medical Examiner) is required or a psychiatric exam if appropriate.

Prescribed Medications

Any student taking prescribed medicine or any over-the-counter mind/mood altering drug must disclose it to the program director or school administrator. Program attendance is prohibited for any student taking Type II Narcotics or any type of drug that induces sleep, anxiety, mood altering, or any behavior change from the considered normal state.

Options for Pregnant Students

It is the philosophy of United Medical Institute to provide all students with the safe environment for clinical experience and training. Furthermore, in compliance with regulations regarding the declared pregnant student, female students have the option of whether or not to inform program officials of pregnancy. With notification to the school administration, the student may change from one option to another at any time during the pregnancy as long as all program objectives, courses, and competencies



are completed. However, if a student chooses to declare her pregnancy to school officials, she must provide written notification.

At any time, a student may withdraw her declaration without question. A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for completing the training at United Medical Institute.

OPTIONS 1: Continuing the training without modification or interruption. This option means that the student agrees to attend and complete all classes, clinical assignments, and competencies in a manner consistent with UMI's institutional, program, and course standard policies. The student must present a letter from a physician releasing the student to continue the training with United Medical Institute reserving the right to contact the physician to verify the student's physical ability to complete all requirements of the clinical experience.

OPTION 2: The student may take up to 180 days (approximately 6 months) for leave of absence from the didactic and clinical components of the program and be allowed readmission to the program. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The timing for this option is contingent upon availability of an externship opening for the student.

OPTION 3: Diagnostic Medical Sonography Program Only: In addition to Option 1 and 2, a student in Diagnostic Medical Sonography Program may also continue her training with a modification of clinical assignments. This option means that the student would

have the choice to delay clinical assignments. However, in order to accomplish this successfully, the training may need to be extended. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The student will present a letter from a physician releasing the student to continue the training.

Suspicious behavior

Should a student's behavior or actions be suspect for drug or alcohol use while in class (lab or class time), the student will be required to have a blood test done at his or her expense. Should such a test return positive, the student will be immediately dismissed from the program. See Substance Abuse Policy in Catalog.

Limitations

Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health, or jeopardize the health of others must be reported to the program director/school administrator. Such occurrences will require a medical release.

Incident in Lab/Clinical Externship: Reporting Procedure

1. The student will notify the instructor immediately of the injury and the instructor will institute appropriate action.
2. The Clinical Externship (CE) instructor/sonographer will notify the department supervisor and initiate an incident report provided by the health care institution.
3. The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family or emergency contact person. If family members cannot be reached, the



decision will be made based upon the professional judgment of medical professionals.

4. If health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the school.
5. The student is responsible for all costs of medical treatment incurred.
6. The CE facility will contact the Diagnostic Medical Sonography program representative or school administrator to report the incident.
7. The CE facility will submit a copy of the incident report to the program director or school administration.
8. The incident report will be placed in the student's program file

6. Students are allowed to operate the medical equipment only for competency practices or performance evaluations.
7. Students are not allowed to attend class or lab assignments under the influence of alcohol, pain medicine, or any mind-altering drugs. If students are on prescribed pain medicine, the student must notify the instructor and submit a written note from the referring physician to the school admission office. Violation of this policy will lead to program dismissal.
8. Students are not allowed to solicit money, tips, or drugs (prescribed or illegal) from any physician, fellow student, or healthcare worker while in a student capacity at a program clinical facility or in class.
9. Negligence or carelessness in the performance of duty or any potentially hazardous acts to self, patient, fellow student, or healthcare personnel, faculty or administration will lead to immediate program dismissal.

Student Safety and Ethical Conduct

1. All students are required to follow the [Code of Ethics for the Profession of Diagnostic Medical Sonography](#) and by the [American Medical Association](#).
2. Each student will receive basic equipment instructions in the program orientation prior to operating ultrasound equipment in the clinical and/or laboratory setting. Each student will follow the guidelines set forth in the orientation session.
3. A student who is not wearing a school required uniform and appropriate shoes will be suspended from the class.
4. Students should NOT diagnose patients during examinations. A technologist or clinical instructor must be present in the room with the student for direct supervision of performance. Failure to follow these guidelines will result in disciplinary action.
5. Students should report any malfunction of equipment to the supervisor on duty or to the faculty member.

For All Laboratory Equipment: Student is to report any suspicious wires, smells, electrical malfunctions immediately. Do not attempt to fix the problem; inform the faculty of any concerns.

Blood and Body Fluid Precaution

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) transmission in health care settings. Each hospital that provides clinical experience for United Medical Institute students has developed policies, procedures, and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel. United Medical Institute students shall observe all policies, procedures, and/or protocols that



the institution/hospital has established when handling blood or other body fluids (if applicable). Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the program of study.

Substance Abuse and Testing

All students are required to pass a drug screening and criminal background check prior to the beginning of the Clinical Externship (CE). All fees associated with screening are the responsibility of the student.

UMI prohibits any student to be under the influence and/or possession of drugs (legal or illegal) and/or alcohol while engaging in school-related activities. Any student who demonstrates behavioral changes suspected to be related to the use of drugs or alcohol will be subjected to testing. Such a decision will be based on the following factors:

- a) Direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- b) Erratic behavior, slurred speech, staggered gait, flushed face, dilated/ pinpoint pupils, wide mood swings, sleeping, drowsiness, and/or noticeable deterioration of work performance
- c) Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed healthcare professional
- d) Conviction by a court or being found guilty of a drug, alcohol, or controlled substance possession or abuse in another legitimate jurisdiction.

Should a drug test be required, the student will immediately go to a drug-screening location. The cost of the test will be the responsibility of the student.

The student will be suspended from all school-related activities (class/lab and/or CE) until the

UMI's disciplinary committee reviews the result and the case.

Should the test result be positive for any illegal drugs and/or alcohol the student will be immediately dismissed from the program. UMI will offer the student recommendations regarding professional counseling.

Should the test result be negative, the student will be allowed to make-up missed CE time and class assignments with no penalty. Missed class assignments must be initiated by the student on the first day the student returns to school.

If a student is going to be using any type of pain medicine/mood alternating medicine or antidepressants, he/she must notify faculty and/or program director or school administrator prior to attending class and/or clinical assignments. The student may not attend any school-related activity if the drug/medicine is of any kind that would induce drowsiness, and/or prohibits the operation of equipment, and/or advises the student not to drive, and/or impairs sound judgment.

Any student who is prescribed any medication that may produce the effects described above is required to submit proof of prescription from a qualified physician or pharmacy.

