



small community bound to do big things

UNITED MEDICAL INSTITUTE (“UMI”)



CATALOG 2023

Effective Dates 01/01/2023-12/31/2023

5750 Sunrise Blvd., Suite 105 Citrus Heights, CA 95610  
Phone: (916) 334-5116 | Email: [info@unitedmedicalinstitute.edu](mailto:info@unitedmedicalinstitute.edu)

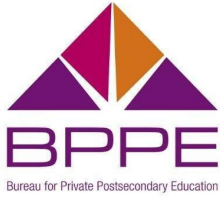
[www.unitedmedicalinstitute.edu](http://www.unitedmedicalinstitute.edu)

<b>APPROVALS &amp; ACCREDITATION</b>	<b>5</b>
<b>LOCATION &amp; GENERAL DESCRIPTION OF FACILITIES</b>	<b>6</b>
<b>MISSION AND GOALS</b>	<b>7</b>
<b>HISTORY</b>	<b>7</b>
<b>SCHOOL POLICIES AND CODE OF CONDUCT</b>	<b>8</b>
Code of Conduct & Academic Integrity	9
Scholastic Integrity	9
Administration of Examination	10
Clinical / Lab / Class Participation and Attendance Records	10
Statement of Non-Discrimination	10
Sexual Harassment and Misconduct	10
Dress Code and Uniforms	11
<b>ADMISSIONS</b>	<b>11</b>
General Requirements	11
Program-Specific Requirements	12
Visa Services and English Language	12
Transfer of Credits; Advanced Placement and Credits for Experiential Learning	12
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:	13
Student Tuition Recovery Fund Disclosure	13
<b>UMI DISTANCE LEARNING ENVIRONMENT</b>	<b>14</b>
UMI ZOOM CLASSROOM POLICY & CHECKLIST	14
UMI GOOGLE CLASSROOM PORTALS	15
SONOSIM SYSTEM REQUIREMENTS	15
<b>ACADEMIC STANDARDS AND POLICIES</b>	<b>16</b>
Satisfactory Academic Progress (SAP)	16
Quantitative Evaluation: Rate of Progress	16
Qualitative Evaluation: Cumulative GPA	16
SAP Chart: Evaluation Points and Minimum Requirements	16
SAP Monitoring	17
Grading Policy	17
Grading Scale and Definitions	17
Grade Appeal Policy	19
Academic Assessment and Evaluation	19
<b>ATTENDANCE POLICY</b>	<b>20</b>

<b>NON-ACADEMIC DISMISSAL &amp; DISCIPLINARY ACTIONS</b>	<b>23</b>
<b>GRIEVANCES, APPEAL, AND DUE PROCESS</b>	<b>24</b>
<b>STUDENTS RECORDS AND INFORMATION</b>	<b>26</b>
<b>COMMUNICATION AND STUDENT REPRESENTATION</b>	<b>28</b>
<b>STUDENT SERVICES</b>	<b>29</b>
Career Development/Employment Assistance	29
<b>STUDENT SAFETY</b>	<b>30</b>
<b>CLINICAL EXTERNSHIP</b>	<b>33</b>
Diagnostic Medical Sonography	33
<b>GRADUATION REQUIREMENTS</b>	<b>36</b>
Diagnostic Medical Sonography Diploma Program	36
<b>CANCELLATION, WITHDRAWALS, AND REFUND</b>	<b>37</b>
Student’s Right To Cancel	37
Withdrawal from the program	38
Refund Calculation & Examples	39
<b>PROGRAM REINSTATEMENT</b>	<b>39</b>
<b>DIAGNOSTIC MEDICAL SONOGRAPHY-DIPLOMA</b>	<b>40</b>
PROGRAM DESCRIPTION	40
PROGRAM DELIVERY	40
DMS PROGRAM CURRICULUM	41
DMS PROGRAM STRUCTURE & FORMAT	42
DMS COURSE DESCRIPTION	43
CAPSTONE PORTFOLIO PROJECT	45
TUITION AND COST OF ATTENDANCE	46
DMS PROGRAM TUITION & COST	46
Student Loan Repayment Responsibility	48
<b>ADDITIONAL POLICIES &amp; DISCLOSURES</b>	<b>48</b>
<b>CATALOG UPDATE POLICY</b>	<b>50</b>
<b>INSERT A: FACULTY &amp; ADMINISTRATION</b>	<b>52</b>
<b>INSERT B: SCHOOL HOLIDAYS &amp; BREAKS</b>	<b>53</b>
<b>INSERT C: DMS ACADEMIC CALENDAR</b>	<b>54</b>
<b>INSERT D: CE HEALTH &amp; SAFETY CHECKLIST</b>	<b>55</b>

<b>INSERT E: PROGRAM ADVISORY COMMITTEE</b>	<b>56</b>
<b>INSERT F: UMI BOARD OF DIRECTORS</b>	<b>57</b>
<b>INSERT G: STUDENT IDENTITY VERIFICATION</b>	<b>58</b>
<b>INSERT H: TUITION PAYMENT OPTIONS</b>	<b>59</b>
<b>INSERT I: SONOSIM SYSTEM REQUIREMENTS</b>	<b>60</b>

# APPROVALS & ACCREDITATION



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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798. Website: <http://www.bppe.ca.gov>. Telephone: (916) 574-8900 or (888)370-7589, or Fax: 916-263-1897.

United Medical Institute is accredited by the [Distance Education Accrediting Commission](#). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the [Council for Higher Education Accreditation \(CHEA\)](#). Address: 1101 17th Street NW, Suite 808, Washington, D.C. 20036. Ph: 202.234.5100

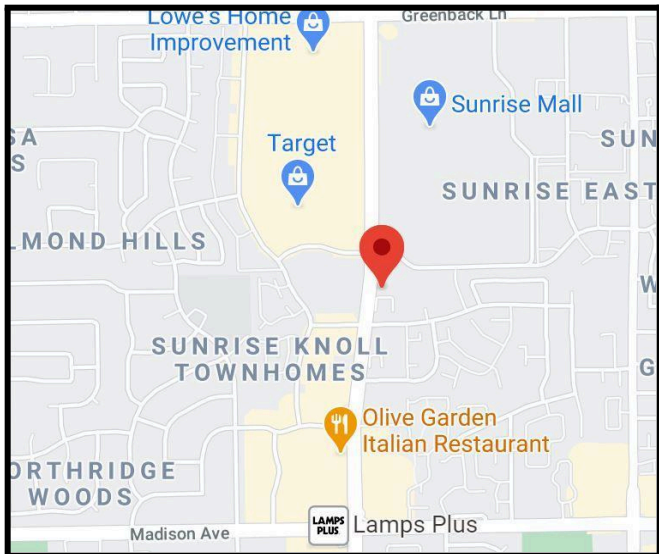
United Medical Institute is a member of the [Society of Diagnostic Medical Sonography](#).

United Medical Institute is a member of the [California Association of Private Postsecondary Schools](#) (CAPPS).

## LOCATION & GENERAL DESCRIPTION OF FACILITIES

The campus is located in a modern professional plaza. The wifi-enabled campus includes a classroom, an imaging lab, and administrative offices. All students are provided with access to a comprehensive online library. All residential laboratory classes take place at the school location at 5750 Sunrise Blvd. Suite 105 Citrus Heights, CA 95610. Clinical externship is completed at designated clinical affiliates' sites in California. Distance education coursework is completed at a location determined by the student. Live video conferencing and Google Classroom LMS supplement all academic and clinical activities. Sonosim simulation technology supplement laboratory activities.

### School Location:



#### UNITED MEDICAL INSTITUTE

##### Campus Location

5750 Sunrise Blvd., Suite 105 Citrus Heights, CA 95610

Phone: 916-334-5118 | Fax: 916-334-6852

Website: [www.unitedmedicalinstitute.edu](http://www.unitedmedicalinstitute.edu)

E-mail: [info@unitedmedicalinstitute.edu](mailto:info@unitedmedicalinstitute.edu)

Classes are conducted remotely via Zoom and in-person on-campus or at clinical affiliates throughout California.

##### Hours of Operations:

On-site Administrative Office: 12:30-4:30 Mondays & Wednesdays

Remote Admission Office: 9AM-3PM Tuesdays-Thursdays

[Appointment Calendar](#)

Administration & Student Support: 9AM-6PM Mondays-Thursdays remotely and in-person during the on-campus sessions.

##### The school is closed to unauthorized visitors.

For general information or to schedule an appointment:

Email to [info@unitedmedicalinstitute.edu](mailto:info@unitedmedicalinstitute.edu)

# MISSION AND GOALS

## **Mission**

The mission of United Medical Institute is to provide students an opportunity to achieve their educational and career goals of becoming competent entry-level diagnostic medical sonographers and to help healthcare and medical professionals expand their skills through a combination of practical hands-on training and quality distance education.

In pursuit of its mission, UMI provides education and services supportive of students' efforts to succeed academically, professionally, and personally. UMI's comprehensive program curriculum integrates theory and hands-on training using the industry's most relevant technology, including distance education. UMI supports students with personalized coaching and guidance by dedicated faculty and staff.

## **Institutional Goals**

- I. To offer relevant and accessible professional and career education using distance learning and hands-on training methods to meet student needs.
- II. To foster school-industry partnerships in order to facilitate career opportunities for students and graduates and to meet community needs for qualified professionals.
- III. To promote community service and engagement.
- IV. To develop and provide innovative career development resources using distance education and professional networking technologies.

## **Students We Serve**

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

# HISTORY

United Medical Institute was founded in 2006. Since 2009, the Diagnostic Medical Sonography program has been the core of UMI's education curricula. Since 2018, Dr. Inna Lisker has served as UMI's President and CEO. Dr. Lisker brings high academic credentials, decades of leadership and academic experience in career and higher education, as well as her pledge to continue providing an empowering educational environment for students who are committed to their educational and career-oriented goals.

## **School Leadership**

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

# SCHOOL POLICIES AND CODE OF CONDUCT

Please refer to your enrollment agreement for specific terms under which you are to enroll. Changes to UMI policies, which may from time to time be required by UMI's regulatory agencies, will be added by means of an addendum or a revised catalog and will be made available with the revision dates clearly stated.

It is the responsibility of each student, faculty member, administrator, and staff member to become familiar with UMI's policies. Violation of the school policies and/or code of conduct may result in disciplinary actions, including dismissal from the program.

## Drug and Alcohol Abuse Prevention

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

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

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

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

## Breaks

During class time, breaks are scheduled for 10 minutes for every clock hour of class. Students are expected to leave and come back from breaks on time.

## No Weapons

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

## School Property Damage

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

## Visitors and Guests

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

## Student Behavior



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

#### Cell Phones and Other Personal Communication and Digital Technologies

Per instructor's discretion, use of cellphones and other smart devices during class and laboratory sessions may be permitted for specific educational purposes or projects only. Cell phones must be silenced in class and laboratory and clinical settings at all times. Students who are not in compliance with this policy are subject to disciplinary actions.

#### Electronic Recording

United Medical Institute prohibits video recording of any kind on campus or at a clinical site by students and/or by any other individuals without explicit permission by UMI's administration to do so. Voice recording is permitted only during lecture with the instructor's permission and when being used for educational purposes. Any student found in violation of this policy will be subject to disciplinary actions at the discretion of the school administration. Faculty may record video lectures and share them with the students at their discretion.

### **Code of Conduct & Academic Integrity**

UMI students are expected to be above reproach in all educational and professional activities and behavior. During their participation in UMI's DMS program, the students shall:

- A. Be truthful and promote appropriate communications with peers, faculty, staff, colleagues, and patients.
- B. Respect the rights of peers, colleagues, faculty, staff, patients, and yourself.
- C. Collaborate with professional colleagues, peers, faculty, and staff to create an environment that promotes communication and respect.
- D. Communicate and collaborate with others to promote ethical practice and behavior.

Adopted from the [Code of Ethics for the Profession of Diagnostic Medical Sonography](#) by the [Society of Diagnostic Medical Sonography](#).

### **Scholastic Integrity**

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

- All submitted assignments should represent the student's own work. Plagiarism is prohibited. This includes violation of copyright regulations, failure to appropriately cite and reference sources used in the student's work.
- A student who submits someone else's work or classroom and/or lab assignment as his/her own or cheats on a test will be in violation of UMI's academic integrity policy and will be subject to penalties ranging from course failure to dismissal from the program.
- A student who enables and/or facilitates another student's violation of scholastic integrity will be subject to penalties ranging from course failure to dismissal from the program.

- The use of personal mobile digital technology and web applications may be permitted in some class sessions per faculty and course policy. The use of such technology is prohibited during the tests, unless explicitly authorized by faculty based on modality and format of examination.

### **Administration of Examination**

Students are required to have their live video camera on during all tests and examinations taken in live video conference format. Students who are not in compliance with this policy will receive a failing grade on the test.

### **Clinical / Lab / Class Participation and Attendance Records**

UMI Students bear full responsibility for recording their clinical and lab participation hours and activities accurately. Inaccurate reporting of clinical hours or class attendance is considered falsification of academic records and a gross violation of UMI's academic integrity policy. Such violations are subject to the strictest penalties, including dismissal from the program. Erroneous approval from the clinical supervisor of inaccurately recorded hours or activities does not release the student from his/her responsibility. Unintentional errors must be reported to the clinical supervisor or UMI's faculty / administrator immediately. Students must provide evidence of their efforts to timely correct the mistake in order to avoid dismissal from the program.

