



## **Sacramento Ultrasound Institute**

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[www.sui.edu](http://www.sui.edu)

School Catalog 2020 – 2021 Academic Year

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## President's Message

Congratulations!

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

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

Sima Dermishyan

President and Chief Executive Officer

## Accreditation Explained

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

### **Institutional Accreditation**

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

### **Programmatic Accreditation**

The Medical Assisting, Diagnostic Medical Sonography and MRI Technologist programs are programmatically unaccredited.

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

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

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

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

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

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

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

Sacramento Ultrasound Institute will provide an Official Transcript and School Catalog to any student requesting to transfer credit from SUI to another school. The current catalog is also available online for public access.

### Accreditations & Approvals

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

#### Institutional Accreditation

Sacramento Ultrasound Institute is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES). ABHES accreditation does not include continuing education courses. ABHES is located at:

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

#### Veterans Assistance

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

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

### Approval Disclosure Statement

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

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

### CECU

Sacramento Ultrasound institute is a member of Career Education Colleges and Universities (CECU).

### CAPPS

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

### SDMS

Sacramento Ultrasound Institute is a member of the Society of Diagnostic Medical Sonographers (SDMS).

### ARRT

The MRI Technologist and Diagnostic Medical Sonography programs are recognized by the American Registry of Radiologic Technologists (ARRT).

## Statement of Ownership

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

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



# About SUI

## Our History

<b>1983</b>		<b>2015</b>
Sierra Hi Tech opened to train men and women in the Carmichael area in Drafting, CADD, Electronic Repair, Assembly and Computer related fields.		SUI received 4-year institutional accreditation from ABHES.
<b>2001</b>		<b>2016</b>
The administration incorporated and changed the name to College of Career Training. Medical practice programs and trade industry practices were offered to upgrade the education to 21st Century opportunities.		SUI expanded to a 12,000 sq. ft. campus.
<b>2009</b>		<b>2018</b>
College of Career Training shifted focus of programs into offering healthcare training while maintaining its core structure and teaching philosophies.		SUI receives a 6-year renewal of accreditation from ABHES. SUI receives full approval to participate in Federal Financial Aid.
<b>2011</b>		<b>2019</b>
College of Career Training changed its name to the Sacramento Ultrasound Institute (SUI) to better reflect its new focus.		Medical Assisting program is introduced.

## Executive Officers

Sima Dermishyan, CEO	Samuel Yarmagyan, COO	Natalya Neverov, CFO
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## SUI Mission Statement

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

## College Campus

SUI is located at 2233 Watt Ave Ste., 150, Sacramento, CA 95825. The school occupies an area that is approximately 12,000 square feet.

The campus includes the following:

Administrative offices comprised of offices for administrators, program directors and instructors.

Locked student file vault, one general storeroom and an electrical room maintained by administration.

The academic area is comprised of five classrooms, two ultrasound labs, one medical assisting lab, a student break room, and a student study area. The student break room is equipped with two refrigerators, and two microwave ovens.

All classrooms are equipped with dry erase writing boards, LCD projectors.

Skeletal, torso and organ models are utilized in the classroom and lab to facilitate visual learning. Each lab also contains active equipment which is utilized to simulate the clinical setting. DMS simulators and phantoms are provided to aid in the educational process.

## Student Resources

Sacramento Ultrasound Institute provides many student services which include Advising and Counseling, Admissions and Records, Financial Aid, Library Services, and Student Accessibility Services.

The staff of Sacramento Ultrasound Institute makes every effort to maintain close communication with its students. Students experiencing personal problems, which require professional counseling and is requested by the students, will be referred to the appropriate agencies.

### Curricula/Course Descriptions

Please see the current SUI Catalog at <http://www.sui.edu/about/disclosures/>. Any proposed changes to program curriculum and/or course descriptions will be posted as an addendum to the SUI Catalog.

### Computer and Internet Resources

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

### Lab – Diagnostic Medical Sonography (DMS)

The Diagnostic Medical Sonography labs are equipped with HD overhead projectors and dry erase white boards. The labs provide students a hands-on environment to learn and practice fundamental scan techniques and proper patient care. The general DMS lab is equipped with eight (8) ultrasound stations. The echo lab is equipped with five (5) ultrasound stations. In addition to the DMS labs, Sacramento Ultrasound Institute provides students with a state-of-the-art scanning phantom/simulator with two (2) life-sized scan models which can be utilized in the classroom and the labs to assist student learning of scanning skills and familiarity with pathological findings.

### Lab - Medical Assisting

The Medical Assisting Program provides a unique learning environment by combining the classroom and lab. This combination allows for the student to move quickly between theory and practical hands-on implementation. The Lab is equipped with a variety of active equipment found in a doctor's office.

### LearnSUI

The online learning portal is available to students for idea sharing, communication between faculty and students, quizzes, research exchange, email communications, grades, and attendance verification. The learning resource platform is accessible 24 hours a day, seven days a week. It provides students with:

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

## Library Resources

Library resources include, but are not limited to, CDs and DVDs as well as current magazine publications and medical books relative to sonography, MRI and medical assisting fields. On campus library resources are available for student use on campus. Students may access the library Monday through Friday 9:00 AM to 5:00 PM.

## Housing

Sacramento Ultrasound Institute provides no assistance to find housing and has no dormitory facilities under its control. According to [www.rentals.com](http://www.rentals.com), rentals in the Sacramento area start at approximately \$900.00 per month.

## Orientation for New Students

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Sacramento Ultrasound Institute. During this orientation, members of the administration familiarize students with the school's facilities and explain academic policies and school regulations. All newly admitted students are required to attend the New Student Orientation. All students who are returning, re-enrolling after 180-day absence, or changing programs are required to attend the New Student Orientation with the incoming cohort as a first-time student.

## Distance Education Requirements

Staying current with technology is an important part of the education at Sacramento Ultrasound Institute. As of January 2019, students have the option to receive a laptop as part of their program costs to assist them in their education.

Students will be required to have a laptop in class during the didactic portion of their program. If a student chooses to use their own laptop, they must verify that it meets the hardware and software requirements listed below.

Students must have access to a computer with the following:

- A processor of 2 GHz or faster
- 4 GB RAM or greater
- A high-speed internet connection with a connection speed of 1.5 MB/s or better.
- Monitor and video card with 1024x768 or greater resolution
- Keyboard and Mouse is recommended
- Speakers/Headphones and Microphone
- A web camera capable of video web conferencing

## Software and Applications

You will need a computer with Microsoft® Windows or Apple® Mac OS and familiarity with the following items:

### *Operating System:*

	MINIMUM	RECOMMENDED
Microsoft® Windows	Windows 7	Windows 10 or higher
Apple® MacOSx	MacOSx 10.10	Latest version

Microsoft® Windows may be required for some technology courses.

### *Web browser:*

WINDOWS BROWSER	MINIMUM	RECOMMENDED
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Internet Explorer	10 or higher	Latest version
Microsoft® Edge	38 or higher	Latest version
MAC OSX BROWSER	MINIMUM	RECOMMENDED
Apple® Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

*Sacramento Ultrasound Institute only supports the browsers listed above.*

*Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

### **Additional Software**

- Microsoft® Office 2013
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- Local administrative privileges to operating system may be required to allow for installation of software and/or configure computer settings
- A current security suite application (updated regularly)

## Employment Assistance

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

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

This specific instruction is designed to give you that edge in successfully gaining employment in your program's field. Instruction may include areas such as:

- Resume Writing
- Successful Interviewing Techniques

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

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

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The Career Placement Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. It should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In order to maximize chances for success, students must commit to a reasonable time frame to complete the job search process, which typically takes several months beyond graduation.