Students may not solicit any type of drug prescriptions from any physician or medical personnel at the student's assigned clinical/externship site, unless the physician is the student's primary physician.

CLINICAL EXTERNSHIP

The Diagnostic Medical Sonography curriculum is designed to correlate learning theories in the classroom (didactic/lecture) setting into laboratory and clinical performance. This



comprehensive educational plan is accomplished using the following steps:

- Material is presented in class lecture and demonstrated in laboratory sessions.
- Written and laboratory performance testing.
- Practice in laboratory setting. Equipment competency evaluations must be successfully passed prior to attempting any procedure that uses that specific type of equipment
- Gain experience in clinical setting under the direct supervision of a registered technologist.
- Document (with technologist's signature on required forms) all performance attempts.

After a satisfactory completion of the didactic portion of the program, completion of the required tests and exams, students will be given a final evaluation. Satisfactory feedback on the final evaluation will result in progression to an externship portion of the program.

Externship Placement

UMI has developed core affiliation agreements with several prominent externship sites and continues to develop more such affiliations. However, the number of available externship openings with the core affiliates may be limited at a time; the priority placement with the core affiliates will be given to the students based on academic merit and overall performance in the program.

Students are welcome to research opportunities with clinical sites other than UMI's core affiliates. UMI Career Development Curricula Option (CDCO), described in the Career Development section of the catalog) also provides an excellent opportunity for UMI students to develop early relationships with potential externship sites through volunteering and professional networking.

An externship site secured by the student must be approved by UMI and an affiliation agreement must be completed between UMI and the externship site at the minimum for the duration of the student's externship.

NOTE: If a student attends clinical externship at the place of her/his employment, the site must meet the same requirements as any other externship site. Externship student must not be compensated for externship hours and must not be a replacement for a regular staff member.

Externship policies and rules

All clinical externship (CE) hours will be monitored by the school as well as by the affiliated preceptor. While participating in the CE, program rules governing student conduct will apply. It is essential for the student to remember that he or she is representing United Medical Institute at the place of externship. Unprofessional conduct or violation of UMI's and/or CE affiliate's policies and rules can be grounds for immediate dismissal. If, after CE placement, student stops attending without UMI approval, student will be dismissed from the program.

Clinical Externship provides students with well-organized, closely-monitored, and thoroughly-evaluated extensive clinical experience. All students must attend externship in clinical sites on a regular basis adhering to the established schedule.

UMI strives to make the clinical assignments as fair and equitable to each student as possible. Final decision of acceptance is made by the CE facility after the review/interview process with the student. Place of the clinical assignments cannot be changed. It is the student's responsibility to get to and from the clinical site.

Travel Disclosure

Every attempt is made to place a student on clinical externship as close to home as possible;



however all students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. It is not unusual for a student to have to commute (or temporarily relocate) for about three (3)-hour drive-in one direction.

Transportation to externship sites is not provided by the school. Students should plan accordingly for additional travel expenses. 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.

Externship Expectations

Students are expected to be present and on time for all CE sessions according to the set schedule. The students are required to adhere to the site's attendance and all other relevant policies. Each student is expected to be in their assigned CE area at all scheduled times. At no time should students leave their assigned area to "visit" other areas in the ultrasound department, doctor's offices, or hospital/clinic. Visitors (employees and non-employees) to the student's clinical areas are not permitted and students should not visit clinical sites during their "off" times.

Externship Schedule

Externship students will typically be assigned a full-time equivalent work schedule. Evening or weekend externships are unlikely to be available; students must be prepared to complete their externship during normal business hours.

NOTE: All ultrasounds performed by a student at the time of CE are required to be checked for accuracy by a clinical instructor or a registered technologist prior to sending it to the physician for interpretation.

Clinical Externship Prerequisite: SPI

All Diagnostic Medical Sonography Program students must take and pass SPI examination prior to externship placement.

Employment requirements and opportunities as Diagnostic Medical Sonographer have become more demanding with more emphasis on the 2-Step ARDMS examination. All students are required to take and pass the Sonography Principles and Instrumentation (SPI) examination before they are placed on clinical externship.

Students will be allowed to begin their externship once they show proof that they have taken and passed SPI exam. Students are encouraged to study for and take the exam immediately after they complete Module I. Failure to provide the evidence of SPI examination completion within 30 days after completing the didactic portion of the program may result in program dismissal.

UMI Faculty members periodically conduct SPI review sessions via ZOOM (teleconference); all students preparing for the exam are encouraged to attend these sessions.

Furthermore, SPI examination is the first required step toward ARDMS credentials. ARDMS credentialing process includes the Sonography Principles and Instrumentation ("SPI" or "Physics") examination and specialty examination administered by ARDMS. The only means of obtaining an ARDMS credential is by examination. Prerequisites must be met before an applicant can earn an ARDMS credential. Sonography professionals wanting to earn an



ARDMS credential are required to pass both the SPI examination and a corresponding specialty within five years. Please refer to www.ardms.org for information on ARDMS eligibility criteria.

Clinical Supervision of Students

All clinical experiences for students enrolled in the United Medical Institute programs are fully supervised using the following parameters:

1. A qualified medical personnel reviews each procedure
2. A qualified medical personnel is present during students' performance of each procedure

Clinical Grades and Evaluation

Clinical Externship is assigned CR (Credit)/NC (No-Credit) grades in transcript.

Clinical Externship Students are evaluated at the end of each of the three phases of Clinical Externship module: at cumulative 100-hour mark; 250-hour mark; and 960-hour mark.

To progress from one evaluation phase to the next, the student is required to achieve minimum 76% score. Failure to perform at 76% or above may result in academic warning, probation and/or dismissal.

Minimum overall passing score for the Clinical Externship module evaluation is **76%**. Successfully completed externship is recorded in students' transcript as "CR" (Credit).

Patient Confidentiality

Confidentiality is the protection of the patient's privacy in written and oral communication. The United Medical Institute requires that students respect their patients' confidentiality by using professional judgment in revealing confidential information to other persons.

Students are expected to maintain patient confidentiality in all clinical settings by adhering to Health Insurance Portability and Accountability Act (HIPAA). In the interest of

privacy and confidentiality, discussion of patients should not be conducted in areas when others may overhear or with any layperson outside of the medical field. The patient's problems and conditions should be discussed only with those who need such information in order to improve the patient's care. Disciplinary measures will be taken if a student violates this policy.

CPR (Cardiopulmonary Resuscitation)

Often times the place of the CE will require from the student a CPR certification. That is why prior to the CE, students shall submit certification in CPR to the UMI Clinical Coordinator.