### **Statement of Non-Discrimination**

United Medical Institute is in compliance with all requirements imposed by or pursuant to Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

United Medical Institute considers for admissions students who meet the minimum program admission requirements and demonstrate reasonable ability to benefit from the program. United Medical Institute does not discriminate on the basis of race, color, national and ethnic origin, age, gender, sexual orientation, disability (mental or physical), or any other consideration made unlawful by Federal, State, or Local laws, in any of its policies, procedures, or practices. This nondiscrimination policy covers, but is not limited to educational policies, admission policies, scholarship and loan programs.

Students should disclose and provide documentation of their disability to their admission advisor or to the school administrator if they require special accommodations. As needed, an individualized accommodation plan will be developed. Such a plan may include reasonable special accommodations for extending deadlines for assignments, testing time and method, accommodations in use of recording devices and similar technologies, and helping students identify or locate additional resources.

#### *Accessibility*

United Medical Institute's main facility is handicap accessible and complies with all applicable Federal, State, and Local accessibility and safety laws and ordinances.

All inquiries or complaints regarding these laws and regulations should be directed to the school administrator, who will provide students with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

### **Sexual Harassment and Misconduct**

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

### **Dress Code and Uniforms**

Students reporting to on-campus classes (prerequisite classes excluded), clinical, or lab, must dress in complete uniform as indicated by the school or clinical setting. A student who is inappropriately dressed may be asked to leave the class and/or lab area and will be penalized with an unexcused absence and will be issued a verbal warning.

The complete student uniform consists of: Top, pants, and white medical shoes

- Hair must be kept out of eyes and face. Long hair must be pulled up, must be dry
- Short fingernails
- No excessive use of cosmetics
- No strongly scented hair, body/facial products
- Faces cleanly shaved / trimmed for men
- All visible tattoos must be covered as much as possible and multiple piercings removed
- Students must maintain proper hygiene: daily bathing/showering, clean hair, and clean teeth.

## **ADMISSIONS**

### **General Requirements**

Students will be notified via email of their program admission or denial. Reasons for admission denial will be clearly stated in the email.

To be considered for admission, students must meet the following general criteria.

1. Prospective students must have graduated from high school or its equivalent; be at least 18 years old (or provide parental consent). The following items are acceptable as proof of high school completion or its equivalent:
  - High School Diploma
  - Evidence of passing the High School Equivalency Exam
  - Evidence of passing the GED
  - Documentation of High School Diploma on the DD214
  - Documentation of High School Diploma on a transcript from an accredited or Bureau approved institution
  - Documentation of completion of an associates or higher degree as equivalent
  - Any transcripts submitted for admission or any courses submitted for a transfer of credits from institutions outside of the United States or its territories must be evaluated by recognized credential evaluation services for the qualitative and quantitative equivalency to the courses for which transfer credit is to be awarded. Refer to National Association of Credential Evaluation Services (NACES: <https://www.naces.org>) or Association of International Credential Evaluators (AICE: <https://aice-eval.org>) for the list of evaluation services.
2. To be considered for enrollment, prospective students must complete a Zoom information interview. Prospective

- students must attend the Zoom interview with their camera on for identity verification among other reasons.
3. Prospective students must complete a program application and pay the program application fee to be considered for enrollment. To complete the program application, prospective students will be asked to provide their government-issued picture ID for identity verification.
  4. To complete enrollment, prospective students must pay all applicable program enrollment payments as outlined on the enrollment agreement. Program payments are due at the time the enrollment agreement is executed (signed by the prospective student and by school administrator) or according to other arrangements acceptable to the school.
  5. Prospective students must complete a distance education questionnaire to determine if taking coursework at a distance would be a good fit. To participate in live Zoom distance education classrooms, a student needs the following:
    - A desktop, laptop, or a tablet with camera, video and audio capabilities
    - Reliable Internet
    - A headphone set with a microphone
  6. Students are notified via email of their acceptance or denial of admission into the program.

### **Program-Specific Requirements**

1. DMS PROGRAM: Prospective students must complete Wonderlic Scholastic Level Exam and score 16 or higher.

### **Visa Services and English Language**

United Medical Institute does not offer visa services to prospective students from other countries or English language services. UMI does not offer English as a Second Language instruction. All instructions occur in English. English language proficiency is documented by a high school diploma or GED or equivalent and/or by a score on the Wonderlic Scholastic Level Exam exam administered in English only.

### **Transfer of Credits; Advanced Placement and Credits for Experiential Learning**

Diagnostic Medical Sonography Diploma Program:

United Medical Institute may consider transfer of credits from other institutions based on UMI's academic assessment and evaluation of successfully completed courses with an equivalent of a "C" grade or higher. Only credits from an institution accredited by an agency that is recognized by the United States Department of Education (USED) or the Council for Higher Education Accreditation (CHEA) are eligible for transfer.

Any transcripts submitted for admission or any courses submitted for a transfer of credits from institutions outside of the United States or its territories must be evaluated by recognized credential evaluation services for the qualitative and quantitative equivalency to the courses for which transfer credit is to be awarded such as National Association of Credential Evaluation Services (NACES: <https://www.naces.org>) or Association of International Credential Evaluators (AICE: <https://aice-eval.org>).

Per UMI assessment and evaluation, a course transfer may require examination/course challenge. Based on the UMI evaluation of previously earned credits, a student may be given an opportunity to challenge applicable courses in order to establish competency. If transfer credit is granted, the institution will maintain a written record of the previous education and training. UMI records will indicate that credit has been granted with the training period shortened proportionately. The student is notified accordingly.

No more than 50 percent of the credits required will be accepted through transfer credit for UMI's program.

UMI does not grant credits for experiential learning or achievement tests, or challenge examinations (without prior credit to accompany).

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

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

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

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

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

**Student Tuition Recovery Fund Disclosure**

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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (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.

## UMI DISTANCE LEARNING ENVIRONMENT

### UMI ZOOM CLASSROOM POLICY & CHECKLIST

#### REQUIRED:

- Reliable Internet
- Laptop/Desktop or Tablet with camera, video and audio capabilities
- Headphones to reduce any background noise
- Appropriate virtual or physical video background

#### ZOOM CLASSROOM PARTICIPATION & ATTENDANCE:

- To be considered “present” and to receive credit for class participation, students must participate in UMI Zoom Classrooms with their camera on and their faces fully visible and identifiable.
- Professional appearance is required during Zoom class participation.
- Students will not be permitted to participate in live Zoom classes while driving, working, or in any other environment where they or other students may be distracted.

#### TESTS AND EXAMS:

- All tests and final exams for lecture-based coursework are administered in an online/digital format.
- All exams are proctored live. Students must be logged into their Zoom classroom during the exam with their camera on.

- Students must have easy access to their email to receive a link to the test during a Zoom session or to log into their test file.
- Students complete and submit exams electronically while they are logged into the Zoom classroom.

## **UMI GOOGLE CLASSROOM PORTALS**

To supplement and to support the live Zoom classroom environment, UMI integrates asynchronous online Google Classroom portals for class and program-related communication, submission of assignments, grading, attendance, and tracking students' progress.

All newly enrolled students participate in UMI New Students Zoom Orientation when they are introduced to UMI Google Classroom Portal.

All active students are required to subscribe to the following UMI Google Classroom Portals:

- MODI and MODII Google Classroom Portals
  - students are assigned to a specific Google Classroom portal based on their class schedule;
  - students have access to each course's description, material, assignments, and course schedule;
  - students submit all assignments through the portal;
  - students may review their grades 24/7;
  - students receive faculty feedback and communicate via portal on matters concerning class participation and attendance.
- Minimum for the duration of the program
  - DMS Program Portal: provides 24/7 access to students' program academic and program attendance reports;
  - DMS Career Development Portal: provides ongoing access to career development resources;
  - DMS Clinical Portal: students have access to Clinical Externship requirements and complete and submit required documentation, time records, and clinical assessments.

## **SONOSIM SYSTEM REQUIREMENTS**

Sonosim simulation is a required part of the program. Student access to the Sonosim library of courses and cases, as well as simulation probe kits, are provided by UMI and are part of the program tuition and fee.

### **System Requirements:**

To effectively use the Sonosim technology, students must have personal computers and connectivities that meet Sonosim technical specifications.

Students are responsible for reviewing technical specifications of their computer and/or laptop to ensure that they meet the system requirements for Sonosim.

UMI does not provide personal computers, internet accounts outside the school facility, or other related personal equipment such as USB, headphones, cables, adapters, and similar devices. Nor does UMI provide tech support for personal computer and internet technology.

[Insert I: Sonosim System Requirements](#) provides additional information.

To view the most up to date Sonosim system requirements, visit the Sonosim site at <https://sonosim.com/system-requirements/>.

# ACADEMIC STANDARDS AND POLICIES

## **Satisfactory Academic Progress (SAP)**

All students are required to maintain satisfactory academic progress, regardless of funding source(s). Satisfactory progress is monitored at evaluation points scheduled at regular intervals throughout the program.

Students can view their progress at any time in the Learning Management System, to include progress in currently enrolled course(s) and final course grades in the program.

Satisfactory academic progress is determined using a qualitative component based on Cumulative Grade Point Average (CGPA) and a quantitative component, which consists of a Rate of Progress that includes maximum timeframe (MTF) for program completion where program completion is not to exceed 150% of the total program length measured in clock hours.

UMI monitors student attendance as a SAP component. Students must maintain a minimum 80% attendance in each class. A failure to meet the 80% class attendance requirement may result in the “AF” grade—a course failure due to attendance. An “AF” grade will have a negative impact on CGPA and on Rate of Progress.

### ***Quantitative Evaluation: Rate of Progress***

The Rate of Progress monitors a student’s progress determined by the proportion of program hours completed against the program hours attempted. Maximum timeframe to complete a program is 150% of the total program length measured in clock hours.

Periods of non-enrollment, such as a Leave of Absence are not considered in calculating the maximum time frame. A student who has not completed the program by the maximum time frame will be withdrawn from the program.

### ***Qualitative Evaluation: Cumulative GPA***

A student’s grades are calculated into a Cumulative GPA. A student must maintain a CGPA of 2.0 or a “C” to be making satisfactory progress.

The CGPA is based on total grade points earned divided by the total number of credits attempted. Grade points earned are computed by multiplying grade points for each course by the number of credits completed in the course.

### ***SAP Chart: Evaluation Points and Minimum Requirements***

SAP Chart provides the intervals for SAP evaluation points and minimum standards for meeting satisfactory academic progress. Failure to meet CGPA and/or Rate of Progress benchmarks at any of the evaluation points will jeopardize the student’s ability to remain enrolled in and complete the program.

A student is considered to be making satisfactory academic progress if the student meets the minimum quantitative and qualitative requirements according to the SAP Chart.

SAP Chart



Diagnostic Medical Sonography			Quantitative: Rate of Progress		Qualitative: GPA
SAP Evaluation Intervals			Total Clock Hours Attempted	Minimum Clock Hours Completed	Cumulative GPA
20 Weeks	SAP Evaluation I	END MOD I	380.0	228.0	2.0
40 Weeks	SAP Evaluation II	END MODII	1,180.0	708.0	2.0
20 Weeks	SAP Evaluation III	END MOD III	1,720.0	1,032.0	2.0
40 Weeks	SAP Evaluation IV	MTF PRG TOTAL	2,580.0	1,720.0	2.0

## SAP Monitoring

### Advisement, Warning, and Probation

Course Failure Advisement: Course Advisement. At the end of each course, students who fail to successfully complete a course are advised. The advisement will include a plan and a timeline for retaking the course.

Warning: If the student does not meet the minimum SAP requirements at an evaluation point, the student will first be put on warning. A warning notification is a written notice for the student that contains requirements to progress toward meeting SAP within a predetermined timeline.

Probation: If a student does not meet the terms of the warning, the student will be placed on probation. A probation notification is a written notice for the student that contains requirements to progress toward meeting SAP within a predetermined timeline. The probation requirements may include remediation activities. If the student does not meet the probation terms by the date indicated the student is withdrawn from the program.

When a student on warning or probation meets minimum requirements the student will be removed from warning or probation status.

Students have access to their progress reports at any time through UMI's Learning Management System (DMS Program Google Classroom Portal).