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

The Career Placement Coordinator is also available to assist in future years when Sacramento Ultrasound Institute Alumni contemplate a change in employment. Only graduates of Sacramento Ultrasound Institute are eligible for Career Placement assistance. Sacramento Ultrasound Institute does not offer employment as an incentive to enrollment.

## Program Start Dates

Program			
DMS / DMS Advanced	AAS MRI	Medical Assisting	
11/09/20	2/22/21	7/27/20	2/1/21
4/12/21		9/8/20	3/15/21
11/1/21		10/26/20	5/3/21
		12/7/20	6/14/21

## Academic Calendar

2020 HOLIDAYS				
			COLLEGE BREAKS	
January 20	Monday	Martin Luther King's Day	Spring Break	4/6-10/20
February 17	Monday	Presidents' Day	Summer Break	7/3-24/20
April 24	Friday	<b>Armenian Genocide Remembrance Day</b>	Winter Break	12/25/20-1/8/21
May 25	Monday	Memorial Day		
September 7	Monday	Labor Day		
October 12	Monday	Columbus Day		
November 11	Wednesday	Veterans' Day		
November 26	Thursday	Thanksgiving Day		
2021 HOLIDAYS				
			COLLEGE BREAKS	
January 18	Monday	Martin Luther King's Day	Spring Break	3/30-4/4
February 15	Monday	Presidents' Day	Summer Break	7/1-19/19
April 24	Wednesday	<b>Armenian Genocide Remembrance Day</b>	Winter Break	12/23/19-1/3/20
May 31	Monday	Memorial Day		
July 4	Sunday	Independence Day		
September 6	Monday	Labor Day		
October 11	Monday	Columbus Day		
November 11	Monday	Veterans' Day		
November 28	Thursday	Thanksgiving Day		

## Admissions

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

### The Admissions Process

1. The student must tour the facility and interview with an Admissions Representative. Information will include disclosures of completion, placement rates, tuition payment plans, and the applicant's professional educational goals.
2. Pay Registration Fee
3. Submit required paperwork: Statement of Intent, Resume, Clinical Observation Form (as applicable), Official Transcripts, Recommendation Letters, Immunization Records, Health Evaluation.
4. Pass the Entrance Exam
5. Provide remaining required documents  
SUI utilizes a regular (pool) admissions process. Once the enrollment period is open for the upcoming cohort, applicants are invited to submit the required documentation for their application. Upon the close of the application window, the admissions committee convenes. All completed applications are reviewed by the admissions committee at the same time. Based on the committee's decision, the Admissions Director will send notification of acceptance or denial.

### General Admission Requirements for all Programs

- Must be a current resident in California.
- Be at least 18 years of age (Age will be verified with Individual's ID)
- Students must also be able to provide proof of appropriate educational requirement such as:
  - Copy of high school diploma, or
  - Copy of GED certificate, or
  - Copy of high school transcript showing graduation date.
- (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States. Evaluation and certification of foreign transcripts to be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and their members can be found at [www.naces.org/members.html](http://www.naces.org/members.html)).
- Provide documentation of eligibility to work in the United States.

## Program Specific Admissions Requirements

Program	Minimum Degree	Minimum Entrance
Diagnostic Medical Sonography	Bachelor's degree (Any Field)	20+
Diagnostic Medical Sonography Advanced	Associate Degree (Any Field)	20+
MRI Technologist	High School Diploma / GED	20+
Medical Assisting	High School Diploma / GED	12+

## Advanced Placement & Credit Granting

Students must pay a \$75.00 non-refundable service charge for each course being evaluated for Transfer Credit. All decisions on transfer credit or experiential learning are final. Students can be granted credit for up to 75% of the total hours in the program.

To transfer credits from another institution, official transcripts must be sent directly from the other institution, or armed forces, to SUI for review and evaluation. The credits awarded will be evaluated on a case-by-case basis. A letter grade of "B" or better is required to receive credit for that particular course. Transfer credit towards a certain program, experiential learning, challenge examinations, and achievement tests may be given for related previous education if the credits were granted within the last three (3) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition cost and the corresponding course will be listed on the student's transcript with a grade of "TR". Transfer credit courses are not counted in the CGPA.

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

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

## Foreign Transcript/Diploma

All foreign transcripts and degrees must be evaluated and translated by a NACES member evaluator. The evaluation must indicate that the degree is the equivalent of a United States High School Diploma, Associate or Bachelor's Degree in order to be accepted by SUI. (Information regarding this organization and their members can be found at [www.naces.org/members.html](http://www.naces.org/members.html))

## Articulation Agreements:

Sacramento Ultrasound Institute currently does not have any articulation agreements.

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



## Background Check

Applicants are required to complete a general and criminal background check as part of the enrollment process as well as prior to start of the externship, as requested by the intended clinical site. The tuition for the DMS(A) and MRI programs covers one background check. Medical Assisting program students are required to pay for the entry background check and drug screening out of pocket. Sacramento Ultrasound Institute will facilitate the background check procedure. The entrance background check results will be shared with the clinical site by the school.

Background check results could impact the student's ability to remain in the program, due to the inability to place a student at a clinical site. Also, negative background check results could hinder the student's ability to complete the program's graduation requirements, or to obtain certification after completion of the program.

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

## Incarcerated Applicants

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

## Entrance Exam

Wonderlic Exam is a general assessment test that is designed to test the students' level of comprehension and existing knowledge. The applicant is eligible to take this test upon submission of the application and registration fee.

If administered on campus, the test consists of 50 multiple choice and fill in questions testing math and english skills which must be completed within 12 minutes.

If administered online, the test consists of 30 multiple choice and fill in questions testing math and english skills which must be completed within 8 minutes.

An applicant is able to take the test up to three (3) times for each program application. Should the applicant be unsuccessful in obtaining the required score within the three (3) attempts the application is considered incomplete for that cohort.

The applicant is eligible to apply for a different program; however, they are ineligible to re-apply to the same cohort.

Results are valid for one year.

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

### Health Requirements - Physical

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

### Health Requirements - Required Shots and Vaccinations

- Tuberculin (TB) Skin Test—within the last 6 months
- Tdap—Current within 10 years
- Measles/Mumps/Rubella (MMR)
- Varicella (chicken pox)
- Flu Shot

### Performance Fact Sheet

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

### Registration Fee

All new applicants are subject to pay the \$100 registration fee. The registration fee is valid for one year and is non-refundable.

Individuals who were enrolled, however never started the program, and wish to enroll again are considered to be first-time applicants.

### Readmission

Any student who wishes to be considered for readmission must submit a written request to the Program Director explaining the reasons for readmission. Readmission will be determined on an individual basis by the Appeals Committee. A student who has voluntarily dropped from a program or has been dropped due to academic or attendance reasons and has been out of the program for 12 months or longer, must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if previous credit will apply. The student will be notified in writing of the Committee's decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis only.

## Registry Disclaimer

### Diagnostic Medical Sonography

California state law does not require sonographers to be registered by The American Registry of Diagnostic Medical Sonographers (ARDMS) to work; however, becoming registered may increase the chances of obtaining employment.

#### **Sacramento Ultrasound Institute accepts applicants with:**

- a) Bachelor of Science or Bachelor of Arts degree in any field., Associate of Science degree in an Allied Health field directed at human patient care.

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

- b) Associate Degree in non-allied health field.

Graduates who were accepted to the DMSA program under prerequisite b.) Specified above are NOT eligible to sit for the ARDMS examination immediately after completion. The graduate who wants to sit for the ARDMS exam must obtain twelve (12) months of full-time employment in a clinical ultrasound/vascular environment after graduation. Full-time employment is defined as 35 hours per week, at least 48 weeks per year. If working part-time, the requirements are pro-rated. For example, working 20 hours per week would satisfy the prerequisite in approximately 24 months. Please note that the program's required clinical rotation does not count towards employment after graduation to meet this ARDMS eligibility prerequisite.