The CPR course establishes student certification for two (2) full years.

Students are responsible for getting certified during the clinical education. Clinical time will not be given to obtain CPR certification. Students are required to submit a photocopy of their CPR card to the school's program director/designee. CPR card shall be retained in the student's file. Student shall not attempt clinical externship without CPR certification.

Health and Safety Requirements

Immunization Requirements: For protection and in compliance with state regulations, United Medical Institute requires all students to be properly immunized. Documentation of immunizations must be provided to the admission office prior to the start of the program externship or as programmatically determined.

Students must comply with the minimum health requirements of each individual clinical externship facility; such requirements may include additional immunity or vaccination not listed within this catalog. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccinations (immunization documents or evidence of a blood titer), before they can attend clinical externship:



1. Varicella immunity.
2. MMR immunity.
3. Rubella: documented receipt of one vaccine after first birthday, serology or born before 1957.
4. Rubeola: documented receipt of one vaccine after first birthday, serology or born before 1957.
5. Chicken pox: history or documented receipt of vaccination.
6. Up-to-date tetanus shots (*defined as within the past 10 years*).
7. Hepatitis B vaccine series (*if not complete, proof immunization must be shown for the 1st shot within one month or 1st and 2nd shot within six months*).
8. Two-Step TB skin test (TST) within the past six months.
9. One step TST for students with proof a negative TST in the last 6 month. Chest radiograph for students with proof of past positive TST.
10. *Student may be expected to comply with additional TB screening requirements as determined by the hospital/clinical setting.*
11. Annual influenza vaccination or signed declination.
12. Negative 10 panel drug screening.
13. Criminal background SS trace, Sex Offenders List check.

Failure to keep these immunization requirements up-to date will impact the student's ability to attend clinical externship, to complete the program's graduation requirements, and/or to obtain graduation diploma.

UMI reserves the right not to accept titers if they are not done within the last 2 years.

Health Screening Requirements: Each applicant must provide an attestation from his or her

primary physician certifying the absence of physical and/or mental and/or contagious disorders. Drug screening test results are required prior to the start of externship and must be completed at UMI designated laboratory. Positive results on a student's drug test will impact the student's ability to attend clinical externship, to complete the program's graduation requirements, and/or to obtain graduation diploma. The cost of physical exams, screenings and drug tests will be paid by the student.

Background Check: Applicants may need to complete a general background check and the Sex Offenders' List check prior to the start of the clinical externship as requested by a hospital/clinical site. For UMI's Diagnostic Medical Sonography program, background check is mandatory. The cost of background check will be paid by the student. UMI will facilitate the background check process. Background check results will be provided to the clinical facility by the student upon request from the clinical site. Background check results could impact the student's ability to attend clinical externship, to complete the program's graduation requirements, or to obtain graduation diploma. Applicants should be aware that a clinical externship 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 licensure requirements.

GRADUATION REQUIREMENTS

General Statement: This policy outlines general requirements and information for program completion and eligibility to receive the program diploma.

Academic Requirements

1. Completion of didactic courses with a grade point average of at least 70% (C).



For Diagnostic Medical Sonography Program: A student who earns a grade less than a “C” in any Diagnostic Medical Sonography core course or a prerequisite course may not progress in the Diagnostic Medical Sonography sequence until that course has been satisfactorily repeated.

2. Completion of all Clinical Externship Hours with evaluation score of 76% or above.
3. Scoring at least 70% (C) on all final course/subject exams. Students who fail a final course/subject exam (score below 70%) may be required to repeat or audit the course.
4. Successful completion of the required number of laboratory performance/competencies check-offs scheduled for each course/subject and the program as a whole.
5. Minimum satisfactory overall performance in clinical laboratory and externship modules.
6. Scoring at least 70% on the Program Theory and Competency Exit Exam. For Diagnostic Medical Sonography Program: Passing score on ARDMS SPI examination.

Additional Requirements:

- Resolution of all unexcused absences prior to the last day of the program.
- Returning all items that belong to the program /school, or making restitution for any lost or damaged program/school property such as library/classroom books, charts, models, etc.
- Payment of all outstanding fees, per enrollment contract.

Graduate Competencies

The UMI curriculum and instructional methodologies strive to graduate students with

the competencies and skills that will enable them to:

- Apply knowledge of the principles and instrumentation.
- Apply knowledge of human anatomy, physiology, pathology, procedures and techniques, instrumentation and equipment.
- Demonstrate at all times ethical conduct and values, positive professional behavior, positive communication, and empathy towards their patients’ needs.
- Exercise good judgment, common sense, and critical thinking skills in the pursuit of providing quality of general healthcare and specialty services and in solving problems.
- Exercise confidentiality of patient records and information.
- Provide patient care essential to specific medical procedures.
- Recognize emergency patient conditions and initiate life-saving first aid, if necessary.
- Become familiar with advanced or specialized procedures for those students who desire advanced educational opportunities.
- Recognize the need to obtain further education in the pursuit of lifelong learning.

CANCELLATION, WITHDRAWALS, AND REFUND

STUDENT’S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.



2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 5280 Auburn Blvd., Sacramento, CA 95841. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration 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.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the program period through the last day of attendance. The refund will be less a registration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the program the tuition is considered earned and the student will receive no refund.

Program Periods: One (1) Didactic 1,000 hours, Two (2) Clinical 960 hours.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or

failure to meet financial obligations to the School.

For the purpose of determining the 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 hourly charge for the program period (total institutional charges, minus non-refundable fees, divided by the number of hours in the program period), multiplied by the number of hours scheduled to attend in the program period, prior to withdrawal.

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. 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 loans.

Withdrawal Date: The withdrawal date is the date through which the student's percent of the attempted enrollment period is calculated. For a student who officially or unofficially withdraws from school, the Withdrawal Date is the student's Last Date of Attendance (LDA). The withdrawal date for a student who fails to return from a leave of absence (LOA) is the last date of attendance prior to the start of LOA.

Last Date of Attendance: LDA is the last day a student had any academically related activity, such as class/lecture attendance, projects, clinical experience, or examination.

Withdrawal Date of Determination (DOD): The DOD is the date on which UMI determined that a student was no longer in school. DOD is used to determine the timeliness of the refund. The DOD is the earliest of the following dates:

- The date the student provides official notification of intent to withdraw;
- The date the student failed to comply with one of the school's published attendance/academic policies.



VA Refund Policy, CFR 21.4255

The school 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 at any time prior to completion is: 100% tuition refund minus \$10 registration fee.