## Grading Policy

### Grading Scale and Definitions

#### Academic Grades

Academic Grades	Definition	Credit Attempted	Credit Completed	Grade Points	CGPA Count
A (90-100)	Pass	Yes	Yes	4	Yes
B (80-89)	Pass	Yes	Yes	3	Yes
C (70-79)	Pass	Yes	Yes	2	Yes
F (0-59)	Fail	Yes	No	0	Yes
CR (≥ 76% / "2")	Credit	Yes	Yes	No	No
NC (< 76% / "2")	No-Credit	Yes	No	No	No

#### Administrative Grades & Codes

Admin Grades & Codes	Definition	Credit Attempted	Credit Completed	CGPA Count
RPT	Repeated Course: highest grade	Yes	Depending on Grade: "C" or higher-Yes	Yes
AF	Attendance Fail	Yes	No	Yes
I	Incomplete	Yes	No	No
W	Withdrawal w attendance	Yes	No	No
WNA	Withdrawal w/out attendance	No	No	No
L	Leave of Absence	No	No	No
TR	Transfer Credit	Yes	Yes	No
RAU	Remediation Audit	No	No	No

### *Incomplete Grade (I)*

A grade of "I" is assigned when hours or coursework are not completed by the scheduled completion date. The student must request an "I" grade from faculty or UMI administration. Any incomplete course that occurs during the authorized absence period may be assigned a grade of Incomplete ("I"). "I" grade must be resolved within no longer than 30 days from the grade notification. All Incomplete grades must be resolved prior to advancing to Clinical Externship 3. Should a student not be able to complete assignments on time, an "F" grade will replace the "I" grade. The student will be required to repeat the failed course. The student may also be required to withdraw from the program and to re-enter at the beginning of the next start date for the course retake.

### *Attendance Failure (AF)*

A student who violates the course or program attendance policy may be assigned an AF grade and required to repeat the course even if the student receives an overall passing course grade. If extenuating circumstances exist to excuse all or some of the course absences, evidence of such extenuating circumstances must be provided within 14 days from the AF grade notification.

### *Course Repeat (RPT)*

A student may repeat a course(s) that he/she has failed. The highest grade earned will be posted in transcript and in the calculation of the cumulative grade point average. Additional tuition charges may apply to repeated courses due to a failed / attendance failed grade or failed final exam for the course.

### *Withdrawal Grade (W)*

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

### *Withdrawal-No Attendance Grade (WNA)*

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

### *Transfer Credit (TR)*

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

### *Credit/No-Credit Grade (CR/NC)*

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

### *Remediation Audit (RAU)*

As part of students’ academic or remediation plan, a student may be required to audit a course(s) that they have previously successfully completed and post regular attendance. Remediation audit has no bearing on students’ rate of completion or GPA for SAP purposes. However, if required as part of an academic or remediation plan, the student who does not comply with Remediation Audit requirements may become in violation of UMI academic and/or attendance policy. RAU code is recorded on students’ academic transcript.

### *Review Courses, Non-Credit Courses*

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

## **Grade Appeal Policy**

1. The student is responsible for initiating contact with the instructor to discuss and resolve the grade dispute.
2. Should a resolution not be reached between the student and instructor, the student has the right to appeal to the Program Chair within 5 business days of last contact with the instructor and no more than 10 days after receiving the grade. The must be submitted using UMI Grade Appeal Form (<https://forms.gle/bs4r1gPjjQApFvkY8>)
3. The student is responsible for providing electronic copies of supporting documents she/he believes support the reason for the appeal.
4. The Program Chair will review all relevant materials pertaining to the appeal and may contact the student and/or the faculty with questions or clarifications. The Program Chair will arrive at a final decision within 10 business days from the date of submission of the appeal form. The decision of the Program Chair regarding the resolution of grade appeal is final.

## **Academic Assessment and Evaluation**

Levels of programmatic academic assessment and evaluation:

- Overall Course-level assessment
- Course-level final examination

### *Overall Course-Level Assessment & Evaluation*

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

- Final Exam: 25%-30%
- Course quizzes and tests: 20-35%

- Special assignments/Homework/Projects: 15- 30%
- Class Participation: 5-10%

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

Students must complete all didactic theory and laboratory courses with at least a “C” (70%). The student may not be able to progress to the next module/course sequence until the failed course in the previous module has been repeated and successfully completed with the minimum grade of “C” (70%).

All lessons, assignments or projects that require manual review and grading will be graded/returned to the student no later than 7 days after receipt.

#### *Course-Level Examinations*

In addition to the overall minimum grade of “C” (70%) for the course, students must also pass each course’s final exam with a minimum grade of “C” (70%).

Students who receive a passing overall grade for the course but a grade lower than 70% for the final course-level exam will receive an Incomplete (I) grade for the course and must retake and successfully pass the course final exam within 14 days from the final exam grade notification.

Failure to retake and/or pass the final course exam within 14 days may result in an “F” grade for the course and will require a course repeat.

An additional administrative fee may apply for a final course exam retake. Additional tuition charges may apply to repeated courses due to a failed grade, failed attendance or a failed final exam for the course.

#### *Clinical Externship Evaluation*

Students must pass Clinical Externship evaluations with a “CR” grade indicating a successful completion of the course with a minimum average “Satisfactory” score of “2” on a 4-point clinical rubric scale. A failure to achieve a minimum satisfactory average score in a Clinical course may result in extension of clinical hours, academic probation, or dismissal from the program, depending on whether extenuating circumstances may have contributed to underperformance and whether the student meets overall Satisfactory Academic Progress (SAP) requirements.

#### *Make-up Tests and Examinations*

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

Make-up tests should be taken as soon as practical after returning from the absence. It is the student’s responsibility to contact the course instructor to schedule a make-up test.

UMI does not have a program cumulative final examination.

## ATTENDANCE POLICY

Regular attendance is key to academic success in the UMI program. It is each student’s responsibility to become familiar with the UMI attendance policy.

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

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

### ***LECTURE & LABORATORY CLASS ATTENDANCE***

UMI monitors student attendance regularly. Students must maintain a minimum 80% in each class and minimum 80% program attendance.

Remote synchronous class attendance (Google Meet): To be considered "present" in a live Google Meet class, a student must have the camera turned on with the student's face fully visible and identifiable. Students will not be permitted to participate in live Google Meet classes while driving, working, or in any other environment where they or other students may be distracted.

#### ***Penalties for Absences***

Class Attendance: less than 80% attendance in any class may result in "AF"--Attendance Fail-- grade for the class even if the student receives an overall passing grade for the course. Documented Excused Absences may be taken into consideration to allow the student to pass the class.

Consecutive Absences: Excused or Unexcused consecutive absences for more than 14 consecutive calendar days--including weekends but excluding official school holidays and breaks for the didactic portion of the program; and excluding externship site official holidays and closures for the externship portion of the program-- may result in immediate program dismissal.

Tardiness/Leaving Early: A student is considered tardy or leaving early when he/she is not in class during the class-scheduled time without authorization. Every Tardy/Leave Early, excused or unexcused, contributes negatively to class and program attendance percentage. Excused Tardy/Leave Early may be considered if the class or program attendance score falls below minimum standards.

#### ***Attendance Recording***

UMI monitors students' attendance with students' "Attendance Report." Each student has access to their own class and cumulative program "Attendance Report" records where students are expected to record their absences and tardies/leaving early. Although Instructors and school administrators have access to students' attendance reports and are able to update / correct absence records on students' behalf, it is students' responsibility to maintain accurate attendance records and failure to do so is a violation of the UMI Academic Integrity Policy.

For all absences and tardies, students are required to notify each class instructor as soon as it is practical.

### ***CLINICAL ATTENDANCE***

Clinical Site Attendance Policy: Attendance during Clinical Externship is governed by the Clinical site's attendance policy. The students are expected to fully adhere to the site's attendance policy, violation of which may result in dismissal from the site and from the program.

UMI Clinical Attendance Policy: In addition to the site attendance policy, students' attendance is also governed by UMI's standard 14 Consecutive Calendar Days Absence policy and by additional clinical-related attendance policies:

- **90% Clinical Hours Rule:** Students who fall below 90% of scheduled clinical hours at any time during the program will become candidates for program dismissal. If extenuating circumstances are presented and approved, students are required to make up the missed clinical hours within two weeks. Students are responsible for requesting extenuating circumstance consideration from the UMI clinical coordinator / faculty and, if approved, for coordinating the schedule for the make-up hours with the clinical supervisor / faculty.
- **Clinical Inactivity Rule:** Unauthorized inactivity in clinical participation for a period of more than 14 consecutive calendar days may result in the student's immediate dismissal from the program. Requests for authorized inactivity must be submitted to an authorized UMI representative and be accompanied by relevant documentation. Authorized inactivity is typically limited to these categories:
  - Documented sick leave
  - *Bereavement leave*
  - Jury duty
- **Scheduled Program Completion Date Rule:** Students who fail to complete all required program clinical hours by the scheduled program completion date may be dismissed from the program. Students may appeal for program reinstatement. Class repeat and/or additional tuition and fees may be required depending on the time and conditions of the student's reinstatement.

Clinical Policy Violation and Clinical Site Assignment: students in violation of any clinical policy, including, but not limited to, clinical attendance violation and/or dismissal from the site may be required to secure their own clinical site within a predetermined timeline or be dismissed from the program.

For all clinical absences and tardies, students are required to notify both, clinical supervisor and UMI clinical administrator, as soon as practical.

#### *Excused Absences*

Extenuating Circumstances: UMI will determine if extenuating circumstances may warrant an absence or tardy/leave early to be excused. Typically, only serious unforeseen and/or life-threatening emergencies for the student or immediate family (child or spouse) may qualify as an excused absence. Supporting documentation may be required for an absence to be recorded as excused.

When an absence occurs, the student is responsible for notifying each instructor and for obtaining and reviewing missed material and assignments. All make-up/missed coursework, tests, and/or labs must be approved by the course faculty.

In cases where a significant amount of course work is missed, the course instructor may propose an action plan to help the student complete assignments in a timely manner. Such an action plan must be also approved by the program / school administrator or designee when the plan may require a change in schedule for the student or for faculty.

#### *Typical Extenuating Reasons for Excused Absences:*

*Bereavement Leave:* The leave can be requested for up to three (3) class sessions for immediate family members such as the student's and spouse's parents and grandparents, child, or spouse.

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

required to qualify the absence as authorized/excused.

*Communicable Illness:* Students with a contagious viral and/or bacterial infections should not attend in-person class/clinical sessions until: 1) they have had no fever for 24 hours and/or 2) they have been on an antibiotic medicine for at least 24 hours; and/or 3) they have a medical release form signed by their personal physician that states the student is not contagious and may resume program activities. Students with COVID 19 must not attend any in-personal class/clinical sessions for 5 days or until the result is negative.

### *Leave of Absence (LOA)*

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

- The student must submit a request for the leave of absence in writing to the program administrator or designee for approval. The letter should state the reason(s) for the request.
- Reasons for an LOA that may be considered for approval include serious life circumstances or health-related conditions that prevent the student, who is otherwise in good academic standing, from attending school for a predetermined period of time. UMI may request supporting documentation before an LOA is granted.
- There must be a reasonable expectation that the student will return from the LOA as scheduled.
- A student returning from an LOA must resume training in the same module/sequence of courses in the academic program that he or she began the LOA. It means that the student's LOA may have to be set beyond the timeframe needed to address the reason for the LOA and may further prolong the student's timeline toward completion of the program.
- Failure to return from an LOA on or prior to the scheduled returned date will result in dismissal from the program.
- Students who take an LOA during their MOD3 / Clinical 3 may be required to secure their own clinical site prior to returning from the LOA in order to resume their clinical training.

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

### *Absence Communication and Make-Up Policy*

*Communication regarding absences:* Students must notify the faculty and/or school administration of any absences or tardies in writing (via email or the online class portal) 24 hours prior to the scheduled class start or as soon as it is practical for any unforeseen absences. If an absence is excused, a make-up opportunity may be granted. An excused absence must meet qualifying criteria; supporting documentation may be required.

*Assignments:* All course assignments, homework, tests, and performance competencies missed due to excused absences are to be completed in a timely manner. Any incomplete course due to excused absences will be assigned a grade of Incomplete (I); such Incompletes must be resolved according to the Incomplete grade policy. Should a student not be able to complete assignments on time and receive a passing course grade, the student will be required to repeat the course.

*Make-up policy:* A student who missed a lecture or laboratory class due to excused absences may have a make-up opportunity in the form of assignments or special projects. A student may also be granted permission to make up

lecture/lab time through an authorized remediation audit of the course if the course is available during the same Module. Should a student not be able to complete make-up assignments, it may result in a failing grade (“F”) for the course and will require a course repeat. Depending on the timeline, under some circumstances, the student may be required to withdraw from the program and to re-enter at the beginning of the next start date for the course retake.

#### *Attendance Monitoring*

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

*Class Attendance Advisement:* Students whose attendance falls below 90% in any one course will be formally advised by a faculty member or by a program administrator.

*Cumulative Attendance Advisement:* Students whose cumulative attendance falls below 80% at any given point in the program will be advised by program administrator (or designee) and placed under Attendance Warning; an Attendance improvement plan will be developed and documented.

*Consecutive Absences:* Students with 10 or more consecutive calendar days of unexcused or excused consecutive absences (including weekends but excluding official school holidays and breaks) will be advised by the program administrator (or designee) and placed under Attendance Warning.

## NON-ACADEMIC DISMISSAL & DISCIPLINARY ACTIONS

The following guidelines are established in order to maintain a positive educational and professional environment. UMI reserves the right to dismiss or fail to graduate any student who does not maintain standards of academic and professional integrity, ethics, and conduct appropriate to the discipline during the student’s course of study at UMI, including clinical externship. Students should also consider employment and credentialing requirements in their career field in which past personal history or conviction and criminal record may restrict graduates’ eligibility to practice in the profession.