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

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

For more information about the American Registry of Radiologic Technologist you can visit the ARRT website at [www.arrt.org](http://www.arrt.org) or contact them at: ARRT 1255 Northland Drive, St. Paul, MN 55120.

## **MRI Technologist**

The state of California does not require MRI technologists to be registered to work; however, a credential may increase the chances of obtaining employment.

The MRI Technology program is recognized by ARRT. Upon successful completion of the MRI Technologist program, the student is eligible to take the ARRT Registry.

For more information about the American Registry of Radiologic Technologist you can visit the ARRT website at [www.arrt.org](http://www.arrt.org) or contact them at: ARRT 1255 Northland Drive, St. Paul, MN 55120.

## **Medical Assisting**

The state of California does not require Medical Assistants be certified, but certification may increase the chances of being hired. The American Assosication of Medical Assistants (AAMA) exam is taken upon successful completion of didactic coursework during the program. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Assistants.

In order to perform the duties of the Phlebotomy Technician Level 1 (CPT1) in California, graduates will be required to pass a licensing examination approved by the Department of Health Services in California. Completion of this program does not automatically enable a graduate to perform duties of a Phlebotomy Technician (CPT1).

### **AAMA ELIGIBILITY**

Students enrolled in the Medical Assisting Program are eligible to sit for the AAMA and/or CCMA exam after graduation.

## Clinical Sites

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

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

## Travel Disclosure

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

All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. For the externship portion of their program, students may be required to travel more than an hour to a clinical site. Travel to a clinical site varies and can be up to one hundred and twenty-five (125) miles one way from campus. Students/applicants are encouraged to check with their program officials for more details. Rotation requirements will be presented to the students by their respective Clinical Coordinator and/or Program Director.

Transportation for students to externship clinical sites is not provided by SUI. Students should plan accordingly for additional travel costs. The student must provide his/her own transportation. If, for any reason, the student does not have access to a vehicle for personal use or does not have a valid driver's 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.

## Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Financial Information

### Financial Obligations

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

### Late Payments

A late payment fee of \$10 is assessed to students who do not provide payment of tuition and fees by 12:00 PM of the due date.

### Student Loan

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

### Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by SUI for the 2018-2019 academic year. Please note that the Cost of Attendance stated below is for one academic year only and that all the programs below are more than one academic year in length. Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Financial Aid Director. The cost of attendance listed below is for students that do not live with their parents.

Program	Tuition & Fees	Loan Fees	Books / Supplies	Transportation	Room & Board	Personal Expenses	Total Cost of Attendance
DMS	\$15,300.00	\$100	\$2,530.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,253.00
DMS Advanced	\$15,300.00	\$100	\$2,780.00	\$4,014.00	\$13,239.00	\$2,070.00	\$37,503.00
MRI Technologist	\$24,466.10	\$100	\$800.00	\$4,014.00	\$13,239.00	\$2,070.00	\$44,689.10
Medical Assisting	\$12,000.00	\$100	\$450.00	\$4,014.00	\$13,239.00	\$2,070.00	\$31,873.00

### Total Program Cost

Program	Registration Fee	Uniforms	Books	Laptop Fee	Tuition	Total Cost
DMS	\$100.00	\$100.00	\$870.00	\$750.00	\$37,800.00	\$39,620.00
DMS Advanced	\$100.00	\$100.00	\$1,120.00	\$750.00	\$51,637.50	\$53,707.50
MRI Technologist	\$100.00	\$100.00	\$800.00	\$750.00	\$40,200.00	\$41,950.00
Medical Assisting	\$100.00	\$100.00	\$450.00	\$750.00	\$12,000.00	\$13,400.00

### In-House Financing

Tuition can be financed through TFC in equal monthly payments with a predetermined down payment in accordance to the enrollment agreement contract.

### Textbooks, Supplies, and Uniforms

Textbooks, supplies, and/or additional course requirements are listed in the enrollment agreement, school catalog and each course syllabus. It is recommended that students retain textbooks used in all courses throughout the duration of the entire program. Students should also have english language and medical dictionaries for reference. Students are given 2 sets of scrubs/school uniform as part of their program cost. Students are encouraged to purchase additional sets if they deem necessary.

### Failed Courses

Students who fail a course are allowed one retake of that course. If repeating one or more modules is required, the length of the program must not exceed 1.5 times the planned program length. A student may not repeat the same module more than once. In some situations, a required module may not be immediately available for the student to continue attendance. If the next required module is not immediately available but will be available within 45 days of the end date of the failed module, and if the student does not want to withdraw from the program, the student will be notified that he/she has been placed on a Leave of Absence (LOA) status and will be provided with the start date of his/her next required module. Failure to attend the next required module may result in termination from the program. In the event the next required module is not available within 45 days of the end date of the failed module, the student will be dropped from the program and may re-enter on the start date of the next available module.

### Retake Fees

Students who need to retake a course for unsuccessful completion (due to not passing the course, withdrawal, or due to disciplinary action) will be charged tuition at the currently established rate for that course and all remaining courses in the program.



## Veterans Benefits

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

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

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

### **VA Review of Prior Training for Transfer Credit**

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

### **SATISFACTORY ACADEMIC PROGRESS (SAP) Effect on VA Benefits**

Veterans who receive education benefits will lose their eligibility, if they fail to meet SAP in a subsequent payment period after being placed on Financial Aid Warning.

### **Books, Supplies and Equipment**

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

### **VA Transfer Credit**

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

### **Receipt of VA Additional Notices**

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

### **Tuition and Other Charges**

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course, withdraws, or is discontinued at any time prior to completion. The amount charged to the

veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

### **Maximum Timeframe**

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

## **Federal Student Aid**

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

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

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

### **Financial Arrangements**

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

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

### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need, students with the lowest Expected Family Contribution (EFC), and with priority given to Federal Pell Grant recipients. In determining student eligibility, SUI will base the selection on procedures designed to grant FSEOG to those students with the lowest EFC who will also receive Federal Pell Grant

in that year. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the USDOE. The funds are awarded proportionally across campuses and program start dates. The grant amounts vary; please check for current award amounts at [www.sui.edu/financial-aid](http://www.sui.edu/financial-aid).

### Federal Loans

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

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

### PLUS Loans

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

### How Eligibility is Determined

To receive Federal Student Aid, applicants must:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
  - Men exempted from the requirement to register include;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.

6. Sign certifying statements on the FAFSA stating that:
  - you are not in default on a federal student loan
  - do not owe a refund on a federal grant
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In Addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL: You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD: You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS: You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
5. Have a T-VISA: You are eligible if you have a T-visa or a parent with a T-1 visa.

### Same as, Or Stricter Than

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

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Chief Academic Officer notifies the Office if the school changes academic policies.

## Satisfactory Academic Progress

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

### Checking SAP

In addition to the SAP review conducted at the end of each course by the program director, for Financial Aid purposes, student's SAP evaluations occur at the end of a payment period.

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

- Qualitative Measure (grade based).  
(Remedial course work may be part of or separate from regular qualitative measure)
- Quantitative Measure (Pace).
- Maximum time frame.
- At the time of review, any student who is not in compliance with SAP standards will be placed on financial aid warning. Students will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

### Quantitative Measure

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

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

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

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

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

### Qualitative Measure

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

Students must complete all required assignments prior to the end of each course. Students receive a letter grade which is based on the completion of all assignments, competencies, and exams as listed in the course syllabus. The grading scale chart for SUI is included on each course syllabus as well as under Grading Policy in the SUI Catalog.

Students who receive an "F" course grade will be required to repeat that course.