PROGRAM REINSTATEMENT

Program Reinstatement Request

A student, who withdrew from the program and desires to re-enter must apply for re-admission. Should the student be granted the reinstatement, the student must follow the guidelines set forth by the readmission committee. Should the student be denied re- entry, the student can follow the appeal process as described in the program Grievances and Due Process policy.

A student who has been dismissed from the program of study due to lack of satisfactory academic progress, and who desires to re-enter must apply for re-admission 30 days prior to the start of the next registration period. The student must schedule a re-admission interview with the re-admission committee consisting of a faculty member and a school administrator. The student will be notified of the committee's decision within 7 days.

Students who have been dismissed from the program as a result of disciplinary actions due to conduct are not eligible for reinstatement.

Those students who are granted reinstatement will work with the program faculty to formulate an individualized reentry plan that will outline the criteria for re-admission and a timeline for meeting other defined criteria. Such criteria may involve, but are not limited to, re-taking all previously passed courses and clinical competencies, starting the program from the beginning, pass a drug screen prescribed by the faculty, and/or written and performance assessment tests. Should the student not meet the prescribed criteria, program reinstatement will be denied. The student can appeal according to the process outlined in Grievances and Due Process Policy.

Consideration for Re-Admitted Students

Due to limited enrollment space per cohort, students' re-admission will be prioritized according to the following:

- I. *First Priority: Qualified new applicants and the students returning from an authorized leave of absence, who were in good academic standing prior to the leave.*
- II. *Second Priority: Other qualified and approved re-entering students.*



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DIAGNOSTIC MEDICAL SONOGRAPHY

Standard Occupational Code: 29-2032

Sample of reported job titles: Cardiac Sonographer, Cardiac/Vascular Sonographer, Diagnostic Medical Sonographer, Medical Sonographer, Registered Diagnostic Medical Sonographer (RDMS), Sonographer, Staff Sonographer, Ultrasonographer, Ultrasound Technician (Ultrasound Tech), Ultrasound Technologist (Ultrasound Tech)

Program Description

The Diagnostic Medical Sonography program prepares graduates for entry-level employment as ultrasound technologists with specialization in general sonography (Abdominal, Small Parts, Gynecology, Obstetrics and Vascular ultrasound). Working in hospitals, imaging centers, physician offices or clinics, the medical sonographers / ultrasound technologists play an important role as members of medical diagnostic and treatment teams.

Program Goals and Objectives

Specific to UMI's Diagnostic Medical Sonography program, the main goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to offer students integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care in keeping with the service excellence philosophy of United Medical Institute.

Program Educational Objectives

The program prepares graduates to:

- Employ diagnostic sonographic imaging techniques, critical thinking skills, effective communication skills, and professional judgment.
- Effectively apply ergonomically correct scanning techniques.
- Provide basic patient care and comfort while utilizing ethical,

professionalism and HIPAA guidelines.

- Identify human gross and sectional anatomy relative to normal and abnormal sonographic imaging.
- Understand human physiology, pathology and pathophysiology.
- Apply ultrasound physical principles and instrumentation.
- Recognize sonographic biological effects.
- Properly apply sonographic instrumentation relative to imaging and image quality.
- Use appropriate ergonomic scanning techniques.
- Successfully complete educational requirements for the nationally recognized credential examinations.
- Develop a dedication to independent life-long learning and professional development.



Licensure and Certification (ARDMS)

Although ultrasound, cardiovascular and vascular sonographers are not required to be licensed in State of California, employers may require credentials offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). UMI's primary goal is to prepare students for the entry-level position and also to help students meet educational eligibility requirements for ARDMS examination, specifically for SPI and Prerequisite 1 option. Although graduates of the UMI's Diagnostic Medical Sonography program are eligible to sit for ARDMS exam, 12 months (or equivalent) of additional work experience may be required. UMI encourages the graduates to pursue ARDMS credentials; however the school does not bear

responsibility for the ARDMS exam preparation. Students should take the initiative of researching exam requirements and information on the ARDMS website at www.ardms.org.

Program Admission Requirements

To be considered for acceptance into the program, the applicant must meet the following criteria:

1. Student must have graduated from high school or earned a GED, and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. Student must complete Wonderlic Scholastic Level Exam with a score of at least 19



**Program Breakdown, Schedule, & Mode of Instructions
(Residential)**

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM		Total Clock Hours	Quarter Credits				Program Schedule and Duration		
			Lecture	Lab	Clinical	Total	Module	Weeks	# Hours per Week
DMS30	Anatomy and Physiology	90	9			9	MODULE 1	20	16
DMS50	Introduction to Sonography	40	4			4			
DMS20	Medical Terminology	30	3			3			
DMS120	SPI I	80	8			8			
DMS130	SPI II	40	4			4			
DMS200	Abdominal Ultrasound	80	8			8	MODULE 2	10	18
DMS201-Lab	Abdominal – LAB	100		5		5			
DMS210	Small Parts Ultrasound	80	8			8			
DMS211-Lab	Small Parts – LAB	100		5		5			
DMS300	OB/GYN Ultrasound	80	8			8			
DMS301-LAB	OB/GYN - LAB	100		5		5			
DMS400	Vascular Ultrasound	80	8			8	MODULE 3	32	30
DMS401-Lab	Vascular-UT LAB	100		5		5			
DMS500	Clinical I, II, III	960			32	32			
TOTAL		1960				112		92	

Program Schedule

Program is 24 months in length and consists of 60 instructional weeks of in-school portion and 8 months of Clinical Externship:

MODULE I & II

Lecture classes are typically scheduled Monday through Thursday (day or evening)
Laboratory classes and Intro to Sonography class are scheduled during the weekdays in the evening and/or Saturday mornings.

Module III: Clinical Externship (CE)

Each student must complete a full-time equivalent number of hours per week of clinical rotation (clinical externship). Total of 960 hours of CE should not exceed eight (8) calendar

months. Evening or weekend schedule for the CE is not available. All CE hours will be scheduled during the regular business hours of a typical medical facility.

Maximum Course Enrollment

Lecture: 25; Lab: 20

Course Description

Anatomy and Physiology (9 QCH)

This course covers the location and functions of all the major body systems, including Respiratory and cardiovascular system; nervous system; digestive system; musculoskeletal system; reproductive system; urinary system; endocrine system; reticuloendothelial, skin, and integumentary systems. Students will be taught how to identify and name the organs of the major body systems and have an understanding of the major body systems physiology and functions.