#### *Type of Disciplinary Actions*

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

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

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

#### *Disciplinary Procedures*

All disciplinary incidents up to and including program suspension and dismissal are managed by program administrator or designee, authorized school administrator, or clinical coordinator, if applicable. Suspensions range from 1-3 days, counted as unexcused absences for each offense. A student may appeal a program suspension and/or



dismissal according to the program Reinstatement Policy outlined in this catalog. Students may appeal to receive a make-up opportunity from the program administrators or a designee. If approved, the make-up policy stated in the catalog will apply.

## GRIEVANCES, APPEAL, AND DUE PROCESS

United Medical Institute encourages resolution of formal complaints in an atmosphere of mutual respect. Any form of retaliation for bringing forward a formal complaint will not be tolerated. The formal complaint process applies to all students and should be followed in all cases when informal resolution is not sufficient to resolve the issue.

Information concerning the nature, scope, evaluation and resolution of formal complaints shall be confidential to the greatest extent possible and will be shared only with those persons who need to know.

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, school policies, procedures, services and offices. Formal complaints must be filed using UMI's online formal complaint form (<https://forms.gle/AUdTWPq13Dd1QDHG9>).

Formal complaints involving grades where the final course grade is disputed and/or the student believes that the final grade is not indicative of his/her academic performance are addressed by the grade appeal process which is described in this Catalog.

### *Filing a Formal complaint – Non Faculty Related*

#### A. Informal Resolution

Students are strongly encouraged to resolve any concern by talking with the staff member/administrator and his/her supervisor if necessary. Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within thirty (30) School business days of the alleged incident. Students must complete each step in the process before proceeding to the next one.

#### B. Filing a Formal complaint

A formal complaint is a request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the staff member/administrator and his/her supervisor.

Formal complaints must be filed using the UMI's online formal complaint form.

Formal complaints will be forwarded to the appropriate administrator responsible for the individual, process or department involved. Documentation of the formal complaint should include:

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint
- Specific details regarding the instance(s) of non-compliance with the UMI's policy or procedure applicable.
- A proposed solution or action
- If the formal complaint is not a violation of policy, law or standard practice guideline, the appropriate UMI

administrator or staff will assist the complainant in resolving the issue with the appropriate resource, employee or employee group (i.e. supervisor, and campus designated contact person).

If the formal complaint demonstrates a violation, or potential violation of policy or standard practice guideline, the appropriate UMI administrator will begin a formal resolution process. This process could include investigation and/or coordination with appropriate UMI contacts.

The UMI Administrator will have fifteen (15) School business days to investigate and respond to the student's formal complaint.

The UMI administrator may address the formal complaint in one of the following ways:

- Offer a resolution to the formal complaint
- Dismiss the formal complaint
- Take appropriate action which may include training, counseling or corrective action with one or more parties to the formal complaint.

#### C. Appeal/Due Process

The student may appeal to the UMI President within five (5) School business days of the school administrator's completion of the formal resolution.

The UMI President will review appeal documentation submitted by the student and the documentation produced by the administrator's investigation and communicate an appeal decision within five (5) School business days of receipt of the student's appeal. The appeal decision is sent to the School administrator and the student.

The appealed formal complaint decision is not subject to further appeals.

### *Faculty-Related Formal complaints – Non Grade Related*

#### A. Informal Resolution

The student should discuss the complaint with the faculty member, or the faculty member's supervisor. Should informal resolution not be reached, the student may file a formal complaint against the faculty member.

#### B. Faculty-Related Formal Complaint (Non grade related)

Formal complaints must be filed using UMI's online formal complaint form. The formal complaint must be filed within ten (10) School business days from the date of the initial complaint. The formal complaint should be addressed to the faculty member's supervising Program Chair.

The Program Chair will have fifteen (15) School business days to investigate and respond to the student's formal complaint.

The investigation by the Program Chair shall include the faculty member, the student and/or any other person who has first-hand knowledge of the subject of the complaint. During the investigation, she/he shall meet separately with:

- The student and
- The faculty member and
- Any additional parties involved.

During the Program Chair's investigation, he/she shall meet separately with the different parties unless the faculty member is not available due to semester break and vacations. In those situations, the fifteen (15) School business days allowed for resolution will start and stop based on faculty contracts.

The Program Chair may address the formal complaint in one of the following ways:

- Offer a resolution to the formal complaint
- Dismiss the formal complaint
- Take appropriate action that may include training, counseling or corrective action with one or more parties to the formal complaint.

#### C. Appeal

The student may appeal to the UMI President within five (5) School business days.

The President will review appeal documentation submitted by the student and the documentation produced by the Program Chair's investigation and communicate an appeal decision within five (5) School business days of receipt of the student's appeal. The appeal decision is sent to the Program Chair and the student.

The appealed formal complaint decision is not subject to further appeals.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at P.O. Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370 - 7589.

## STUDENTS RECORDS AND INFORMATION

### *Student's Right to Privacy*

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

The Registrar Office maintains digital records that can be reviewed by students. Personally identifiable information from these records may not be disclosed to a third party without the written consent of the eligible student.

Notwithstanding the above, disclosure to members of UMI administration and faculty who have a legitimate educational purpose in seeing the records is permitted. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student consent of release.

Under FERPA regulations, it is presumed that the parents of a student under the age of eighteen have FERPA rights of access. An exception exists if legal documentation is furnished to UMI indicating that a parent no longer has the right to see records or the rights of a parent have been terminated. FERPA permits students to question the accuracy of their educational records.

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

*Records of Grades, Evaluation & Assessment.* All student course grades are maintained electronically. All final course grades are recorded in the online DMS Program Portal, where students can view their final course grades and their

program progress report at any time. A copy of the final program progress report and/or transcript is added to student files upon completion of the program.

Students' progress is assessed on an ongoing basis (refer to SAP and related policies stated in the catalog). The tools and methods used to assess students' progress are:

- Scores on course tests and final exams
- Scores on laboratory evaluations and competency check-offs
- Quizzes and final grade
- Course grade report and advisement sessions
- End-of-term grade report and advisement sessions as applicable
- Class Participation

#### *Records of Student Advisements*

United Medical Institute provides student advisement before and during student enrollment. Students are advised on program requirements, the course schedule, school policies, and their academic progress.

During their active enrollment in the program, students may be formally advised on attendance and academic progress (see SAP and Attendance Policy sections of the catalog). Additional meetings between students and faculty, program administrator, or school administrator are arranged as the need arises. Records of such meetings are placed in student files.

#### *Student Record Maintenance*

UMI adheres to the Family Educational Rights and Privacy Act of 1974, which provides for the availability and security of student records.

Student physical and electronic records are maintained on site (including the school's web-based cloud-computing portal site) at the administrative office / virtual office for five years from the last date of attendance. Transcripts are maintained permanently.

Students may request to view their individual files. The physical files are reviewed behind closed doors with UMI's authorized staff member present. No student or unauthorized individual may review another student's record/file. Any content of the student's record can be released with the student's written consent if the student requests the program grades, transcripts, or general references be sent to another academic institution or employer.

UMI maintains graduate's name and federal taxpayer identification number, which is either the graduate's social security number (SSN) or individual taxpayer identification number (ITIN). If the graduate does not have an SSN or ITIN, the graduate's information shall be reported as "not available."

Student records contain the following information in addition to the name, address, e-mail address, and telephone number of each student who enrolls in UMI whether or not the student completes the educational service:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - b. Grades or findings from any examination of academic ability or educational achievement used for admission or course placement purposes;
  - c. Personal information regarding a student's age, gender, and ethnicity if that information has been

- voluntarily supplied by the student;
  - d. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - e. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
2. A UMI transcript showing all of the following:
    - a. The courses that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
    - b. Credit based on any examination of academic ability or educational achievement used for admission or course placement purposes;
    - c. The name, address, website address, and telephone number of the institution;
    - d. The certificate granted and the date on which that certificate was granted;
    - e. The courses and units on which the certificate was based;
    - f. The grades earned by the student in each of those courses.
  3. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
  4. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
  5. Copies of any official advisory notices or warnings regarding the student's progress; and
  6. A copy of any formal complaints received from the student.

## COMMUNICATION AND STUDENT REPRESENTATION

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

### *New Students Orientation*

Orientation is conducted prior to the beginning of each program as a means of introducing new students to United Medical Institute. During the orientation, the school representative reviews and explains key academic policies and school regulations.

### *Policy Communication*

Newly enrolled students receive the school Catalog and outline of key academic and school policies. All enrolled students are required to sign a statement that they have received and reviewed the contents of the Catalog prior or during program orientation. Any changes in program or school policies are first discussed with the appropriate faculty and administration. The policy changes/revisions are then presented to the student through a memo and/or verbal update, and/or notification through the UMI LMS portal.

### *Student Representation*

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

Examples of student self-governing activities and initiatives that UMI supports may include:

- UMI Student Council
- Student Peer-Mentorship Program
- Student / Alumni representation on UMI Advisory Committee

# STUDENT SERVICES

## *New Student Orientation*

All newly enrolled students are required to attend a live zoom UMI New Student Orientation. Students receive information regarding Orientation once they complete their enrollment process and receive a letter of acceptance into the program.

## *Tutoring Service*

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

## *Library Resources*

Library resources include an institutional subscription to an online library LIRN. The online library is available 24/7 through institutional login credentials to all UMI students, alumni, faculty, and staff.

On-campus resources also include school-wide student WiFi, professional journals, books, and test- preparation materials.

## *Equipment and Material Resources*

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

## *Open Lab*

Students and UMI alumni may request to use UMI Ultrasound Lab to practice and refresh their skills during the days and hours when a UMI staff member is present to supervise. Open Lab availability is contingent on space availability during the lab sessions.

## **Career Development/Employment Assistance**

**The school cannot and does not guarantee employment upon graduation.** The school provides career development resources and employment assistance to all graduates with the concentration on developing a physical and online career portfolio, professional networking via LinkedIn, interview skills, resume preparation, and referrals to potential employers. All UMI students and graduates have access to professional career coaching and career zoom workshops.

Finding employment is a joint effort between the student and the school. Successful job search outcomes for the students often depend on students' persistence and flexibility in their job search and on a close partnership between the student and the school. UMI is committed to such a partnership; we encourage all graduates to maintain close contact with the school's designated career coach and to work closely together on developing and implementing an appropriate job search strategy.

All UMI students, graduates, and alumni are invited and encouraged to use the following Career Development resources:

- UMI Career Coaching (individual and group)
- UMI Career Portal
- UMI Career Hub LinkedIn group

### *Housing*

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you require permanent or temporary housing, you may research such sites as [www.rental.com](http://www.rental.com), [www.zillow.com](http://www.zillow.com), [www.airbnb.com](http://www.airbnb.com) and similar. The estimated cost of rental housing in the Sacramento area in 2022 is \$19,500 a year (according to [www.zumper.com](http://www.zumper.com)). Temporary housing (e.g. airbnb) starts at approximately \$35-40 per night.

### *Textbook Distribution*

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

### *Issuance of Transcripts*

All UMI students have 24/7 access to their program grade records through the UMI LMS (Google Classroom) portal. Upon request, active students and all UMI recent graduates are issued electronic transcripts that should satisfy most of the requirements for an official transcript. Should a student or graduate need a paper copy of an official transcript, a transcript fee of \$20.00 per copy will apply.

With authorized access, active students use the Transcript Request form located in the [DMS Program Portal](#).

UMI Alumni may order a transcript on the UMI website at <https://www.unitedmedicalinstitute.edu/documents-request>.

Transcripts, attendance, grade records or any other information contained in the student file will be released to the student or other indicated institution only upon receipt of an authorized request form.

UMI's electronic official transcript is Adobe Certified and contains a certified electronic signature of a UMI's authorized school official. All requests for transcripts must be submitted electronically. If applicable, payment must be made at the time of the request. Please allow 10 to 14 business days to process your request.

### *Change of Contact Information, Change of Name*

Students and graduates may submit their change of information request through this [FORM](#).

## STUDENT SAFETY

### *Prescribed Medications*

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

### *Options for Pregnant Students*

It is the goal of United Medical Institute to provide all students with a safe environment for clinical experience and training. Furthermore, in compliance with regulations regarding the declared pregnant student, female students have an option of whether or not to inform school administration of pregnancy. With notification to the school administration, the student may change from one option to another at any time during the pregnancy as long as all program objectives, courses, and competencies are completed. However, if a student chooses to declare her pregnancy to school administration, she must provide written notification.

At any time, a student may withdraw her declaration without question. A student who has chosen to declare her

pregnancy will be allowed to choose one of the following options for completing the training at United Medical Institute.

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

**OPTION 2:** The student may take up to 180 days (approximately 6 months) of leave of absence from the didactic and/or clinical components of the program and be allowed readmission to the program.

The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The timing for this option is contingent upon class and clinical site availability.

#### *Suspicious behavior*

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

#### *Limitations*

Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health, or jeopardize the health of others must be reported to the program or school administrator.

Such occurrences will require a medical release.

#### *Incident in Lab/Clinical Externship Reporting Procedure*

The student will notify the instructor immediately of an injury and the instructor will institute appropriate action.

The Clinical Externship (CE) instructor will notify the department supervisor and initiate an incident report provided by the health care institution.

The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family or emergency contact person. If family members cannot be reached, the decision will be made based upon the professional judgment of medical professionals.