## Maximum Time Frame

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

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

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

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

## Academic Year Definition

Program	Clock/Credits	Length
Diagnostic Medical Sonography / Adv.	900 Clock Hours	38 Weeks
MRI Technologist	34 Credits	30 Weeks
Medical Assisting	1,000 Clock Hours	42 Weeks

## Evaluation periods

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

MRI (1675 Hours) Evaluations		MA (1,000 Hours) Evaluation	
1st evaluation	23 Credits	1st evaluation	500 hours
2nd evaluation	44 Credits	2nd evaluation	500 hours
3rd evaluation	55 Credits		
4th evaluation	67 Credits		

\*\* If, at any time the student cannot complete the program within the normal time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving Title IV aid.

To calculate the pace at which the student is progressing the school would:

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

Cumulative hours completed / Cumulative hours attempted

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

### Financial Aid Disbursement Policy

Generally, once fees are posted to a student's SUI account for the upcoming academic year, the accepted financial aid award for the pay period will 'authorize' towards paying the charges. Then, about 10 days after instruction begins, the accepted money is 'disbursed' to the account. If a student receives more money than the balance due to the SUI, the remainder will be given to the student as a refund/stipend check.

### Financial Aid Warning

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

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

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

### Verification

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

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

## Financial Aid Probation

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

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

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

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

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

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



## The Appeal Process

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

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

The Chief Operations Officer will provide a decision in writing within ten (10) business days.

## Reinstatement of Title IV, HEA Aid

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

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Academic Appeals Committee. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

## Student's Right to Cancel

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

1. A full refund of all tuition and fees paid will be made: if a student cancels his/her Enrollment Agreement by notifying SUI within three days of enrollment; or
2. Cancels his/her Enrollment Agreement through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, following the three days after enrollment stated in "1." above. SUI will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100, and less any deduction for equipment not returned within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to discontinue school at any time; please see Withdrawal from the Program for more details. Cancellation may occur when the student provides a written notice of cancellation and can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however, expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

## Refunds after Withdrawal

A student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if the student has completed 60% or less of the scheduled hours in the current payment period in their program through the last day of attendance. The refund will be less the \$100 registration fee, and less any deduction for equipment not returned in good condition, within thirty (30) days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

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

For the purpose of determining the date and amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

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

## Return to Title IV Funds Policy

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

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

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

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

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

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

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

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## Order of Return

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

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

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

## The Calculation Formula

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

Calculate the percentage of Title IV, HEA aid earned:

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

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

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

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

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

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

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

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

### **Earned AID**

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

### **Overpayment of Title IV**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that must be repaid is half of the grant funds received. The student must make arrangements with the school or Department of Education to return the amount of unearned grant funds.

### **Post Withdraw**

If the student did not receive all earned funds, then a post-withdraw disbursement may be due. SUI may use a portion or all of the post-withdraw disbursement for tuition and fees (per the Enrollment Agreement). If the student does not give permission, the student will be offered the funds. However, it may be in their best interest to allow the school to keep the funds to reduce the student's debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

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

### **Withdraw Before 60%**

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

### **Withdraw After 60%**

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

### Refund Vs. Return to Title IV

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

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

### Return to Title IV Questions?

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

## Administrative Policies

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

### Academic Honesty

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Plagiarism is the failure to give credit for the use of material from outside sources.

Any student who engages in academic dishonesty, plagiarism, including self-plagiarism; cheating on an examination or assignment; distributing copies of examinations; recording examination information, including taking screenshots of exam questions and answers, assignments, or answer sheets to other students; passing off another's work as one's own; and/or aiding one or more other students in committing the same or similar acts of academic dishonesty will be given a grade of zero for the exam or assignment in which the infraction occurred and will be counseled by the course's faculty member. If a student commits a second act of academic dishonesty, he/she will be dismissed from the program.

### Anti-Bullying

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

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

### Crime, Accident & Incident Policy

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

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

## Chain of Command

Students who have questions or disputes regarding lecture, lab or clinical course objectives including evaluations, must first discuss their concerns with the assigned course instructor. If the instructor is unable to resolve the student's questions and concerns, the student should request an appointment with the Assistant Program Director or Program Director dependent on the student's program. The Assistant Program Director/Program Director will follow up with the assigned course instructor and investigate the issue. The Assistant Program Director/Program Director may request a meeting with the student and the instructor as part of the resolution process. If the issue continues unresolved, the student should follow the Grievance Policy.

Failure to follow the Chain of Command may result in the initiation of the Progressive Discipline Process, Step 2 Conference Report.

## Communication Policy

Communication is a key component in the success of a student attending Sacramento Ultrasound Institute. Students are required to respond to all requests for information or documentation from SUI faculty and staff. Failure to timely (within 48-hours for non-urgent matters or 24-hours for urgent matters) respond to an email, phone-call, or voicemail from a representative of SUI can result in the student being subject to the Progressive Discipline Policy.

Failure to submit required documentation by the due date can result in the student being subject to the Progressive Discipline Policy. Required documentation can include, but is not limited to, documents required for the following departments: Financial Aid, Admissions, Student Services, Registrar, as well as clinical logs, clinical evaluations, proof of immunizations, and TB Test.

All students are expected to communicate in a professional manner while on SUI campus, at their assigned clinical site, and in any written or verbal communications, including emails, phone calls, and voicemails. The student's failure to adhere to this Communication Policy can result in the student being subject to the Progressive Discipline Policy.

## Withdrawal Policy

Students can be dismissed by Sacramento Ultrasound Institute (involuntary) mainly for two reasons: Academic and Disciplinary.

### Voluntary Withdrawal

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

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



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

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

### Unofficial Withdrawal

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

### Dismissal Policy

**Academic Dismissal** – Academically dismissed students will have their academic file annotated to reflect the action and will be blocked from future enrollment unless the student follow the program's readmission process. Students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the maximum allowable time frame. If a student is readmitted after successfully completing the readmission process, the student will re-enter on probation and be required to meet SAP at the end of the returning module or semester or be dismissed without appeal. The college will graduate students who were on probation only if the standards for SAP were met prior to being eligible for graduation.

**Disciplinary Dismissal** – See *Progressive Discipline Policy*. A student may be dismissed from their program, and may be dismissed from the school, if at any time during the probation period, the student fails to meet any of the conditions of the probation contract. Accordingly, if at the end of the probation period, the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.

**Other Reasons for Dismissal** - Students may be dismissed from the college for other reasons than those stated above if the institution determines they cannot satisfactorily meet the academic, professional, or ethical expectations. The college reserves the right to administratively dismiss students for violations of academic honesty, student conduct standards, or clinical negligence. If a student is administratively dismissed, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal. Students retain the right to appeal, please see Grievance/Appeal Process.

## Progressive Discipline Policy

The faculty and administration of Sacramento Ultrasound Institute are committed to assisting students to be successful in their program. To afford students due process, any student not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

### Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to, utilization of peer study groups, tutors, computer assisted instruction, additional lab time, or seeking assistance from SUI Student Services.

Written feedback may take the form of student evaluations. Evaluations are performed at a minimum of once throughout each course to apprise the student of their progress in the course. Additional evaluations are completed at the instructor's discretion and may cover the student's:

- Attendance
- Grades
- Professional behavior
- Performance in lab or clinical setting
- Technical skills

At the discretion of the instructor and depending on the situation, this step may be skipped, and a conference meeting will take place.

### Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit, remain in the program, and be successful. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or be involuntarily withdrawn (dropped) from the program.

### Step 3: Probation

Probation action is implemented for students who:

- Unsatisfactory course grades
- Unsatisfactory class attendance and/or punctuality
- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety

- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program. The student meets with the instructor and assistant director. A SUI counselor may be asked to assist in representing the student. The student and faculty will review and sign a Probation Report explicitly stating expectations that must be followed during the probationary period.