Prerequisites: None

Medical Terminology (3QCH)

In this course, students are taught common words, prefixes, and suffixes used in terminology in the medical field. This will give the student the knowledge and understanding of medical terms they will need throughout their diagnostic medical sonography program and sonography career. Prerequisites: None

Introduction to Sonography (4 QCH)

In this course, students study the fundamentals of ultrasound (US) in diagnostic medical sonography. This course will introduce students to the foundations of clinical sonography, essentials of patient care, ethics, patient's right and HIPAA, as well as to communications principles for healthcare professionals. The courses also emphasizes the basic ultrasound imaging: principles, techniques, ultrasound terminology, knobology and scanning protocols. In addition, this course will introduce students to the 10-step process of a complete examination, including patient care and bedside manner, obtaining patient medical history, and completing an exam report using appropriate terminology. The ergonomics and musculoskeletal issues in sonography field are also discussed. Prerequisites: None

Sonographic Principle and Instrumentation I & II (SPI I-8QCH / SPI II-4QCH)

In this course, students study the fundamentals of the sonographic principle and instrumentation. The course begins with review of foundational mathematics to enable students to apply mathematical principles to studies of physics. The course further transitions into the introductory and advanced level learning about physics of acoustics and sonographic instrumentation. Production and types of sound waves discussed. The course includes demonstration of propagation of ultrasound through tissues, transducers, pulse-echo instruments and display methods. The course continues into the area of pulse-echo instrumentation including harmonics, image artifacts and color flow imaging with Doppler instrumentation; bioeffects and safety in ultrasound imaging; and quality management applied to Sonography. The course is primarily theory-based with practical components such as projects, exercises, and other activities. The students will later have an opportunity to apply these principles in a laboratory environment in Introduction to Sonography class. Prerequisites: None for SPI I; SPI I is a prerequisite for SPI II

Abdominal Ultrasound (8 QCH)

In this course students study the clinical ultrasound applications for the area of the abdomen and retroperitoneum. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic

patterns of the abdomen, as well as to sonographic scanning techniques, protocols and ultrasound-guided interventional procedures.

Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Abdominal Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to abdominal ultrasound with an emphasis on normal anatomy of the abdomen. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an abdominal examination and how to document the ultrasound findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the abdominal organs and structures on sonographic images. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

OB/GYN Ultrasound (8 QCH)

In this course, students study clinical applications of ultrasound in the specialties of gynecology and obstetrics are discussed. The students are introduced to the related symptoms, and to the pathophysiological changes in non-pregnant woman, as well as in pregnant woman. Fetal development through pregnancy is also studied, with an emphasis on the parameters of fetal growth and its development with the parameters used for sonographic evaluation of gestational age. Students also study sonographic scanning techniques and protocols. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

OB/GYN Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to gynecology and obstetrics with an emphasis on sonoanatomy and pathophysiology of the female reproductive system. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination in non-pregnant woman and in pregnant women during the first, second and third trimester and how to document the ultrasound findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal measurement and assess the gestational age.



Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Small Parts Ultrasound (8 QCH)

In this course students study the clinical ultrasound applications for the small parts with the emphasis on the analysis of sonography of the breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, and spine and musculoskeletal system as well. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns, as well as to sonographic scanning techniques, protocols and ultrasound-guided interventional procedures.

Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Small Parts Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, and spine and musculoskeletal system with an emphasis on normal sonoanatomy. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the superficial organs and structures on sonographic images.

Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Vascular Ultrasound (8 QCH)

In this course, students study ultrasound applications for the vascular system with the emphasis on the anatomy and pathophysiology of the cerebrovascular and periferovascular system. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the vascular system. Students also study sonographic scanning techniques, protocols and ultrasound-guided interventional procedures.

Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Vascular Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to intracranial and extracranial circulation, upper and lower arterial and venous vascular evaluation with an emphasis on normal sonoanatomy. The

role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of anatomy and physiology, Doppler and hemodynamics principle and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the physiologic studies and advanced vascular ultrasound procedure.

Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

Clinical Externship (32 QCH)

The clinical externship is the third and last module of the UMI Diagnostic Medical Sonography program. The clinical externship is a highlight of the Diagnostic Medical Sonography program; it aims to offer the students an opportunity to build on knowledge and skills they have acquired during the in-school portion of the program. The student will be performing ultrasound procedures under close supervision by a qualified medical diagnostic sonographer and will practice professional, technical, and soft skills typically expected in a real-life work environment at a healthcare facility.

Prerequisites: Successful completion of all courses in Module I and II; successful completion of Program Exit Theory and Competency Exams; Verified completion and passing of the ARDMS's SPI exam.

Program Tuition & Cost

Registration Fee (non-refundable)	\$100.00
Student Tuition Recovery Fund (non-refundable)*	\$0.00
Tuition	\$31,700
Technology Fee (non-refundable after cancellation period)	\$1,100
Total Program Cost**	\$32,900

*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

**Estimated Charges for a period of attendance- Program Periods: One (1) Didactic 1,000 hours \$29,200, Two (2) Clinical 960 hours \$2,500

UMI does not participate in Federal student financial aid program.

Not Included in Tuition & Program Fees:

Post-Admission You Will Need:

- Text books (purchased by the student) – \$1,200.00 approximate estimated total cost for the program.



- Required uniform - \$55.00* per set (approximate price, purchased by the student)

Prior to Clinical Externship You Will Need:

- CPR training – approximately \$60.00*
- Corporate Screening Services—Criminal Background Check (should include sex offenders’ list check and 10-panel Drug Screening) - \$160.00*
- Insurance (required for clinical externship) - \$220.00* Liability & \$200.00* Malpractice

All charges are subject to change.

The total charges for the period of attendance include the cost of the entire program and is estimated at \$34,795

Student Loan Repayment Responsibility

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

VA Student Responsibility Disclosure

In order to avoid overpayment of personal VA benefits all students receiving stipend or monthly VA allowance are obligated to inform VA of absences, vacations, time off, leave of absence, or program withdrawal. UMI does not bear responsibility for the individual VA student benefits. All questions concerning this issue should be addressed directly to the Veteran Affairs Administration.

ADDITIONAL POLICIES & DISCLOSURES

Video & Audio Surveillance Notification

While on UMI premises, individuals enter an area where video & audio recording may occur, by entering the premises, individuals consent to video and audio recording and release UMI, its

officers and employees, and each and all persons involved from any liability connected with the video and audio recordings.

In order to promote the safety of employees and students, as well as the security of its facilities, United Medical Institute may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, and with video cameras will be positioned in appropriate places within and around UMI.

By entering the premises, individuals waive any right to inspect or approve any video or audio recordings taken by UMI or by the person or entity designated to view recordings.