If a health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the school.

The student is responsible for all costs of medical treatment incurred.

The CE facility will contact the program representative or school administrator to report the incident.

The CE facility will submit a copy of the incident report to the program or school administration.

The incident report will be placed in the student's program file.

#### *Student Safety and Ethical Conduct*

All sonography students are required to follow the [Code of Ethics for the Profession of Diagnostic Medical Sonography](#).



Each student will receive basic equipment instructions in the program clinical orientation prior to operating ultrasound equipment in the clinical and/or laboratory setting. Each student will follow the guidelines set forth in the orientation session.

A student who does not follow the UMI or Clinical Site dress code will be suspended from the class.

Students should NOT diagnose patients during examinations. A qualified clinical supervisor, technologist or a physician must be present in the room with the student for direct supervision of direct procedure performance. Students should report any malfunction of equipment to the supervisor on duty or to the faculty member.

Students are allowed to operate the medical equipment only for competency practices or performance evaluations.

Students are not allowed to attend class or lab assignments under the influence of alcohol, pain medicine, or any mind- altering drugs. If students are on prescribed pain medicine, the student must notify the instructor and submit a written note from the referring physician to the school admission office. Violation of this policy will lead to program dismissal.

Students are not allowed to solicit money, tips, or drugs (prescribed or illegal) from any physician, fellow student, or healthcare worker while in a student capacity at a program clinical facility or in class.

Negligence or carelessness in the performance of duty or any potentially hazardous acts to self, patient, fellow student, or healthcare personnel, faculty or administration will lead to immediate program dismissal.

For all Laboratory Equipment, students are to report any suspicious wires, smells, electrical malfunctions immediately. Do not attempt to fix the problem; inform the faculty of any concerns.

#### *Health and Safety*

United Medical Institute implements and updates policies and procedures based on relevant guidelines and recommendations issued by the U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC). All students are expected to adhere to such policies and procedures.

UMI students are also required to follow health and safety policies established by clinical affiliates where the students train for clinical externship.

Failure to comply with UMI or clinical affiliate's health and safety policy may result in program dismissal.

#### *Substance Abuse and Testing*

Students may be required to pass a drug screening and criminal background check prior to the beginning of the Clinical Externship III. Program tuition covers the initial drug and background screening as part of the clinical affiliate's screening requirement.

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

- Direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/ pinpoint pupils, wide mood swings, sleeping, drowsiness, and/or noticeable deterioration of work performance
- Information that a student has caused or contributed to an accident that resulted in injury requiring

treatment by a licensed healthcare professional

- Conviction by a court or being found guilty of a drug, alcohol, or controlled substance possession or abuse in another legitimate jurisdiction.

Should a drug test be required under any circumstances outside the routine initial screening for clinical externship, the cost of the test will be the responsibility of the student. The student will be suspended from all school- related activities (class/lab and/or CE) until the UMI's disciplinary committee reviews the result and the case.

Should the test result be positive for any illegal drugs and/or alcohol the student will be immediately dismissed from the program. UMI will offer the student recommendations regarding professional counseling. Should the test result be negative, the student will be allowed to make-up any missed clinical hours or assignments with no penalty. Missed class assignments must be initiated by the student on the first day the student returns to school.

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

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

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

## CLINICAL EXTERNSHIP

### Diagnostic Medical Sonography

The Diagnostic Medical Sonography curriculum is designed to correlate learning theories in the classroom (didactic/lecture) setting with laboratory and clinical performance. This comprehensive educational plan is accomplished using the following steps:

- Material is presented in class lectures and demonstrated in laboratory sessions
- Written and laboratory performance testing
- Practice in a laboratory setting
- Experience in clinical settings under the direct supervision of a clinical faculty or a clinical preceptor
- Documented time and case logs of cases in such categories as Observed, Assist, Perform

To participate in the Clinical Externship component of the program, students are required to be in an active student status (e.g. not on LOA) and to successfully complete all prerequisite courses, as applicable.

To be eligible to progress to Clinical 3, students must meet all academic requirements and be current with their tuition payment contract.

Students are enrolled in the program's clinical externship component throughout their entire program.

Clinical 1 and Clinical 2 enrollment is concurrent with Module I and Module II coursework of the program. Students

are required to complete a minimum 4 clinical hours a week during their Module I and Module II.

Clinical 3 enrollment begins after the student completes Module I and II program coursework. Students are required to complete a minimum 20 hours a week at an assigned clinical site.

Required number of Clinical Hours

Clinical 1: 100 clinical hours - due by Term 2\*

Clinical 2: 160 clinical hours - due by Term 6\*

Clinical 3: 540 clinical hours - due by no later than the scheduled program completion date.

**TOTAL CLINICAL HOURS: 800**

\*Term=10 weeks

### *Clinical Externship Placement*

Students will complete a total of 800 program clinical externship hours requirement at one or more of UMI's clinical sites--imaging clinics, hospitals, and physician offices.

Students are welcome to research opportunities with clinical sites other than UMI's core affiliates. All students are encouraged to start building their professional network and developing relationships early in the program through volunteering, job shadowing, and using professional social media sites such as LinkedIn.

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

### *Externship policies and rules*

UMI's designated clinical administrator monitors students' progress during their clinical portion of the program. The clinical administrator monitors students' completion of clinical hours and assigns grades based on clinical evaluations performed by designated clinical preceptors.

Clinical attendance is monitored by the school as well as by the affiliated preceptor. While participating in the CE, program rules governing student conduct and attendance will apply. Unprofessional conduct or violation of UMI's and/or the CE affiliate's policies and rules can be grounds for an immediate dismissal. If, after being placed with a clinical site, a student stops attending without UMI approval, the student may be dismissed from the program.

UMI strives to make the clinical assignments as fair and equitable to each student as possible. Final decision of acceptance is made by the CE facility after the review/interview process with the student.

The place of the clinical assignments cannot be changed unless such a change is part of the initial plan with the student.

In some cases, a student may be assigned to complete his/her clinical hours at more than one clinical site, consecutively or concurrently, to provide the student with a more balanced and/or diverse experience.

### *Travel Disclosure*

Travel time, distance, or operational hours of the site are not the primary considerations that guide UMI decision in students' externship placement. Stability, diversity and/or volume of practice, opportunity for hands-on training, the clinical site's requirements and/or an opportunity for potential employment are.

Every attempt is made to place students at clinical sites based on the students' reasonable preferences. However all students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. It is not unusual for a student to have to commute (or temporarily relocate) for an upto three (3)-hour drive in one direction.

UMI does not provide transportation or temporary relocation assistance. The students should plan accordingly for such potential expenses during their externship.

#### *Externship Expectations*

Students are expected to adhere to all conduct and attendance rules according to UMI's and the clinical site's policies.

#### *Clinical Externship Schedule*

UMI students are required to complete a minimum of 4-6 clinical hours a week for Clinical 1; a minimum of 4 clinical hours a week for Clinical 2; and a minimum of 20 hours per week for Clinical 3.

For Clinical 1 & 2, clinical hours are typically scheduled in the afternoon during weekdays and morning/afternoon on weekends (Saturdays). Clinical session schedule is subject to adjustments and change.

For Clinical 3, evening or weekend externships are unlikely to be available; students must be prepared to complete their Clinical 3 hours during normal business days and hours.

NOTE: All diagnostic ultrasound scans performed by students during their clinical externship are required to be checked for accuracy by a clinical preceptor prior to sending them to the physician for interpretation.

#### *Priority Externship Placement for Students with SPI*

All Diagnostic Medical Sonography program students are strongly encouraged to take and pass the [ARDMS Sonography Principles and Instrumentation \(SPI\) examination](#) prior to their projected Clinical 3 start date. When options exist, UMI grants students with an SPI certificate a priority placement option when selecting an externship site. Furthermore, SPI is a prerequisite and the first out of the two steps in the ARDMS credentialing examination process. Please refer to [www.ardms.org](http://www.ardms.org) for information on ARDMS eligibility criteria.

UMI faculty members or guest lecturers periodically conduct SPI review sessions; all students preparing for the exam are encouraged to attend these sessions. A free recording of one of the SPI preparation workshops is available at the UMI website

<https://www.unitedmedicalinstitute.edu/forum/professional-development/spi-test-preparation-workshop>

#### *Clinical Supervision of Students*

All UMI externship students are supervised by a clinical faculty and/or qualified clinical personnel who must be present during students' performance of an ultrasound procedure on a patient and who must review and provide students with feedback on each procedure.

#### *Clinical Grades and Evaluation*

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

Clinical Externship students are evaluated at the end of each of the three phases of the Clinical course: at cumulative 100-hour mark; 260-hour mark; and 800-hour mark.

To progress from one evaluation phase to the next, the student must maintain a minimum average score of 2 ("Satisfactory") on a 4-point evaluation scale. Failure to meet a minimum average score requirement may result in an

academic warning, probation, or dismissal from the program.

#### *Patient Confidentiality*

Students are required to successfully complete the Health Insurance Portability and Accountability Act (HIPAA) competency test during the first module of the program. Clinical externship students must maintain patient confidentiality in all clinical settings by adhering to HIPAA principles and practice.

#### *CPR (Cardiopulmonary Resuscitation)*

Students are required to obtain and maintain a current CPR card for Clinical 3. UMI may arrange for a CPR trainer to offer CPR training on site. Whether facilitated by UMI or on their own, all students are required to submit a digital copy of their CPR card to be included in the student file. UMI does not cover or reimburse for the cost of CPR training.

#### *Health and Safety Requirements*

Immunization and Health Screening Requirements: For protection and in compliance with state regulations, United Medical Institute requires all students to be properly immunized. Documentation of immunizations must be provided to the school prior to Clinical 3. UMI does not cover or reimburse for the cost of immunizations.

Students must comply with the minimum health requirements of each individual clinical externship facility; such requirements may include additional immunity or vaccination not listed within this catalog.

The cost of immunizations and related pre-clinical externship health requirements will be paid by the student. Students must submit a copy of immunization and health screening documents to be included in their file.

#### *Student Professional Liability Insurance*

Prior to Clinical 3, all students are required to obtain their individual Professional Liability Insurance. UMI recommends the students obtain insurance coverage through the Society of Diagnostic Medical Sonography at <https://www.sdms.org>. UMI does not cover the cost, nor does it reimburse students for Professional Liability Insurance coverage.

#### *Background Check*

Clinical Affiliates may require pre-clinical criminal background check and drug- screening. UMI facilitates pre-clinical externship students' criminal and drug-screening with a background screening vendor. The initial standard background check is covered by the program tuition and fees. The cost of any additional background or drug screening, if needed, will be the student's responsibility.

## GRADUATION REQUIREMENTS

### **Diagnostic Medical Sonography Diploma Program**

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

#### *Academic Requirements*

- Completion of didactic courses with a grade point average of at least 70% (C).
- For Diagnostic Medical Sonography Program: A student who earns a grade lower than a "C" in any Module I course may not progress to the next module until the course(s) has been satisfactorily repeated. A student

who earns a grade lower than a “C” in any Module II courses may not progress to Clinical 3 until the course(s) has been satisfactorily repeated.

- Scoring at least 70% (C) on all course-level final exams. Students who earn a passing overall grade for a course but fail a final exam (score below 70%) will be assigned a grade of “I” (Incomplete) for the course and will be required to retake and pass the final exam within 14 days from grade notification. Failure to receive a passing score on the final exam within 14 days and to resolve the Incomplete grade will result in a failing grade for the entire course and will require a course repeat.
- Successful completion of the required laboratory performance/competencies check-offs for each laboratory course and the program as a whole, if applicable.
- Minimum satisfactory average score on clinical 1, 2, and 3 evaluations.
- Completion of the Capstone Portfolio project.
- 80% overall cumulative attendance

#### *Additional Requirements*

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

#### *Selected Program Codes*

- *Graduate*: a student who has completed all academic and met all administrative graduation requirements.
- *Completer*: a student who has completed all didactic program coursework and all required clinical externship hours but has not completed or submitted required program completion documents or forms; has not met financial obligations, and/or has not returned program / school property items.

## CANCELLATION, WITHDRAWALS, AND REFUND

### **Student’s Right To Cancel**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment or the fifth calendar day after signing an enrollment agreement and receive a full refund of all monies paid to the institution. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement, but prior to the seventh calendar day as of the program start date, is entitled to a refund of all monies paid minus the application fee of \$75.00.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours in the current program term in your program through the last day of attendance.

1. Cancellation may occur when the student provides a written notice of cancellation via email sent to [info@unitedmedicalinstitute.edu](mailto:info@unitedmedicalinstitute.edu). Email must come from the valid student’s email address on UMI’s record.

2. The written notice of cancellation is effective as of the date stamp on the email received.
3. 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.

If the Enrollment Agreement is canceled the school will refund the student any money due within thirty (30) days after the notice of cancellation is received.

### **Withdrawal from the program**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program period through the last day of attendance. The refund will be less non-refundable program fees. If the student has completed more than 60% of the program period the tuition is considered earned and the student will receive no refund.

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

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

Refer to [Withdrawal Date of Determination](#).

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

The school will refund any money due within thirty (30) days after the notice of withdrawal. Refer to [Withdrawal Date of Determination](#).

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loans.