#### **Step 4: Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn (dropped) from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Assaulting, harassing, intimidating, or threatening another individual or group
- Stealing, misusing, destroying defacing or damaging SUI property or property belonging to someone else
- Using SUI facilities, equipment, services or computers without authorization
- Violations of patient confidentiality
- Academic dishonesty, including plagiarism
- Endangering the health or safety of others
- Falsification of documentation, including forgery
- Unprofessional behavior
- Unprofessional behavior that seriously jeopardizes clinical affiliations
- Any behavior which results in the student's dismissal from their assigned clinical site
- Any behavior by the student which results in the loss of a clinical site for the school

Some situations are unable to be resolved through the progressive discipline process. In the event a student is expelled they will be advised of the reason(s) and provided an opportunity to collect their personal belongings prior to being escorted from the property. Should the student's behavior prohibit the school from allowing for a peaceful exit from the property, the student will be escorted from the property and allowed to appoint a representative to collect their personal belongings once the student has vacated the premises.

## Appeal Process

A student who has been expelled, dismissed or involuntarily withdrawn from their program is eligible to appeal their expulsion, dismissal or withdrawal from the program. The student may do so in writing to the attention of Sima Dermishyan via email, mail, or in person submission, by 5:00 p.m. within ten (10) business days of the date of the notification letter. The Appeals Committee will review the student's appeal. The student will be notified of the Appeals Committee recommendation and the final decision. The student's appeal letter should include:

- Student's full name, e-mail address, and telephone number.
- An outline of why the SUI should consider the student's request to be allowed to remain in their program.
- A description of any extraordinary situations or unusual difficulties the student encountered during their probationary status.
- The student's strategies for future success if allowed to continue in their program.

If the student does not plan to appeal this decision, they may notify the school in writing before the stated deadline. If SUI does not hear from the student by the deadline, SUI will automatically assume that the student concurs with this decision.

## Grievance Policy

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

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

If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, he or she may file a written complaint directly to the Assistant Director who will do his/her best to resolve the matter at hand for the benefit of the student and SUI. The Assistant Director will try to explain or alleviate the complaint or grievance that the student presents within five (5) days of receipt. If after following these steps the Assistant Director is unable to remedy the issue and student is still unsatisfied with the solution, then the Director will investigate all written complaints, attempt to resolve all such complaints, and record an entry into the campus's official log.

The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director will have five (5) days to respond to the grievance and determine a fair course of action. The Director may notify the student of the decision reached. Furthermore, a student or any member of the public may file a complaint about this institution with the

Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Non-Discrimination

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

### Program Delivery

Instructional delivery at Sacramento Ultrasound Institute is conducted residentially through direct classroom instruction. Lectures and labs are held on campus, 2233 Watt Ave, Suite 150, Sacramento, California 95825. Clinical instruction is completed at assigned clinical site(s).

### Class Size

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

### English Instruction

Sacramento Ultrasound Institute does not offer English as a Second Language instruction. All instruction occurs in English. English proficiency is determined by the successful completion of a high school diploma or GED.

### Full-Time Student Status

All programs offered by Sacramento Ultrasound Institute are considered full-time programs; therefore, students enrolled in a program offered by Sacramento Ultrasound Institute are considered full-time.

### Program Progression

In order to successfully progress through the program, the student must at a minimum (Individual programs may have additional requirements):

- Complete pre-requisite courses before progressing in the program.
- Achieve a minimum grade of "C" in all courses
- Satisfactorily meet course objectives.

### Graduation Requirements

To be considered a graduate of SUI, the student must successfully complete didactic, lab and clinical hours of the enrolled program and meet all of the following criteria:

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

## Unit of Credit

Academic credit for the MRI Technologist program is measured in credit hours, all other programs are measured in clock hours.

Credits earned at Sacramento Ultrasound Institute are for determining progress towards program completion only. The credits are not typically transferable to another school, college or university. Semester credit hours are determined as follows:

### Clock Hours

15 hours of lectures = 1 Semester credit hour  
30 hours of laboratory = 1 Semester credit hour  
45 hours of clinical = 1 Semester credit hour

### Credit Hours Per Semester

6 – 8.5 credits = ½ Time  
9 – 11.5 credits = ¾ Time  
12 + credits = Full-Time

## Grading Policy

An incomplete grade (“I”) indicates that an extension of the assignment of a final grade from the instructor has been approved because the student has not completed a portion of required course work. The “W” symbol indicates that the student withdrew from the program prior to completing the course. It carries no connotation of quality of student performance and is not used in calculating grade point average.

### Grade Scale

Grade %	Grade	Grade
90%-100%	A	Excellent
80%-89%	B	Above Average
70%-79%	C	Average
60%-69%	D	Below Average
0%-59%	F	Failing
	I	Incomplete
	IP	In Progress
	W	Withdraw

\*Grades below 70% are considered failing. If a student receives a D, F, or W, the student must repeat the course.

### Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the course regarding the course, including the guidelines for grading. If the student is unable to resolve the questions or objections

with the instructor, the student is to make an appointment with the Program Director to discuss the matter.

### Outside Work – Outside Hour Policy (OHP):

Written homework assignments will be assigned periodically. The outside hour policy (OHP) estimates the number of hours it takes students to perform outside of school preparation activities. Such activities include but are not limited to: homework assignments; test and quizzes preparations; reports competitions; other assignments that will require students to study outside of regular scheduled hours in school.

OHP related activities may be graded. Students should expect to spend approximately 7.5 hours of outside preparation for every credit in each.

### Student Identification Card

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

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

### Transcripts

Each student's folder contains the student's academic progress record and evidence of diplomas issued by SUI. The first two official transcripts requested are issued at no charge. A \$15 fee is charged for subsequent transcript requests. Transcripts will only be released to the student upon receipt of a written and signed request.

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

### Clock Hour Attendance Policy

Sacramento Ultrasound Institute provides mandates students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the Diagnostic Medical Sonography, Diagnostic Medical Sonography Advanced, and Medical Assisting programs:

- Students are required to attend all theory, lab, and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to contact their instructor or clinical coordinator when they are absent. ALL THEORY, LAB, AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Absences must be called in or emailed on the same day of the absence. Students need to connect with their instructor or clinical coordinator for clinical or theory absences. Students are expected to be accountable for their actions.

If the student arrives late to the start of class/returning from break or leaves before the end of class they will be considered tardy. Chronic or excessive tardiness/early departures may lead to disciplinary action up to and including expulsion from the program.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

### School Discretion

Students may be dismissed from class for a day, or longer, if the student's continued presence is determined to be either disruptive (e.g. due to a violation of the Student Code of Conduct) or a serious health risk to others present. Such determination can be made by an Instructor, Program Director, and/or a Supervisor or Preceptors at one of the school's clinical or externship sites. Absences due to such a determination will be recorded and will count towards the student's attendance record.

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

### Make-up Guidelines

Students are allowed to make up hours for absences only.

Depending on where the student is in the program and due to the nature of SUI's educational structure, hours cannot be guaranteed, and this could affect the student's graduation date and completion status of the program. The student is required to make up all hours missed and to complete all of the necessary competencies. Instructors will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. Making up clinical hours is also contingent upon an available student position in appropriate clinical facilities.

### Credit Hour Attendance Policy

The Credit Hour Attendance Policy applies to the MRI Technologist program only.

Regular and punctual attendance in class is required. Each student is responsible for knowing and adhering to the instructor's attendance policy for each course taken. Specific attendance requirements for each course will be included in the course syllabus provided by the instructor.



## Leaves of Absence Policy

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student returns to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation.

Per SUI's Leave of Absence Policy all requests for a LOA must be in writing, be signed and dated by the student, and document the reason for the student's leave.. Before SUI grants a LOA, there must be reasonable expectation that the student will return from the leave.