Laboratory Simulation

All students will be required to participate in the laboratory simulation classes on the regular basis and for the entire program duration. Laboratory simulations include mandatory student participation in practice and in performance of medical procedures on each- other in the appropriate and professional manner with all required percussions taken as it is required for the specific procedure performed. Students who fail to participate will be dismissed for the day from the class immediately with the absence in attendance noted for that day with a written warning.

To sign off and pass the Laboratory competencies, every student is required to bring a “model” for the Competency Final Exams for every subject (OB/GYN, Abdomen, Small Parts, Vascular, etc.) and for the Program Competency Exit Exam.

Student will inform the participating “model” that his/her participation in the laboratory simulation is for the educational purposes only. No medical diagnosis will be provided. The “model” will NOT receive compensation of any



kind for the exam participation. A participating “model” maybe a friend, family member, or acquaintance and must sign Liability Waiver Form prior to participating in the laboratory simulation activity/exam. Forms will be provided by the instructor.

CATALOG UPDATE POLICY

The catalog is released once a year; students are encouraged to consult with advisors and visit the United Medical Institute website for the most current information.

Changes in Rules and Policies: Although every effort has been made to assure the accuracy of the information in the current catalog, students and others who use UMI catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in the current publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the United Medical Institute, or by relevant accrediting agencies.

Rules governing student conduct, admissions policies, graduation requirements and other information that pertains to students, the institution, and the United Medical Institute and this catalog are updated at least annually. More current or complete information may be obtained from the appropriate school department or administrative office. Updated policies are added to this catalog in the form of an addendum and/or a revised electronic copy with revision dates clearly stated. The addendum may include: updated information about new and modified requirements, regulations, policies, procedures, dates, fees and deadlines (if applicable) and added to the end of this Catalog. Updated Catalog is published annually in January or February. A revised copy of the catalog may be published on UMI website

prior to those dates. In this case, the older version of the catalog will also remain published on the website until the conclusion of the catalog academic year.

Nothing in the catalog should be construed as, operate as, or have the effect of an abridgement or a limitation of any rights, powers, or privileges of United Medical Institute or of the school President. The UMI, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. UMI catalog does not constitute a contract or the terms and conditions of a contract between the student and United Medical Institute. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, by UMI, the President, and by their duly authorized designee.

Catalog Distribution: UMI Catalog is available online to all students, prospective students, and applicants at: www.unitedmedicalinstitute.com, and written informational materials are provided at the time of the orientation or informational session. When enrolled, each student signs an affidavit acknowledging the receipt of the UMI Policies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling a toll-free telephone number (888) 370 - 7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site www.bppe.ca.gov

Required Disclosure: United Medical Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).



UNITED MEDICAL INSTITUTE

We are a small community bound to do big things





INSERT A: FACULTY & ADMINISTRATION

FACULTY AND ACADEMIC MANAGEMENT:

Mohammad S Dhamrah, RDMS, RVT, VT, AS, MBBS/MD—Academic Dean/DMS Program Director (FT). AS-DMS, Jinnah Postgraduate Medical College; MBBS-Medicine & Surgery, Baqai Medical University.

❖ **DMS Core Curriculum-Theory and Lab: Vascular, OB/GYN, Abdomen, Small Parts**

Angeles Perez-Agosto, MBA, RDMS, RVT, RMSKS – DMS Program Chair (PT). AS in Medical Sonography - Colegio Universitario del Este, Rio Piedras; Bachelor Degree in Health Science in Cardiovascular Sonography - Universidad del Este, Carolina; MBA-University of Phoenix.

❖ **DMS Core Curriculum-Theory and Lab: Vascular, OB/GYN, Abdomen, Small Parts**

Ali Al Haidary, M.D. – Faculty (PT). MD, Baghdad University - College of Medicine

❖ **DMS Prerequisites: Anatomy & Physiology, Medical Terminology, Physics (SPI I & II)**

Linda De Nero, BS, MS, RVT, RDCS. – Faculty (PT). BS- Vascular Technology Cum Laude, Oregon Institute of Technology; MS-Healthcare Administration, Trident University International.

❖ **Intro to Sonography & DMS Core Curriculum-Theory and Lab: Vascular**

Faisal Ahmad Hikmatjo. – Faculty (PT). RDMS, RVT, MBBS/MD- MBBS/MD - Nangarhar University-Faculty of Medicine, Afghanistan

❖ **DMS Core Curriculum-Theory and Lab: Vascular, OB/GYN, Abdomen, Small Parts**

SCHOOL ADMINISTRATION:

Inna Lisker, MBA, PhD- President/CEO. BS, University of Illinois, Urbana-Champaign; MBA, University of California, Irvine; PhD, Capella University; Graduate Certificate in Legal Studies, Harvard Extension School.

Linda Simonyan, BA - Dean of Enrollment Services/Registrar; Veterans Record Clerk/VA Certifying Official. BA from Lengvosios Pramonos Technecumas; Diploma in Evangelism from RHEMA Bible College.



INSERT B: SCHOOL HOLIDAYS & BREAKS

2019-2020 SCHOOL HOLIDAYS & BREAKS		
HOLIDAY	NO CLASSES	SCHOOL CLOSED
MLK	01/21/2019	
PRESIDENT DAY	02/18/2019	02/18/2019
MEMORIAL DAY	05/27/2019	05/27/2019
SUMMER BREAK / INDEPENDENCE DAY	07/01/2019-07/04/2019	07/04/2019
LABOR DAY	09/02/2019	09/02/2019
VETERAN'S DAY	11/11/2019	
THANKSGIVING	11/28/2019	11/28/2019, 11/29/2019
WINTER BREAK	12/20/2019-01/05/2020	12/25/2019; 01/01/2020
MLK	01/20/2020	
PRESIDENT DAY	02/17/2020	02/17/2020
MEMORIAL DAY	05/25/2020	05/25/2020
SUMMER BREAK/ INDEPENDENCE DAY	06/29/2020-07/05/2020	07/03/2020-07/04/2020
LABOR DAY	09/07/2020	09/02/2020
VETERAN'S DAY	11/11/2019	
THANKSGIVING	11/28/2019	11/28/2019, 11/29/2019
WINTER BREAK	12/21/2020-01/03/2021	12/25/2020; 01/01/2021



INSERT C: ACADEMIC CALENDAR

NOTE: Class schedule is subject to change. UMI will make every effort to give students sufficient notice of any changes in their schedule. Some class days may fall on a holiday. In this case, a make-up class will be scheduled on a different day.