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

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

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

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

## Refund Calculation & Examples

These are general example cases for how the institution calculates refunds. The examples do not represent actual tuition amount, program hours, or amount of refund.

*Example 1-Refund is due:* A student completed 60 out of 100 hours scheduled for the program period when the student had to withdraw from the program. It is determined that the student attempted 60% of scheduled hours for the program period (60 attempted hours divided by 100 hours in the program period). The hypothetical tuition for the program period of enrollment is \$1000. The student has already paid full \$1000 tuition. Since the student attempted no more than 60% of the scheduled total hours for the program period, a refund calculation is performed to determine if and how much of the refund the student should receive. The hourly rate for the program period is \$10 per program hour (\$1000 divided by 100 hours). School will retain \$600 for the hours that the student attempted prior to withdrawal (60 hours multiplied by \$10). The student will receive a refund of \$400 (\$1000 less \$600).

### EXAMPLE 1: REFUND CALCULATION

REFUND ELIGIBILITY								REFUND CALCULATION		
Term=10 weeks	Term Tuition	Hrs Scheduled	Hrs Attempted	Tuition Rate / Hr	% Attempted	Refund Eligible?	Tuition Due	Tuition Paid	Tuition Due	Refund Due
TERM1	\$1,000.00	100	60	\$10.00	60.00%	Yes	\$600.00	\$1,000.00	\$600.00	\$400.00

*Example 2-No Refund is due:* A student completed 61 out of 100 hours scheduled for the program period when the student had to withdraw from the program. It is determined that the student attempted 61% of scheduled hours for the program period (61 hours divided by 100 hours in program period). The hypothetical tuition for the program period of enrollment is \$1000. The student has already paid full \$1000 tuition. Since the student attempted more than 60% of program period hours, the student is not eligible for a refund. The school will retain full tuition, \$1000.

### EXAMPLE 2: REFUND CALCULATION

REFUND ELIGIBILITY								REFUND CALCULATION		
Term=10 weeks	Term Tuition	Hrs Scheduled	Hrs Attempted	Tuition Rate / Hr	% Attempted	Refund Eligible?	Tuition Due	Tuition Paid	Tuition Due	Refund Due
TERM1	\$1,000.00	100	61	\$10.00	61.00%	No	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00

## PROGRAM REINSTATEMENT

### *Program Reinstatement Request*

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

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

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



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

#### *Consideration for Re-Admitted Students*

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

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

## DIAGNOSTIC MEDICAL SONOGRAPHY-DIPLOMA

Hybrid Distance Learning: Live Video Conference and Residential Delivery

**Total Clock Hours: 1,720 | Total Quarter Credits: 102.7**

**Standard Occupational Code: 29-2032**

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

### PROGRAM DESCRIPTION

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

### PROGRAM DELIVERY

The program is delivered with a blended method of delivery. All lectures are conducted as synchronous distance learning– interactive live instructions via real-time video conferencing (e.g. Zoom). All laboratory and clinical training sessions are conducted in-person, on-campus or at a clinical site.

### Program Goals and Objectives

The main goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in Abdominal-Small Parts, OB/GYN, and Vascular sonography; and to offer students integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care.

Goal 1: Students will possess the knowledge, problem-solving and critical thinking skills expected of an entry-level ultrasound technologist in General/Vascular Diagnostic Medical Sonography.

Program Outcome 1: Demonstrate critical thinking skills in obtaining, reviewing and integrating pertinent

patient data to facilitate optimum diagnostic sonographic imaging.

Program Outcome 2: Apply problem-solving techniques in the basic concepts and principles of physical and biological science.

Goal 2: Program Goal: Students will be able to perform entry-level diagnostic medical sonographic studies in Vascular, Abdominal, and OB/GYN ultrasound.

Program Outcome 3: Perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.

Program Outcome 4: Demonstrate entry-level clinical skills and knowledge in the care of ultrasound patients.

Goal 3: Students will exhibit professionalism, effective communication skills and compassion and ethics in patient care.

Program Outcome 5: Provide basic patient care and comfort while utilizing ethics following HIPAA guidelines.

Program Outcome 6: Demonstrate professionalism and effective communication skills with patients and healthcare team.

### Licensure and Certification (ARDMS)

General ultrasound sonographers are not required to be licensed in the State of California. Some employers may require credentials offered by the [American Registry of Diagnostic Medical Sonographers \(ARDMS\)](http://www.ardms.org). UMI's primary goal is to prepare students for an entry-level position and also to help students meet educational and/or clinical ultrasound eligibility requirements for ARDMS examination, specifically for SPI and Prerequisite 1 or Prerequisite 3A options.

Although all graduates of the UMI's Diagnostic Medical Sonography program are eligible to sit for the ARDMS exam, 12 months (or equivalent) of additional full-time work experience may be required based on the student's prior educational credentials. UMI encourages the graduates to pursue ARDMS credentials; however the school does not bear responsibility for the ARDMS exam preparation. Students should take the initiative of researching exam requirements and information on the ARDMS website at [www.ardms.org](http://www.ardms.org).

## DMS PROGRAM CURRICULUM

Blended Residential and Distance Learning

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM CURRICULUM			METHOD OF DELIVERY			PROGRAM DURATION	
Course ID	Course Title	Course Format	Quarter Credits			Clock Hours	Weeks
			Distance Learning	Residential	Clinical Site		
DMS30	Anatomy & Physiology / Medical Terminology	Lecture	12			120	20 - MODULE 1
DMS120	SPI I & II	Lecture	12			120	
DMS50	Introduction to Sonography	Lecture	4			40	
DMS501	Clinical I	Clinical Practicum			3.3	100	
DMS200	Abdominal Ultrasound	Lecture	8			80	40 - MODULE 2

DMS201-Lab	Abdominal Ultrasound – LAB	Laboratory		4		80	
DMS210	Small Parts Ultrasound	Lecture	8			80	
DMS211-Lab	Small Parts Ultrasound – LAB	Laboratory		4		80	
DMS300	OB/GYN Ultrasound	Lecture	8			80	
DMS301-LAB	OB/GYN Ultrasound - LAB	Laboratory		4		80	
DMS400	Vascular Ultrasound	Lecture	8			80	
DMS401-Lab	Vascular Ultrasound-LAB	Laboratory		4		80	
DMS502	Clinical II	Clinical Practicum			5.3	160	
DMS503	Clinical III	Clinical Practicum			18	540	≈22 - MODULE 3
<b>PROGRAM TOTALS</b>			Quarter Credits: Distance Learning	Quarter Credits: Residential	Quarter Credits: Clinical Site	Clock Hours	Weeks
			<b>60</b>	<b>16</b>	<b>26.6</b>		
						<b>102.6</b>	

### DMS PROGRAM STRUCTURE & FORMAT

Method of Delivery	Method of Delivery Description	Program Credit Hours	% of Total Credit Hours
Distance Learning:	Synchronous live video conference, set time, attendance mandatory	60	58.48%
Residential*:	Main school location, set time, attendance mandatory	16	15.59%
Clinical Site:	In-person at a designated clinical site, schedule set by site, attendance mandatory	26.6	25.93%
<b>Total</b>		<b>102.6</b>	<b>100.00%</b>

\*Residential laboratory courses include simulation activities that may be completed remotely.

The program is approximately 20-22 months in length and consists of 60 instructional weeks covering in-school coursework and Clinical 1 and Clinical 2, and 6-8 months of post-didactic Clinical 3.

#### Module I

*Weeks 1-10:* Typical schedule includes 4-hour Zoom live lecture classes on Tuesday, Wednesday, Thursday, and Saturday mornings and a minimum 4 clinical hours a week at a designated clinical facility.

*Weeks 11-20:* Typical schedule includes 4-hour Zoom live lecture classes on Tuesday, Wednesday, and Thursday mornings and a minimum 6 clinical hours a week at a designated clinical facility.

#### Module II

*Weeks 21-60:* Typical schedule includes 4 five-week alternating sessions of Zoom lectures and 4 five-week

alternating residential laboratory classes; 4 hours a day Mondays through Thursdays. Lecture classes are typically scheduled in the morning. Lab sessions may require morning, afternoon, and/or evening attendance. Laboratory class may also include remote distance learning simulation sessions. Clinical 2 typical schedule includes a minimum of 4 clinical hours a week at a designated clinical facility.

### *Module III*

*Weeks 61-82(approx):* Clinical 3 schedule consists of 540 clinical hours completed during a clinical affiliate's operational hours. Evening or weekend schedules for Clinical 3 may not be available. Students must be prepared to complete clinical externship hours during the regular business hours of a typical clinical facility.

Class schedule is subject to change with a reasonable notice. Refer to the DMS program [ACADEMIC CALENDAR](#) section of the Catalog for term by term class schedule.

### **Maximum Student to Instructor Ratio**

Lecture: 25; Lab: 20

## **DMS COURSE DESCRIPTION**

### **DMS 30: Anatomy and Physiology & Medical Terminology (12 QCH)**

This course covers the location and functions of all the major body systems, including the Respiratory and cardiovascular systems; nervous system; digestive system; musculoskeletal system; reproductive system; urinary system; endocrine system; reticuloendothelial, skin, and integumentary systems. Students will be taught how to identify and name the organs of the major body systems and have an understanding of the major body system's physiology and functions. In this course, students also learn common words, prefixes, and suffixes used in terminology in the medical field. This will give the student the knowledge and understanding of medical terms they will need throughout their diagnostic medical sonography program and sonography career. Prerequisites: None

### **DMS 50: Introduction to Sonography (4 QCH)**

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

### **DMS 120: Sonography Principles and Instrumentation I & II (12 QCH)**

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

### **DMS 200: Abdominal Ultrasound (8 QCH)**

In this course students study the clinical ultrasound applications for the area of the abdomen and retroperitoneum. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the abdomen, as well as to sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.

**DMS 201: Abdominal Ultrasound Lab (4 QCH)**

In this course students learn the scanning techniques and protocols related to abdominal ultrasound with an emphasis on the normal anatomy of the abdomen. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an abdominal examination and how to document the ultrasound findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the abdominal organs and structures on sonographic images. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of DMS 201: Abdominal Ultrasound theory course or permission from program director.

**DMS 210: Small Parts Ultrasound (8 QCH)**

In this course students study the clinical ultrasound applications for small parts with an emphasis on the analysis of sonography of the breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, spine and musculoskeletal system. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns, as well as sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

**DMS 211: Small Parts Ultrasound Lab (4 QCH)**

In this course students learn the scanning techniques and protocols related to breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, spine and musculoskeletal system with an emphasis on normal sonoanatomy. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the superficial organs and structures on sonographic images. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation; concurrent enrollment or successful completion of DMS 210: Small Parts Ultrasound theory course or permission from program director.

**DMS 300: OB/GYN Ultrasound (8 QCH)**

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

**DMS 301: OB/GYN Ultrasound Lab (4 QCH)**

In this course students learn the scanning techniques and protocols related to gynecology and obstetrics with an emphasis on sonoanatomy and pathophysiology of the female reproductive system. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination in non-pregnant women and in pregnant women during the first, second and third trimesters and how to document the ultrasound findings.

Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and practice appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal measurement and assess the gestational age. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation; concurrent enrollment or successful completion of DMS 300: OB/GYN Ultrasound theory course or permission from program director.

**DMS 400: Vascular Ultrasound (8 QCH)**

In this course, students study ultrasound applications for the vascular system with an emphasis on the anatomy and pathophysiology of the cerebrovascular and periferovascular systems. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the vascular system. Students also study sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.

**DMS 401: Vascular Ultrasound Lab (4 QCH)**

In this course students learn the scanning techniques and protocols related to intracranial and extracranial circulation, upper and lower arterial and venous vascular evaluation with an emphasis on normal sonoanatomy. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of anatomy and physiology, Doppler and hemodynamics principle and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the physiologic studies and advanced vascular ultrasound procedure. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of DMS 400: Vascular Ultrasound theory course or permission from program director.

### **DMS 501: Clinical Externship I (3.33 QCH)**

The clinical externship is a highlight of the Diagnostic Medical Sonography program; it aims to offer the students an opportunity to build on knowledge and skills they acquire during the in-school portion of the program. In CE I, the student will be observing ultrasound procedures by shadowing a qualified medical diagnostic sonographer. The student will learn and practice operating an ultrasound machine and different types of clinical instruments, equipment, and computer technologies typical of a standard ultrasound and imaging clinic and a healthcare facility. By observing and assisting the sonographer, the students will practice the 10-step process of a complete examination including patient care and bedside manner, obtaining patient medical history, and completing an exam report using appropriate terminology. The students will practice appropriate ergonomics and professional, technical, and soft skills typically expected in a real-life work environment at a healthcare facility. The student will also complete Stage 1 of the Capstone Portfolio Project. Prerequisites: concurrent enrollment or successful completion of DMS 50-Introduction to Sonography.

### **DMS 502: Clinical Externship II (5.33 QCH)**

In CE II, the students will build on the skills and knowledge they developed in CE I. In CE II, the students begin directly assisting and performing independently the processes and procedures related to patient intake and ultrasound records. The students will observe and directly assist with ultrasound procedures and scanning protocols. The student will also complete Stage 2 of the Capstone Portfolio Project. Prerequisites: Successful completion of CE I.