Students who do not return from a LOA or contact the school prior to the expected return date to request an extension and receive approval of the extension request, will be unofficially withdrawn from the school within 14 days from the return date noted on the LOA form.

If the student contacts the school prior to their expected return date to request an extension of their LOA, the student's request may be denied, and the student may be unofficially withdrawn. Requests for extensions will be determined on a case by case basis.

If the student requests to return after their expected return date, their request may be denied. This will be determined on a case by case basis. If the student is allowed to return to school the attendance policy will be applied from the expected return date, and the student may be dropped for attendance.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal. The school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual courses. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

A student may request a Leave of Absence for the following reasons:

- Family Emergency
- Financial
- Medical
- Military Service
- Personal Leave
- Study Abroad
- Church Mission
- Other deciding factor(s)

The student will be required to request a Leave of Absence Form from the Registrar. They must submit the completed LOA Form and supporting documentation to their Program Director. The Program Director will meet with the Admissions Director to review the LOA request and options for the student. Factors which will be taken into consideration when reviewing the LOA request are:

- Grades
- Attendance
- Homework is on-time
- Attentive and actively participates in class discussions
- Presented supporting document for excused absences
- Availability of Program options upon the students expected return

Once the Leave of Absence has been approved, the Assistant Program Director will meet with the student. At the meeting, the Assistant Program Director and the student will review the options available. The student will confirm their agreement with the continuing education plan. Should the student decide they are unable to comply with the educational plan they may withdraw their LOA and continue their program or, alternatively, withdraw from the program. The final LOA plan will be submitted to the Registrar who will update the student file.

A leave of absence must not exceed 180 days in any 12-month-period. The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month-period.

### Pregnancy Policy

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

- Option 1: The student may continue in the program if she chooses, without modifications to any component of the program.
- Option 2: The student may take a leave of absence.
- Option 3: The student may withdraw from the program and reapply in accordance with school policies.
- Option 4: The student, in writing, may withdraw her declaration of pregnancy at any time for any reason.

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

### Program Change

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another program offered at this institution. The student must first notify the admissions office, financial aid office, and the Program Director prior to changing. If a student chooses to change programs, he/she is subject to the published tuition rate at the time of program change. In the event of change of program, the students will either sign a new Enrollment Agreement or a Enrollment Agreement addendum. The student will still be charged the pro-rated tuition and fees for the original program plus any additional fees associated with the new program.

### Dress Code

#### On Campus When Uniforms Are Required

Students must wear the uniform designated by SUI, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat,

clean and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on SUI property, including parking and social areas.

**Uniforms:** Scrubs must be worn at all times for all events on campus for all programs. All apparel must be clean and in good repair. Pants must be hemmed so they do not touch the floor. Cuffing of pants or cutting on the side is not permitted.

**Outerwear:** A solid-colored (white, blue, black, or gray) jacket may be worn. Although outerwear may be hooded, hoods may not be pulled up.

**Head Covering:** Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for religious reasons.

**Shoes:** White, black, or brown shoes, leather/leather-like material, sneakers, are permitted without excessive decorations. Sandals, open-toed or open-heeled shoes, high-heeled shoes, clogs, and flip-flops are unacceptable. Socks or stockings are to be worn at all times and are to cover the ankle.

**Underwear:** Should not be visible. White t-shirts/undershirts may be worn with scrub tops but must be tucked in and not hang below the hem of the scrub top.

**Hair/Nails:** Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual's face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or mustaches must be neat. Nails must be clean and trimmed close to the fingertips (approx. ¼ inch past fingertips). Artificial nails of any type and nail polish (other than clear) are not permitted for safety/health reasons per Center for Disease Control (CDC) guidelines.

**Jewelry:** Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime sized loop) may be worn in each ear lobe. Jewelry, other than a wedding band and wristwatch, is not permitted, including bracelets of any style. Fingernail, facial, tongue and nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces are not permitted unless a high neck undergarment covers them. Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.

**Tattoos:** Vulgar Tattoos must be completely covered at all times on campus and at externship / clinical sites.

**Fragrance:** Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab. This is a strict no scent policy due to the high incidence of reactive airway disease and allergies.

## Health and Safety Information

### Professional Risks

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

### Clinical Rotation Requirements

All SUI students are required to provide the following documentation prior to the beginning of their clinical rotation. Failure to provide the required documentation can result in a delay in the student's clinical site placement which can delay a student's graduation and cause the student to incur additional costs:

- Flu Vaccine
- TB Testing
- CPR Certification
- HIPAA Certification
- 10 Panel Drug Test
- Hep B
- MMR
- Tdap
- Varicella

### CPR Requirements

CPR Certification: American Heart Association (AHA) Basic Life Support for the Healthcare Provider is the required CPR Certification. The card verifying completion must be an AHA card. CPR Certification is required for clinical placement. It is the responsibility of the student to obtain the CPR Certification.

### HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information.

Since SUI students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all SUI students must annually complete a HIPAA training module to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

## Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Program Director to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the accident procedures and appropriate forms will be made available to the students prior to their first clinical experience.

## Flu Vaccine

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the **seasonal flu vaccine**. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when **indicated**.

## TB Testing

Tuberculosis Screening must be validated by a negative result prior to beginning the clinical rotation within each Program. If a prior positive reactor to TST; The following documentation is required.

- If prior positive blood assay, present a negative chest x-ray within past 2 years (this must not expire prior to, or during your first semester), be free of productive cough, night sweats or unexplained loss of weight. (submit Disease Screening TB Questionnaire)

Annual Testing: TST single step skin test or blood assay, as indicated, for all students; OR if prior positive blood assay, complete an annual review of active disease (TB) screening questionnaire.

## Latex Allergy

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

## Sex Offender Registry

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

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

## Sexual and/or Racial Harassment Complaints

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

## Smoking

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

## Students with Disabilities

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

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

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

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

- A diagnosis of the disability;

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

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

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

## Student Records

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

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

### Student's Right to Privacy – Family Education Rights and Privacy Act

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

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

## Drug and Alcohol Abuse Prevention Policy

Sacramento Ultrasound Institute is committed to a drug-free and alcohol-free campus. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on the school premises or as part of any activity of SUI.

In keeping with Sacramento Ultrasound Institute's Drug and Alcohol Prevention Policy and commitment to a drug-free and alcohol-free campus SUI has implemented the Drug Screening Policy which requires all students to submit to a ten (10) panel drug screen prior to the beginning of the clinical portion of their program. The Substance Abuse Policy is for the screening of students when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

SUI prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used SUI or while participating in any college-sponsored function. "Controlled substances", as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

### Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at:

[https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30)

The Federal Controlled Substances Act is available at:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by SUI.

### Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at:

[https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30)



## **Drug and Alcohol Prevention and Treatment Programs**

SUI uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the organizations listed in this catalog or speak with Student Services or your Program Director for additional guidance. In addition to criminal prosecution, violators are also subject to disciplinary action by SUI. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

## **Resources for Counseling, Treatment and Rehabilitation**

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

National Council on Alcoholism and Drug Dependence

[www.ncadd.org](http://www.ncadd.org)

(800) NCA-CALL

California Department of Alcohol and Drug Programs

[www.adp.ca.gov](http://www.adp.ca.gov)

(800) 879-2772

Sacramento County Health and Human Services, Alcohol and Drug Services

<http://publichealth.lacounty.gov/sapc/>

(800) 564-6600

Alcoholics Anonymous

[www.aa.org](http://www.aa.org)

(800) 923-8722

Cocaine Anonymous

[www.ca.org](http://www.ca.org)

(310) 559-5833

Narcotics Anonymous

[www.na.org](http://www.na.org)

(800) 863-2962

Families Anonymous

[www.familiesanonymous.org](http://www.familiesanonymous.org)

(800) 736-9805

## Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all SUI programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, SUI has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students are not allowed to attend class or clinical sites impaired by alcohol, illegal drugs, inhalants and prescription, or over-the-counter drugs.