2019 SCHEDULE OF CLASSES: Morning

WEEK START	WEEK END	MOD I	Days	Time	MOD II	Days	Time
01/14/2019	03/24/2019	SPI I&II	Tu, W, Th	9AM-1PM	ABD	M, Tu	9AM-1PM
01/14/2019	03/24/2019	INTRO TO SONO	Sa	8AM-12PM	ABD-LAB	W, Th	8AM-1PM
03/25/2019	06/02/2019	A&P; MT	Tu, W, Th	9AM-1PM	SP (A)	M, Tu	9AM-1PM
03/25/2019	06/02/2019				SP (B)	W, Th	9AM-1PM
03/25/2019	06/02/2019	INTRO TO SONO	M	5:30PM-9:30PM	SP-LAB (A)	W, Th	8AM-1PM
03/25/2019	06/02/2019				SP-LAB (B)	M, Tu	8AM-1PM
06/03/2019	08/18/2019	SPI I&II	Tu, W, Th	9AM-1PM	VSC (A)	M, Tu	9AM-1PM
06/03/2019	08/18/2019				VSC (B)	W, Th	9AM-1PM
06/03/2019	08/18/2019	INTRO TO SONO	Sa	8AM-12PM	VSC-LAB (A)	W, Th	8AM-1PM
06/03/2019	08/18/2019				VSC-LAB (B)	M, Tu	8Am-1PM
08/19/2019	10/27/2019	A&P; MT	Tu, W, Th	9AM-1PM	OB/GYN (A) I	M, Tu	9AM-1PM
08/19/2019	10/27/2019				OB/GYN (B)I	W, Th	9AM-1PM
08/19/2019	10/27/2019	INTRO TO SONO	M	5:30PM-9:30PM	OB/GYN-LAB(A)	W, Th	8AM-1PM
08/19/2019	10/27/2019				OB/GYN-LAB(B)	M, Tu	8AM-1PM
10/28/2019	01/19/2020	SPI I&II	Tu, W, Th	9AM-1PM	ABD (A)	M, Tu	9AM-1PM
10/28/2019	01/19/2020				ABD (B)	W, Th	9AM-1PM
10/28/2019	01/19/2020	INTRO TO SONO	Sa	8AM-12PM	ABD-LAB(A)	W, Th	8AM-1PM
10/28/2019	01/19/2020				ABD-LAB(B)	M, Tu	8AM-1PM

2019 SCHEDULE OF CLASSES-Evening

WEEK START	WEEK END	MOD I	DAYS	TIME	MOD II	DAYS	TIME
01/14/2019	03/24/2019	SPI I&II	Tu, W, Th	5:30PM-9:30PM	ABD	M, Tu	5:30PM-9:30PM
01/14/2019	03/24/2019	INTRO TO SONO	Sa	8AM-12PM	ABD-LAB-OPTION 1	W, Th	5:30PM-10:30PM
03/25/2019	06/02/2019	A&P; MT	Tu, W, Th	5:30PM-9:30PM	SP	M, Tu	5:30PM-9:30PM
03/25/2019	06/02/2019	INTRO TO SONO	M	5:30PM-9:30PM	SP-LAB-OPTION 1	W, Th	5:30PM-10:30PM
06/03/2019	08/18/2019	SPI I&II	Tu, W, Th	5:30PM-9:30PM	VSC	M, Tu	5:30PM-9:30PM
06/03/2019	08/18/2019	INTRO TO SONO	Sa	8AM-12PM	VSC-LAB-OPTION 1	W, Th	5:30PM-10:30PM
08/19/2019	10/27/2019	A&P; MT	Tu, W, Th	5:30PM-9:30PM	OB/GYN I	M, Tu	5:30PM-9:30PM
08/19/2019	10/27/2019	INTRO TO SONO	M	5:30PM-9:30PM	OB/GYN-LAB-OPTION 1	W, Th	5:30PM-10:30PM
10/28/2019	01/19/2020	SPI I&II	Tu, W, Th	5:30PM-9:30PM	ABD	M, Tu	5:30PM-9:30PM
10/28/2019	01/19/2020	INTRO TO SONO	Sa	8AM-12PM	ABD-LAB-OPTION 1	W, Th	5:30PM-10:30PM



INSERT D: VA STUDENTS ACKNOWLEDGEMENT FORM

United Medical Institute
5280 Auburn Blvd
Sacramento, CA 95841

I have received a copy of the United Medical Institute Veterans Policy Statement and Course Catalog, which contain the policies, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name: _____

Signature: _____

Date: _____

UMI Catalog Addendum

Effective as of 03/27/2019

POLICY: GRADING SCALE AND DEFINITION AND APPLICATION TO SAP

CHANGE: ELIMINATED:

ITR (Leave with Intent To Return) grade-code

Leave with Intent to Return (ITR) is an administrative code for those students who, due to scheduling, may not have a class to attend for a period of time not to exceed one quarter or 12 weeks of normal school period, excluding official school breaks and holidays. The student must sign an ITR form in order not to accrue unauthorized absences and must resume his/her regular class enrollment, as scheduled. Failure to post attendance within 12 weeks of ITR start date may result in program dismissal.

POLICY: ATTENDANCE POLICY: AUTHORIZED ABSENCES

CHANGE: ELIMINATED:

Leave with Intent to Return (ITR): ITR is an authorized absence for those students who, due to scheduling, may not have a class to attend for a period of time not to exceed one quarter or 12 weeks of normal school period, excluding official school breaks and holidays. ITR can be authorized only by the school administration. The student must sign an ITR form in order not to accrue absences and must resume his/her regular class attendance, as scheduled. Failure to post attendance within 12 weeks of ITR may result in program dismissal.

POLICY: CLINICAL EXTERNSHIP

CHANGE: REVISED:

Clinical Externship Prerequisite: SPI

All Diagnostic Medical Sonography Program students ~~must~~ **should attempt to take and pass** SPI examination prior to externship placement.

Employment requirements and opportunities as Diagnostic Medical Sonographer have become more demanding with more emphasis on the 2-Step ARDMS examination. All students are ~~required~~ **encouraged** to take and pass the Sonography Principles and Instrumentation (SPI) examination before they are placed on clinical externship.

~~Students will be allowed to begin their externship once they show proof that they have taken and passed SPI exam. Students are encouraged to study for and take the exam immediately after they complete Module I. Failure to provide the evidence of SPI examination completion within 30 days after completing the didactic portion of the program may result in program dismissal.~~

UMI Faculty members periodically conduct SPI review sessions via ZOOM (teleconference); all students preparing for the exam are encouraged to attend these sessions.