### **DMS 503: Clinical Externship III (18.00 QCH)**

In CE III, the students will build on the skills and knowledge they developed in CE I and CE II. In CE III, the student will be observing, directly assisting, and independently performing ultrasound procedures under close supervision by a qualified medical diagnostic sonographer. The student will also complete Stage 3 of the Capstone Portfolio Project. Prerequisites: Successful completion of CE II.

## **CAPSTONE PORTFOLIO PROJECT**

Capstone Portfolio Project is completed in three stages during Clinical 1, Clinical 2, and Clinical 3. The project is intended to help students build their career portfolio and digital assets, and develop job search and professional networking skills.

### **CAPSTONE PORTFOLIO PROJECT OBJECTIVES**

By the end of completing the project, students will be able to

1. Demonstrate and create a record of clinical skills expected of an entry-level sonographer
2. Demonstrate verbal and written communication skills expected in the profession
3. Articulate their career goals and their plan to achieve them
4. Create a comprehensive professional portfolio and professional social media profile
5. Build a basic professional network with peers and employers

**TO RECEIVE CREDIT FOR CAPSTONE PORTFOLIO PROJECT AND TO MEET PROGRAM COMPLETION REQUIREMENTS, ALL COMPONENTS / PARTS OF THE CAPSTONE PORTFOLIO MUST BE COMPLETED AS SCHEDULED:**

**PART I:** Skill Demo Video: must be completed at 100, 260, and 800 cumulative clinical hours. (Credit / Non-Credit)

**PART II:** Reflection Video Essay: must be completed at 100, 260, and 800 cumulative clinical hours. (Credit /

Non-Credit)

**PART III:** LinkedIn Profile: must be completed at 100, 260, and 800 cumulative clinical hours. (Credit / Non-Credit)

**PART IV:** Career Coaching: must meet minimum number of sessions per Clinical course: at 100, 260, and 800 cumulative clinical hours. (Credit / Non-Credit)

### TUITION AND COST OF ATTENDANCE

#### Tuition Payment Options:

UMI TUITION PAYMENT PLAN: UMI offers institutionally funded tuition payment plan options. Tuition payments are processed through a third-party TILA-compliant provider. Tuition down payment is required for all UMI-funded tuition payment options. A co-borrower / co-signer may be required for some UMI payment plans.

MERITIZE LOAN OPTION: UMI has partnered with Meritize (Meritize Lending, LLC) to provide our students with financing options to fund their education. With a Meritize Loan, students can get credit for their merit and potentially improve their loan options by sharing their academic history, military background, or work experience. If approved, full deferment during school is available for certain products. Students may research their loan options with Meritize without impacting their credit score at <https://apply.meritize.com>.

### DMS PROGRAM TUITION & COST

Program Application Fee	\$75.00	Non-Refundable through attendance at the first-class session or the seventh calendar day after enrollment or the fifth calendar day after signing an enrollment agreement, whichever is later.
General Technology Fee	\$2,450	Non-Refundable after the cancellation period.
Uniform Fee	\$50	Non-Refundable after the cancellation period.
Sono Simulation Fee	\$750	Non-Refundable after the cancellation period and after access code is issued.
Total Program Tuition	\$36,500.00	Prorated upon withdrawal based on program term. Refer to refund policy provision within this Agreement.
Remote Lecture	\$17,888.89	
Residential Lab	\$9,333.33	
Clinical	\$9,277.78	
Student Tuition Recovery Fund Fee	\$100	Non-Refundable after cancellation period.

#### DMS Program Term Period Tuition:

TERM=10 WEEKS	TERM TUITION	LECTURE HRS	LAB HRS	CLINICAL HRS	TOTAL HOURS
MODI-TERM1	\$5,833.33	160	0	40	200
MODI-TERM2	\$5,833.33	120	0	60	180
MODII-TERM1	\$5,833.33	80	80	40	200
MODII-TERM2	\$5,833.33	80	80	40	200

MODII-TERM3	\$5,833.33	80	80	40	200
MODII-TERM4	\$5,833.33	80	80	40	200
MODIII-TERM1	\$750.00	0	0	270	270
MODIII-TERM2	\$750.00	0	0	270	270
<b>PROGRAM TOTAL</b>	<b>\$36,500.00</b>	<b>600</b>	<b>320</b>	<b>800</b>	<b>1720</b>

### Included in Program Fees

Uniform Fee: \$50.00

- One set of uniform scrubs

Technology Fee: \$2,450.00

- Remote access to instructional materials, resources, library
- Remote access to student services
- Live proctoring for regular course tests and exams
- Technology access to LMS, Zoom, TracPrac, UMI Google applications, Boast

Sono Simulation Fee: \$750

- 24/7 Access to SonoSim online library of didactic simulation course materials and cases

### Not included in Tuition and Fees - Required

#### MODULES I & II

- Required: Textbooks (purchased by the student) may be ordered from any online booksellers such as Amazon (www.amazon.com). Estimated price for required textbooks is \$1,200.
- Prior to Clinical 3:
  - Required: Pre-clinical CPR training – approximately \$50-60.00
  - Required: Pre-clinical Individual Professional Liability insurance. UMI recommends purchasing insurance through the [Society of Diagnostic Medical Sonography \(SDMS\)](#).--approximately \$75 per year.
  - Required: Immunization, vaccination, general physician's release--with no insurance, approx. \$300.

Estimated total charges for the entire educational program, including the cost of the entire program and payments to third parties are estimated at \$41,550.00.

### Not included in Tuition and Fees - Optional / As Needed

- Test-out proctored exams for approved transfer credit courses-\$150 per test (not refundable after cancellation period)
- Optional: Additional set(s) of uniform - \$55.00 per set
- Official Transcript: \$0 first digital copy upon graduation; \$20.00 for each additional copy.
- As Needed: Repeat background/drug screening current vendor charge is up to \$160.00.
- Course Repeat: If a course is repeated due to academic performance, the first course repeat is at no charge. The fee for each repeated course after the first one or a course repeated due to violation of conduct or attendance policy is charged at a rate of \$30 per course clock hour.

### Not included in Tuition and Fees - In-Person Cost of Attendance

Students will be required to participate in laboratory classes and clinical externship training conducted in-person.

Laboratory and Clinical 1 & 2: During the first 60 weeks of the program, students will be required to attend 1 to 2



days of clinical training at a designated clinical affiliate facility in Citrus Heights, California and up to total of 20 weeks / 4 days a week of in-person laboratory courses in Module II conducted at the school's main facility in Citrus Heights, California.

Clinical 3: After completing the first 60 weeks of the program, the students will be completing up to 540 clinical hours at one or more of the UMI's clinical affiliates in California.

Although every attempt is made to place students at clinical 3 sites based on the students' reasonable preferences, all students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. It is not unusual for a student to have to commute (or temporarily relocate) for an up to three (3)-hour drive in one direction.

UMI does not provide transportation or temporary relocation assistance. The students should plan accordingly for travel and housing expenses during their in-residence / in-person portions of the program.

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you require permanent or temporary housing, you may research such sites as [www.rental.com](http://www.rental.com), [www.zillow.com](http://www.zillow.com), [www.airbnb.com](http://www.airbnb.com) and similar. The estimated cost of rental housing in the Sacramento area in 2022 is \$19,500 a year (according to [www.zumper.com](http://www.zumper.com)). Temporary housing (e.g. airbnb) starts at approximately \$35-40 per night.

### ***Student Loan Repayment Responsibility***

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

## **ADDITIONAL POLICIES & DISCLOSURES**

### **Laboratory Simulation**

All students will be required to participate in the laboratory simulation classes on a regular basis and for the entire program duration. Laboratory simulations include mandatory student participation in practice and in performance of non-invasive medical procedures on each other in the appropriate and professional manner with all required precautions taken as it is required for the specific procedure performed. Unless there is an extenuating and authorized circumstance for a specific instance of non- participation, students who fail to participate may be dismissed from the program.

Chaperone requirement: Students and instructors are prohibited from conducting such examinations as scanning the female reproductive system and vascular scans that include the upper thigh and/or groin without a chaperone in the room. The chaperone must be of the same gender as the student being scanned and must be in the room for the entire scan. Another student can serve as a chaperone.

Students should wear shorts when possible for vascular scans and must be given privacy to undress and dress. The student should be covered as much as possible with a drape cloth during the scan.

Prohibited examinations: Intimate examinations on students prohibited at UMI include endovaginal scanning, scrotal scanning and breast scanning. These intimate examinations can only be demonstrated to students using simulators or anatomical models.

Students are encouraged to recruit and bring practice “models” throughout the program specifically for non-diagnostic laboratory check-offs, practice, and competency evaluations.

Students will inform the participating “model” that his/her participation in the laboratory simulation is for the educational purposes only. No medical diagnosis will be provided. The “model” will NOT receive compensation of any kind for the participation. A participating “model” may be a friend, family member, or acquaintance and must sign a Liability Waiver Form prior to participating in the laboratory simulation activity/exam. Forms will be provided by the instructor.

No pregnant practice “models” are permitted to participate in students’ laboratory practice scanning.

### **Video & Audio Surveillance Notification**

While on UMI premises, individuals enter areas where video & audio recording may occur, by entering the premises, individuals consent to video and audio recording and release UMI, its officers and employees, and each and all persons involved from any liability connected with the video and audio recordings.

In order to promote the safety of employees and students, as well as the security of its facilities, United Medical Institute may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, and video cameras will be positioned in appropriate places within and around UMI. By entering the premises, individuals waive any right to inspect or approve any video or audio recordings taken by UMI or by the person or entity designated to view recordings.

### **Required Disclosures**

United Medical Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

United Medical Institute does not accept “Ability-To-Benefit” (ATB) students.

UMI does not participate in Title IV Federal student financial aid programs. UMI does not participate in State aid programs.

For California Students: The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

## **CATALOG UPDATE POLICY**

The catalog is released once a year; students are encouraged to consult with advisors and visit the United Medical Institute website for the most current information. Catalog is available on institution’s website, and prospective students are not required to provide any personal contact information for access or download

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

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

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

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

# UNITED MEDICAL INSTITUTE

We are a small community bound to do big things



# INSERT A: FACULTY & ADMINISTRATION

## UMI FACULTY & ADMINISTRATION

### School Administration:

Kristy Alvarado, Campus Director / Student Services  
[kristya@unitedmedicalinstitute.edu](mailto:kristya@unitedmedicalinstitute.edu)

Inna Lisker, President, CEO, CAO  
[ilisker@unitedmedicalinstitute.edu](mailto:ilisker@unitedmedicalinstitute.edu)

Hasan Mostaghimi, COO  
[hasanm@unitedmedicalinstitute.edu](mailto:hasanm@unitedmedicalinstitute.edu)

## UMI FACULTY & ACADEMIC ADMINISTRATION

Name	Title	Credentials
Inna Lisker, BS, MBA, Ph.D, MLA Contact: M & F: 10AM-1PM By Appointment <a href="mailto:ilisker@unitedmedicalinstitute.edu">ilisker@unitedmedicalinstitute.edu</a>	President, CEO, CAO	BS-Psychology, University of Illinois, Urbana-Champaign; MBA, University of California, Irvine; PhD-Adult Education, Capella University; Graduate Certificate in Legal Studies and in Digital Storytelling, Harvard Extension School; Master of Liberal Arts-Journalism , Harvard University.
Angeles Perez-Agosto, BS, MBA, RDMS, RVT, RMSKS Contact: Sa: 8AM-10AM By Appointment <a href="mailto:angelesp@unitedmedicalinstitute.edu">angelesp@unitedmedicalinstitute.edu</a>	DMS Program Chair / DMS Faculty (FT)	AS in Medical Sonography-Colegio Universitario del Este, Rio Piedras; Bachelor Degree in Health Science in Cardiovascular Sonography-Universidad del Este, Carolina; MBA-University of Phoenix.
Farnoosh Fotouhighiam, MD, RDMS (ABD; OB/GYN) , RVT Contact: By Appointment <a href="mailto:farnooshf@unitedmedicalinstitute.edu">farnooshf@unitedmedicalinstitute.edu</a>	DMS Residential Faculty / Academic Support (FT)	MD-Hamedan's University School of Medicine, MD, Iran; Obstetrics and Gynecology residency at Fatima Hospital, Iran
Mohammad Rafi Safi, MD, RDMS (ABD; OB/GYN), RVT, RMSKS, MSKS Contact: By Appointment <a href="mailto:mohammadr@unitedmedicalinstitute.edu">mohammadr@unitedmedicalinstitute.edu</a>	DMS Residential Faculty / Clinical Coordinator (FT)	M.D. - Curative Medicine Nangarhar University, Medical School, Afghanistan; Associate of Science - Diagnostic Medical Sonography, Cosumnes River College, Sacramento;
Juanita "Jenny" Vargas, BS, RDMS Contact: By Appointment <a href="mailto:jennyv@unitedmedicalinstitute.edu">jennyv@unitedmedicalinstitute.edu</a>	DMS Faculty-MODI&II (PT)	Post Graduate Certificate-Diagnostic Ultrasound, Colegio Universitario Del Este, Carolina, PR; Bachelor's Degree-Biology, Universidad De Puerto Rico; Online Teaching Certification- Cuniversidad Ana G. Mendez, Carolina, PR.
Prenu Skaria, MBBS, MPH, PHD Candidate Contact: By Appointment <a href="mailto:prenus@unitedmedicalinstitute.edu">prenus@unitedmedicalinstitute.edu</a>	DMS Faculty-MODI (PT)	Master's Degree in Public Health-Purdue University Global magna cum laude MBBS/MD-Sri Siddhartha Medical College - Karnataka, India, PhD Candidate, Public Health

# INSERT B: SCHOOL HOLIDAYS & BREAKS

<b>2023 SCHOOL HOLIDAYS &amp; BREAKS</b>		
<b>HOLIDAY</b>	<b>NO CLASSES</b>	<b>SCHOOL CLOSED</b>
WINTER BREAK	12/19/2022-01/01/2023	12/26/2022 & 12/30/2022
MLK	01/16/2023	01/16/2023
MEMORIAL DAY	05/29/2023	05/29/2023
INDEPENDENCE DAY / SUMMER BREAK	07/03/2023-07/09/2023	07/04/2023
LABOR DAY	09/04/2023	09/04/2023
THANKSGIVING	11/23/2023-11/24/2023	11/23/2023-11/24/2023
WINTER BREAK	12/18/2023-01/01/2024	12/25/2023 & 01/01/2024

# INSERT C: DMS ACADEMIC CALENDAR

**CLASS SCHEDULE:** Class schedule is subject to change. UMI will make every effort to give students sufficient notice of any changes in their schedule. Some class days may fall on a short holiday. In this case, a default make-up class day will be scheduled on a Friday during the class term.