Students will be asked to submit to drug screening by their SUI clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

## Testing Procedure

1. Document student's behavior. Confer with Program Director. If the Program Director is the faculty member concerned about the student's behavior or if the Program Director is unavailable, the conference will be with the COO or COO's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - a. The student will sign a consent to undergo drug screening\*.
  - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by Uberaccompanied by a SUI representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.

7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Program Director where they will be kept in a confidential, locked file. Results of the drug screen will be released to the Clinical Coordinator on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
  - a. Explain the cause of the positive drug screen.
  - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Grievance Policy in the SUI Catalog.
10. If drug screen is positive and unexplained or unverified via the independent Medical Review Officer, the student will be dismissed from the program and reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by an independent counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the Program Director and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.

### Pre-Placement Drug Screening (if applicable)

**Rationale:** Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all SUI programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations are an essential component of all programs and the College must meet the contractual obligations contained in affiliation agreements.

**Scope:** SUI requires drug screening as part of the admission process and again for clinical placement. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admissions process, if they so desire, to ensure compliance with Joint Commission standards and agency regulations pertaining to human resource management. This may include, but is not limited to, additional background checks and/or pre-placement drug and/or alcohol screening.

**Clinical Placement:** Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.

**Process for Drug Screening:** The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
2. The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
3. Program will provide the student with a list of approved vendors to perform the drug screening.

### **Implementation**

Successful completion of the ten (10) panel drug screen is required within thirty (30) days of beginning the clinical portion of the program. Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of their program.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

**Student must pay the cost of the drug and/or alcohol screening. Cost is non-refundable.**

- Program will designate what level of drug screen is required.
- Results from any company or government entity other than those designated by SUI will not be accepted. Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by an approved vendor.
- For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Clinical Coordinator, the Program Director or their designee.
- Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Program Director or the Clinical Coordinator.
- Student will sign a release giving permission for SUI to release the results of a negative drug screen to the requesting clinical agency if required.
- Refusal to consent to the drug screening will result in the student being withdrawn from the program.
- Drug screen findings will be interpreted by the designated testing center within 24-48 hours.

- Results will be sent to the Program Director and/or the Clinical Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.

### **Period of Validity**

Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out on a Leave of Absence, dropped, or withdrawn from the Program. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

### **Positive Drug Screen**

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

Any student with a positive drug screen will not be given placement in any clinical site and will be withdrawn from the program.

### **Confidentiality of Records**

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

### **Readmission**

Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.

If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

## **Our Programs**

As a student of Sacramento Ultrasound Institute, you can anticipate a remarkable experience. Our environment and curriculums are designed for you to learn not only through the instructors, but also through peers.

### **Location:**

All didactic and laboratory training held at: 2233 Watt Ave, #150, Sacramento, CA 95825. Clinical Experience Sites will be assigned within a 125 radius of the SUI Campus.

## Diagnostic Medical Sonography

**Program Hours:** 1,680  
**Program Length:** 72 Weeks  
**Credits Awarded:** 64 Semester

**Delivery Method:** Blended  
**Credential:** Diploma  
**SOC Code:** 29-3032

### Program Overview

The student receives eight hundred and eighty (880) hours of didactic and laboratory instruction and eight hundred (800) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 72 weeks excluding any holiday and vacation times.

### Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
SUI001	Anatomy & Physiology	112	0	0	112	7
SUI003	Foundations of Sonography	36	0	0	36	2
DMS100	Abdomen & Small Parts	102	102	0	204	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	102	102	0	204	10
DMS500	Gynecology / Obstetrics	102	102	0	204	10
DMS600	Clinical Experience 1	0	0	100	100	2
DMS601	Clinical Experience 2	0	0	350	350	7.5
DMS602	Clinical Experience 3	0	0	350	350	7.5
<b>Total for Program</b>		574	306	800	1680	64

## Diagnostic Medical Sonography Advanced

<b>Program Hours:</b>	2,295	<b>Delivery Method:</b>	Blended
<b>Program Length:</b>	96 Weeks	<b>Credential:</b>	Diploma
<b>Credits Awarded:</b>	92.5 Semester	<b>SOC Code:</b>	29-3031

### Program Overview

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

### Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
SUI001	Anatomy & Physiology	112	0	0	112	7
SUI003	Foundations of Sonography	36	0	0	36	2
DMS100	Abdomen & Small Parts	102	102	0	204	10
DMS200	Ultrasound Physics	120	0	0	120	8
DMS400	Arterial / Vascular	102	102	0	204	10
DMS500	Gynecology / Obstetrics	102	102	0	204	10
DMS300	Echocardiography 1	120	225	0	345	15.5
DMS301	Echocardiography 2	120	150	0	270	13
DMS600	Clinical Experience 1	0	0	100	100	2
DMS601	Clinical Experience 2	0	0	350	350	7.5
DMS602	Clinical Experience 3	0	0	350	350	7.5
<b>Total for Program</b>		814	681	800	2,295	92.5

## Medical Assisting

<b>Program Hours:</b>	1,000	<b>Delivery Method:</b>	Blended
<b>Program Length:</b>	42 Weeks	<b>Credential:</b>	Diploma
<b>Credits Awarded:</b>	46	<b>SOC Code:</b>	31-9092

### Program Overview

The Medical Assisting Program consists of 42 weeks of training. The program includes didactic, laboratory and externship instruction. The curriculum prepares students with entry-level competencies in the medical assisting and phlebotomist professions. In addition, students are prepared with entry-level knowledge and skills in the following areas: anatomy and physiology, medical terminology, medical law and ethics, psychology and human relations, pharmacology, administrative procedures, clinical procedures, medical laboratory procedures, phlebotomy procedures and career development. Upon completion of the didactic and laboratory classroom experiences, students participate in 240 hours of supervised externship.

### Program Objectives

- Understand all of the procedures of working as a Medical Assistant and be prepared to take the Certified Medical Assistant (AAMA) exam.
- Obtain, review and integrate pertinent patient history and supporting clinical and administrative data to facilitate optimum diagnostic results.
- Record, analyze, and process diagnostic data using Electronic Medical Records.
- Perform appropriate procedures and record anatomic, pathologic and/or psychological data for interpretation by a physician.
- Understand all of the procedures and protocols of working as a Phlebotomist and be prepared to take the National Certified Phlebotomy Technician (NCPT) exam.
- Exercise discretion and judgment in the performance of administrative, clinical and/or other noninvasive diagnostic services.
- Provide patient education related to medical assisting and/or other noninvasive techniques and promote principles of good health.

### Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
MA100	Introduction to Medical Assisting	120	0	0	120	8
MA101	Administrative Medical Assistant	80	40	0	120	6.5
MA102	Billing and Coding in the Medical Office	80	40	0	120	6.5
MA200	Anatomy & Physiology	80	40	0	120	6.5
MA201	Pharmacology	80	40	0	120	6.5
MA202	The Clinical Medical Assistant	60	60	0	120	6
MA300	Medical Assisting Externship	0	0	200	200	4
PHL100	Phlebotomy	20	20	40	80	2
<b>Total for Program</b>		520	240	240	1000	46



## MRI Technologist Program

The MRI Technologist program has been designed to meet the growing demand of Magnetic Resonance Imaging (MRI) Technologists in the field of Diagnostic Medicine. According to present job market analysis a large number of qualified individuals are required in the Medical Technologist field. The objectives of this program are to provide efficient and well-trained MRI Technologist to satisfy the present-day job market needs.