Furthermore, SPI examination is the first required step toward ARDMS credentials. ARDMS credentialing process includes the Sonography Principles and Instrumentation ("SPI" or "Physics") examination and specialty examination administered by ARDMS. The only means of obtaining an ARDMS credential is by examination. Prerequisites must be met

before an applicant can earn an ARDMS credential. Sonography professionals wanting to earn an ARDMS credential are required to pass both the SPI examination and a corresponding specialty within five years. Please refer to www.ardms.org for information on ARDMS eligibility criteria.

POLICY: GRADUATION REQUIREMENTS
CHANGE: REVISED:

Academic Requirements

1. Completion of all didactic courses with a grade point average of at least 70% (C). For Diagnostic Medical Sonography Program: A student who earns a grade less than a “C” in any Diagnostic Medical Sonography core course or a prerequisite course may not progress in the Diagnostic Medical Sonography sequence until that course has been satisfactorily repeated.
2. Completion of all Clinical Externship Hours with evaluation score of 76% or above.
3. Scoring at least 70% (C) on all final course/subject exams. Students who fail a final course/subject exam (score below 70%) may be required to repeat or audit the course.
4. Successful completion of the required number of laboratory performance/competencies check-offs scheduled for each course/subject and the program as a whole.
5. Minimum satisfactory overall performance in clinical laboratory and externship modules.
- ~~6. Scoring at least 70% on the Program Theory and Competency Exit Exam. For Diagnostic Medical Sonography Program: Passing score on ARDMS SPI examination.~~

POLICY: COURSE DESCRIPTION
CHANGE: REVISED

Clinical Externship (32 QCH)

The clinical externship is the third and last module of the UMI Diagnostic Medical Sonography program. The clinical externship is a highlight of the Diagnostic Medical Sonography program; it aims to offer the students an opportunity to build on knowledge and skills they have acquired during the in-school portion of the program. The student will be performing ultrasound procedures under close supervision by a qualified medical diagnostic sonographer and will practice professional, technical, and soft skills typically expected in a real-life work environment at a healthcare facility.

Prerequisites: Successful completion of all courses in Module I and II; ~~successful completion of Program Exit Theory and Competency Exams; Verified completion and passing of the ARDMS's SPI exam.~~

POLICY: ACADEMIC ASSESSMENT AND EVALUATION
CHANGE: REVISED:

Academic Assessment and Evaluation

Levels of programmatic academic assessment and evaluation:

- Overall Course-level assessment
- Course-level final examination
- ~~• Program exit examination-Didactic~~
- Clinical evaluation

Overall Course-Level Assessment & Evaluation

Didactic and laboratory courses are graded using the following recommended assessment distribution:

- Final Exam: 25%
- Course quizzes and tests: 25-35%
- Special assignments/Homework/Projects: 25-35%
- Class Participation: 5-10%

Faculty have a discretion to include additional assessment methods and to assign weights within the recommended range.

Students must complete all didactic (in-school) courses with at least a "C" (70%). A failure to achieve "C" or better will negatively affect the student's academic progress and may result in dismissal from the program. The student will not be able to progress to the next module/course sequence until the failed course in the previous module has been repeated and successfully completed with the minimum grade of "C" (70%).

Course-Level Examinations

Due to the cumulative knowledge-based design of the program's curriculum, students are expected to pass each course final exam ~~and final program exit exam~~ with a minimum grade of "C" (70%). Students must pass with minimum 70% both written (theory) and performance (lab) final exams.

Failed Course-Level Final Examination: Students who receive a grade lower than 70% for the final course-level exam in any course may appeal to retake the exam within 10 calendar days (excluding official school breaks and holidays). The appeal must be approved by the program director or designee. If the student fails the course final exam for the second time, the student may be required to repeat/audit the subject/course even if he/she received an overall passing grade for the course. Additional fee may be applied for every repeated subject/course due to failed grade or failed final exam for the course.

Completion certificate/diploma will not be issued to a student who failed even one course/subject and/or any course/subject final exam; ~~the student will not be allowed to take the final exit competency (practical) and final exit theory exams until the student earns minimum 70% (C) on all subject final exams and minimum 70% (C) in all subject/courses.~~

~~Program Exit Examination-Didactic~~

~~Students must pass the comprehensive Program Exit Theory Exam and Program Exit Competency Exam with a minimum of 70% given three attempts. Failure to achieve at least 70% at the third attempt may result in program withdrawal or the student may be placed on Academic Probation and required to audit one or more courses, as part of academic improvement plan. The student will have an opportunity to appeal to retake the final program exit exam. Failure to pass the Program Exit exam while on Academic Probation will result in student withdrawal from the program. The student may appeal to be reinstated in the program following UMI program reinstatement policy.~~

~~Failed Program Exit Exam: Should a student fail the Final Program Theory Exit Exam or the Final Program Competency Exam (scores below 70%), UMI administration will assign a time for the re-test of the exam. A non-refundable administrative fee of \$150 may be applied for every re-take of the Final Program Exam.~~

Clinical Externship Evaluation (see details under Clinical Externship section of the Catalog)

Students must pass Clinical Externship evaluations with at least 76%. A failure to achieve 76% or better in Clinical Externship evaluation may result in Academic Probation or dismissal from the program, depending on whether extenuating circumstances may have contributed to underperformance.

Make-up Tests and Examinations

Course-level tests and exams: All course-level tests and exams are to be taken as scheduled. If, due to extenuating circumstances, a student must miss a test, the student is required to personally notify the instructor, program director or designee by following appropriate UMI communication policy for course absences/tardiness.

Make-up tests should be taken on the first day back from the absence (including a lab day). It is the student's responsibility to contact the course instructor to schedule a make-up test. Students are not permitted to keep graded tests and/or final exams. Class sessions will be scheduled to review graded tests and final exams.

~~**Program Exit Examinations:** The date and time set for the Program Exit Exam(s) may be changed only by the program director or designee. Failure to take the program exit exam at a scheduled time will be recorded as a failed first attempt. Only life threatening events or similarly serious extenuating circumstances will be considered acceptable as an excused absence for the Final Program Exit Exams. It is the student's responsibility to inform the school if a qualified extenuating circumstance occurs and absence on the day of the examination is necessary. The qualified extenuating circumstance is defined as: a medical emergency, life-threatening accident or circumstance involving the student or an immediate family member (e.g. child or spouse). Student must provide UMI with the supporting documentation for the aforementioned absence. Attendance Policy applies.~~