## **CLASS SCHEDULE BY PROGRAM START DATE**

Click on the link to access class schedule by Program Start Date. Then select your intended or actual program start date to see the course sequence and schedule.

[VIEW CLASS SCHEDULE FOR YOUR PROGRAM START DATE](#)

[VIEW COURSE FORMAT, DAYS, TIMES](#)

**CLINICAL EXTERNSHIP:** Clinical Externship 1&2 hours are available continuously during the didactic portion of the program and may include morning, afternoon, and/or weekend hours to be arranged around students' regular class schedule. Post-didactic Clinical Externship 3 hours and schedule are determined by the clinical affiliates and typically do not include evening or weekend availability.

Students are required to attend a minimum 4 clinical hours a week during Clinical 1 and 2. Module 1-Term 2 students are advised to attend a minimum 6 clinical hours a week. Students are expected to attend 20 hours or more weekly during Clinical 3.

### **Clinical 1&2: Standard Schedule**

If space is limited during any session, students will be assigned based on the priority described below:

Mondays:	12:30PM-4:30PM-MODI students priority
Wednesdays:	12:30PM-4:30PM
Saturdays:	08:00AM-12:00PM
Saturdays:	12:30PM-4:30PM

Additional days / hours may become available for Clinical 1&2. Announcement will be made at that time.

### **Clinical 3: Standard Schedule**

Schedule is determined by a clinical affiliate. Typical schedule will include standard work days and hours. No evening or weekend schedules are available. Students are expected to complete a minimum 20 hours a week during Clinical 3.

# INSERT D: CE HEALTH & SAFETY CHECKLIST

UMI Students should expect to provide proof of immunization prior to their Clinical 3 or as programmatically determined.

Clinical affiliates may have immunization/vaccination requirements beyond the standard checklist provided in this insert. The cost of immunizations and medical visits are the student's responsibility.

## STANDARD HEALTH SCREENING AND SAFETY CHECKLIST

IMMUNIZATION AND HEALTH & SAFETY
<b>REQUIRED ITEMS</b>
Varicella immunity.
MMR immunity.
Rubella: documented receipt of one vaccine after first birthday, serology or born before 1957.
Rubeola: documented receipt of one vaccine after first birthday, serology or born before 1957.
Chicken pox: history or documented receipt of vaccination.
<i>Up-to-date tetanus shots (defined as within the past 10 years).</i>
<i>Hepatitis B vaccine series (if not complete, proof immunization must be shown for the 1st shot within one month or 1st and 2nd shot within six months).</i>
Two-Step TB skin test (TST) within the past six months.
One-step TST for students with proof of a negative TST in the last 6 month. Chest radiograph for students with proof of past positive TST.
<i>Addnl. TB screening per site requirement.</i>
Annual influenza vaccination or signed declination.
COVID 19 Test/Vaccination may be required by some affiliates
<b>General release from student's Primary Care Physician</b>
<b>Professional Liability Insurance</b>
<b>BLS/CPR Certificate</b>



# INSERT E: PROGRAM ADVISORY COMMITTEE

## DMS PROGRAM ADVISORY COMMITTEE

Advisor Name	Organization	Title
Ziaulhaq (Zia) Yama, RDMS	Sonographer, Kaiser Permanente	DMS Program Advisor
Farideh Mousavi, BS. BA. ARDMS, RVT (VT), MSK	Community Based Education & Development College (CBD), Clinical Coordinator & Instructor	DMS Program Advisor
Mohammad S Dhamrah, RDMS, RVT, VT	Sonographer, Good Samaritan Hospital (frmr)	DMS Program Advisor
Roman Boiko, MEd	American Career College, Instructional Designer	DMS Program Advisor
Prof. Miriam Rodríguez, BS, RDMS	Universidad Central del Caribe, DMS Program Coordinator	DMS Program Advisor
Dr. Sajad Janmohamed	Saha Health Care Community Center, Medical Director	DMS Program Advisor
Roya Tadayyon, RDMS	Sierra Nevada Memorial Hospital Foundation, Sonographer	DMS Program Advisor
Dr Grisel Rivera , Ed.D,	University of PR / Professor for Healthcare and Education	DMS Program Advisor
Dr Ana M Lucumi, ED, DNon	Distance Education Specialist and Instructional Designer	DMS Program Advisor
Rajvir Sanghera, MBA, RDMS, RVT, VT	Modesto Radiology Imaging, Sonographer	DMS Program Alumni Advisor
Gina Mikhaeel, RDMS	Radiology Medical Group, Sonographer	DMS Program Alumni Advisor
Whitney Spohn	Life Line Screenings, Sonographer	DMS Program Alumni Advisor

# INSERT F: UMI BOARD OF DIRECTORS

## UMI BOARD OF DIRECTORS

Name	Role	Current Position
Roman Boiko	Board of Directors, Distance Education, Curriculum	American Career College-Instructional Designer
Prof. Paul Bott, Ed.D.	Board of Directors: Compliance/Curriculum and Instructions	Paul Bott Associates, Inc.; Department Chair, CSULB (retired)
Ali Chaichi	Board of Directors: Executive/ Technology	CIO / Consultant (Retired)
Timothy McKinney, MBA	Board of Directors: Finance Committee	Controller; Non-Profit Accounting Manager   Cordia Partners
Sandra Gracia	Board of Directors: Student Services, Operations	Campus President, International Education Corporation
Hasan Mostaghimi	Ex-officio: Executive, Marketing, Finance	COO, United Medical Institute; Bank of America-VP (Fmr)
Sandy Sarge	Invited Participant	SARGE ADVISORS, LLC-President, UMI Acting CFO
Inna Lisker, BS, MBA, Ph.D	Chair of the Board	CEO/President, United Medical Institute

# INSERT G: STUDENT IDENTITY VERIFICATION

This policy applies to all credit-bearing distance education and/or non-residential courses or programs offered by the United Medical Institute, beginning with the application for admission and continuing through the student's graduation, transfer, or withdrawal from study.

UMI applies the following methods of student identity verification:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

**Application and Admission:**

All UMI applicants must attend a one-on-one video conference with an admissions advisor before applying to an UMI's program. All applicants must then provide a government-issued picture identification during the program application process to confirm their identity.

Prospective students are responsible for providing their complete and true identity information in any identification verification process. It is against UMI's policy for an individual to attend the initial video conference and/or submit an application on someone else's behalf.

**New Students:**

New Student Orientation is conducted via a live-Zoom conference. All newly admitted students are required to participate in the orientation session with their video on. During orientation, newly admitted students are also granted access to selected Google Program and Class Portals for their first term.

**New and Continuing Students:**

Every term, students receive access to UMI's Google Classroom portals and to UMI's Zoom Classroom. Access is granted to the students by invitation only using the students' email addresses on file.

According to the UMI's Zoom Classroom Policy, all students must attend live-zoom class sessions with their video on. All tests and final exams are proctored live by a faculty member or a designee. Students take their tests and exams during live Zoom sessions. Students are required to keep their videos on while taking the exams.

**Access to Clinical Portal -TracPrac**

Students must use their school-issued Student ID number to sign up to create their TracPrac accounts. Students' clinical hours and activities are recorded with GPS tracking TracPrac feature. It is a violation of UMI's Code of Conduct and Academic Integrity policy to share your TracPrac ID and login with another individual.

It is a violation of UMI's Code of Conduct and Academic Integrity policy to misrepresent your student identity or to participate in such misrepresentation by other students.

# INSERT H: TUITION PAYMENT OPTIONS

## ***OPTION 1: MERITIZE LOAN***

UMI has partnered with [Meritize](#)\*, a private lender, to provide our students with financing options to fund your education. With a Meritize Loan, you can get credit for your merit and potentially improve your loan options by sharing your academic history, military background, or work experience. **If approved, full deferment during school is available for certain products.** Check your loan options in minutes without impacting your credit score at <https://apply.meritize.com>. Students may apply for a Meritize Loan for up to the maximum loan amount.

<b>MERITIZE LOAN</b>	
Total Program Tuition & Fees	\$39,750.00
Maximum Meritize Loan Amount	\$39,750.00
Determined by Meritize: Loan eligibility, # and amount of payments; APR; payment deferment; total Interest; total program cost	

\*Terms and Conditions apply. Meritize branded loan products are educational loans issued by Blue Ridge Bank (“Bank”), National Association, Member FDIC. The Bank and Meritize reserve the right to modify or discontinue products and benefits at any time without notice. To qualify, a borrower must be a U.S. citizen, permanent resident, or hold a valid work authorization document, and meet the Bank’s underwriting requirements. If approved for a loan, the actual loan amount, term, payment, and APR amount of the loan that a customer qualifies for may vary based on credit determination, state law, and other factors.

## ***OPTION 2: UMI PAYMENT PLAN***

- ❖ No credit check required
- ❖ Minimum Tuition Down Payment is required with the UMI Payment Plan upon enrollment.
- ❖ A co-signer is required for the UMI payment plan.
- ❖ The contract and payments for the UMI Payment Plan are generated and processed through [TFC Tuition Financing](#), UMI’s tuition processing vendor.
- ❖ Your first regular monthly tuition payment will be due 30 days from the first day of your program.

Total Program Tuition & Fees*	\$39,750.00
	<b>UMI PAYMENT PLAN</b>
Minimum Down Payment	\$3,650.00
Tuition Balance for Monthly Installments	\$36,100.00
APR (Interest)	3.50%
Number of Monthly Payments	20
Minimum Monthly Payment	\$1,860.79
Principal Paid	\$36,100.00
Total Interest	\$1,115.80
Total Payments through TFC	\$37,215.80
<b>Total Program T&amp;F*</b>	<b>\$40,865.80</b>

\*Does not include application and STRF fee

# INSERT I: SONOSIM SYSTEM REQUIREMENTS

Sonosim simulation is a required part of the program. Student access to the Sonosim library of courses and cases, as well as simulation probe kits are provided by UMI and are part of the program tuition and fee.

## System Requirements:

To effectively use the Sonosim technology, students must have personal computers and connectivities that meet Sonosim technical specifications.

Students are responsible for reviewing technical specifications of their computer and/or laptop to ensure that they meet the system requirements for Sonosim.

**UMI does not provide personal computers, internet accounts outside the school facility, or other related personal equipment such as USB, headphones, cables, adapters, and similar. Nor does UMI provide tech support for personal computer and internet technology.**

To view the most up to date Sonosim system requirements, visit the Sonosim site at <https://sonosim.com/system-requirements/>

## System Requirements

In order to optimize your ultrasound training experience, we recommend that you run SonoSim software and access the SonoSim online services (e.g., SonoSim Courses) on a personal computer that meets the following minimum technical specifications:

<b>Operating System*</b>	64-bit Windows 10 or newer macOS 10.14 or newer (must be a 2015 model or newer)
<b>Disk Storage</b>	At least 2 GB free, up to a minimum of 5GB required depending on cases installed
<b>Memory</b>	Minimum 4 GB RAM; Recommended 8 GB RAM
<b>Minimum screen resolution</b>	1024×768
<b>Input Ports</b>	One USB port, directly accessible or via USB-C adapter**
<b>Internet Connection</b>	Broadband internet connection is required Speed Requirements: Minimum 1 Mbps; Recommended 10 Mbps or higher
<b>Internet Browser</b>	The three latest versions of the following browsers are supported: Google Chrome Mozilla Firefox Apple Safari Microsoft Edge

\*Please note that SonoSim Courses are available through most web browsers, but the SonoSimulator® is not supported on ChromeBooks, tablets, or mobile devices.

\*\* If you have a laptop with only USB-C ports, a USB-C to USB adapter is required. Please do not attempt to install with a Hub adapter as we recommend the Apple-Brand Adapter.