<b>Program Hours:</b>	1,675	<b>Delivery Method:</b>	Blended
<b>Program Length:</b>	67 Weeks	<b>Credential:</b>	Associate of Applied Science
<b>Credits Awarded:</b>	65.5	<b>SOC Code:</b>	29-2035

### Program Overview

The student receives six hundred seventy five (675) hours of didactic training and one thousand (1,000) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. In addition, the program prepares students to take their ARRT examinations. Upon completion of the program, an Associate of Applied Science is awarded. Normal completion time for this program is 67 weeks excluding any holiday and vacation times.

### Program Objectives

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

### Courses

Code	Course Title	Lecture	Clinical	Total	Credits
AP100	Anatomy & Physiology	120	0	120	8
MRI100	Cross Sectional Anatomy	117	0	117	7.5
MRI102	Physics & Instrumentation	102	0	102	6.5
MRI101	Imaging & Procedures	102	0	102	6.5
MRI103	Patient Care & Management	90	0	90	6
PSYCH100	Applied Psychology in Health Care	48	0	48	3
MATH100	Mathematics for Health Care	48	0	48	3
ENG100	College Reading	48	0	48	3
CNL100	Clinical Externship I	0	500	500	11
CNL101	Clinical Externship II	0	500	500	11
<b>Total for Program</b>		675	1000	1675	65.5

## Course Descriptions

### **(SUI001) Anatomy & Physiology / 6 Credits**

**Prerequisites:** None

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the anatomy and physiology of the gastrointestinal tract, Urinary, Endocrine, Male Reproduction, and the Female Breast including techniques for obtaining ultrasound images. In addition, the Senses, Nervous, Musculoskeletal, and Respiratory Systems will be reviewed. This course is designed to assist the student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills sought after in an ultrasound technologist to produce a well-imaged body part. Medical terminology related to each body system is also included.

### **(SUI003) Foundations of Sonography / 2 Credits**

**Prerequisites:** None

This course will provide students with a foundation of how Sonography came to be. It will emphasize on the history of

Sonography relating to the technologies that lead to the creation of the ultrasound system

### **(DMS200) Ultrasound Physics / 8 Credits**

**Prerequisites:** SUI001, SUI003

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

### **(DMS100) Abdomen & Small Parts / 10 Credits**

**Prerequisites:** SUI001, SUI003, DMS200

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

### **(DMS500) Gynecology / Obstetrics / 10 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200

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

**(DMS400) Arterial/Vascular / 10 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS500

Scanning protocols and practice in ultrasound examination of the vascular structure. Medical & Sonography vocabulary, Anatomy, Pathology, and Physiology of the Vascular and Arterial system. An Introduction to Vascular Ultrasound with Doppler and Color Flow. The course teaches lower extremities Vascular, Arterial, and Carotid Arteries. Also, Medical and Sonography terminology.

**(DMS300) Echocardiography I / 15.5 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

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

**(DMS301) Echocardiography II / 13 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS300, DMS400, DMS500

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

**(DMS600) Clinical Experience 1 / 2 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

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

**(DMS601) Clinical Experience 2 / 7.5 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

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

**(DMS602) Clinical Experience 3 / 7.5 Credits**

**Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

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

**(AP100) Anatomy & Physiology / 8 Credits**

**Prerequisites:** None

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

**(PSYCH100) Applied Psychology in Health Care / 3 Credits**

**Prerequisites:** None

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

**(ENG100) College Reading / 3 Credits**

**Prerequisites:** None

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

**(MATH100) Mathematics for Health Care / 3 Credits**

**Prerequisites:** None

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

### **(MRI100) Cross Sectional Anatomy / 6.5 Credits**

#### **Prerequisites: AP100 or Transferred course**

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

### **(MRI101) Imaging & Procedures / 6.5 Credits**

#### **Prerequisites: AP100, MRI100, MRI101**

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

### **(MRI102) Physics & Instrumentation / 6.5 Credits**

#### **Prerequisites: AP100, MRI100**

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

### **(MRI103) Patient Care & Management / 6 Credits**

#### **Prerequisites: AP100, MRI100, MRI101, MRI102**

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

### **(CNL100) Clinical Externship I / 11 Credits**

#### **Prerequisites: AP100, PSYCH100, ENG100, MATH100, MRI100, MRI101, MRI102, MRI103**

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

### **(CNL101) Clinical Externship II / 11 Credits**

**Prerequisites:** AP100, PSYCH100, ENG100, MATH100, MRI100, MRI101, MRI102, MRI103

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

### **(MA100) Introduction to Medical Assisting / 8 Credits**

**Prerequisites:** None

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. It emphasizes on the healthcare industry and team, professionalism, interpersonal communication, safety, and medical law and ethics.

### **(MA101) Administrative Medical Assisting / 6.5 Credits**

**Prerequisites:** None

This is an in-depth examination of the administrative medical assistant office duties to include: reception, telephone procedures, public relations, professionalism, medical practice and financial management in the health care setting, written communications, paper and EHR, HIPAA, and billing and coding procedures. This course emphasizes the importance of accuracy and attention to detail, not only in documentation, but in all areas of medical assisting practice.

### **(MA102) Billing & Coding in the Medical Office / 6.5 Credits**

**Prerequisites:** None

This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions.

### **(MA200) Anatomy & Physiology / 6.5 Credits**

**Prerequisites:** MA100, MA101, MA102

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to the anatomy and physiology of the gastrointestinal tract, urinary, male and female reproduction, and nervous systems.

In addition, students will learn how to obtain vital signs which includes, obtaining respirations, pulse, pulse oximetry blood pressure, height and weight. The course assists in developing the skills and understanding needed by a medical assistant as these relate to work in a clinical setting. Medical terminology related to each body system is also included.

### **(MA201) Pharmacology**

**Prerequisites:** MA100, MA101, MA102

This course introduces medical assistant students to the general principles of pharmacology as required by the standards adopted by the American Association of Medical Assistants (AAMA). Drugs are discussed in the context of drug classes, mechanics of action, disease types and body systems. The goal is to provide medical assistants with sufficient background information so that they will be able to play a key role avoiding dispensing errors, as well as a basic understanding of pharmacologic categories and factors affecting drug kinetics.

### **(MA202) Clinical Medical Assistant / 6.5 Credits**

**Prerequisites:** MA100, MA101, MA102

This course is designed to provide students with knowledge of the human body and to develop an understanding of the functions of different systems. Students will be introduced to how to assist with Physical exams, patient coaching, nutrition, identifying surgical instruments while assisting with surgical procedures, allergies and infectious diseases, introduction to pharmacology, how to properly administer medications, urinalysis, how to properly perform blood collection, analysis of blood, and microbiology.

This course is designed to assist the student in the knowledge of the human body, how each system interacts and relates with each other. The course assists in developing the skills and understanding needed by a medical assistant as these relate to work in a clinical setting. Medical terminology related to each body system is also included.

### **(MA300) Clinical Experience I / 4 Credits**

**Prerequisites:** MA100, MA101, MA102, MA200, MA201, MA202

This course provides a supervised clinical placement to practice the administrative and clinical skills necessary to function as a medical assistant in a physician's office and other designated medical settings. Administrative skills include receptionist duties and appointment scheduling, medical correspondence, record handling, medical transcription, maintaining patient accounts, billing and processing insurance claims. Clinical skills include patient preparation and assisting with diagnostic and surgical procedures, examination assisting, specimen collection and processing, performing basic office diagnostic procedures, medication administration, and aseptic technique.

### **(PHL100) Phlebotomy / 2 Credits**

**Prerequisites:** MA100, MA101, MA102 and enrolled in MA 202

This course is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician. This course will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials.



## Questions about this Catalog?

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

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A copy of the Sacramento Ultrasound Institute Catalog is available at the administrative offices or may be downloaded from the SUI website at:

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