



## **Sacramento Ultrasound Institute**

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## President's Message

Congratulations!

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

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

Samuel Yarmagyan  
Chief Operating Officer

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

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

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

## Accreditations & Approvals

### Institutional Accreditation

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

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

### Veterans Assistance

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

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

### Programmatic Accreditation

The Diagnostic Medical Sonography program at Sacramento Ultrasound Institute is institutionally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accreditation does not include continuing education courses.

CAAHEP is located at:

9355 113th St. #7709

Seminole, FL 33775

(727) 210-2350

### Approval Disclosure Statement

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

Instruction is provided in a blended format with both distance education and in residence with a facility occupancy level that will accommodate 100 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Sacramento Ultrasound Institute awards its graduates a certificate as an acknowledgment of their accomplishment. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

### CECU

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

### CAPPS

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

### SDMS

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

### ARRT

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

### NHA

Sacramento Ultrasound Institute Phlebotomy program is recognized by the National Healthcare Association (NHA) to take the exam to become a certified Phlebotomy technician (CPT).

## AAMA

Sacramento Ultrasound Institute Medical Assistant program is recognized by American Association of Medical Assistants.

## LFS

Sacramento Ultrasound Institute is approved in the State of California and adheres to the California Department of Public Health standards to provide the Phlebotomy program.

## Statement of Ownership

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

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



## About SUI

### Our Values

- **Integrity:** We do the right thing. Regardless of visibility or with whom we are interacting, we take ownership of our behaviors and hold one another accountable.
- **Excellence:** We are committed to providing the best educational experience possible to every student.
- **Respect:** We value everyone and treat people with dignity, understanding, and professionalism.
- **Compassion:** We are kind and caring to everyone we encounter.
- **Service:** We are committed to the professional and academic success of each student by actively seeking opportunities to provide service both within the campus as well as within the surrounding community.
- **Innovation:** We resiliently learn through action. We are curious and take initiative to both discover and implement ways to add value.
- **Technology:** We develop and utilize technologies to improve our instruction and processes.

### Executive Officers

- Sima Dermishyan, CEO
- Samuel Yarmagyan, COO

### Mission Statement

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

## Our History

<b>1983</b>	<b>2018</b>
Sierra Hi-Tech opened to train men and women in the Carmichael area in Drafting, CADD, Electronic Repair, Assembly, and Computer-related fields.	SUI received a 6-year renewal of accreditation from ABHES. Additionally, SUI received full approval to participate in Federal Financial Aid.
<b>2001</b>	<b>2019</b>
The administration incorporated and changed the name to College of Career Training. Medical practice programs and trade industry practices were offered to upgrade education to 21st Century opportunities.	The Medical Assisting program is introduced and welcomes its first students.
<b>2009</b>	<b>2020</b>
College of Career Training shifted the focus of its programs to healthcare training while maintaining its core structure and teaching philosophies.	SUI received permanent distance education approval.
<b>2011</b>	<b>2021</b>
The College of Career Training changed its name to the Sacramento Ultrasound Institute (SUI) to better reflect its new focus.	The Cardiac Sonography program replaced the Diagnostic Medical Sonography Advanced program. The Diagnostic Medical Sonography Program received programmatic accreditation from CAAHEP.
<b>2015</b>	<b>2022</b>
SUI received a 4-year institutional accreditation from ABHES.	The Phlebotomy Technician program is introduced.
<b>2016</b>	
SUI expands to a 12,000 sq. ft. campus.	

## College Campus

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

The campus includes the following:

Administrative offices for administrators, program directors and instructors. The administration maintains one general storeroom and an electrical room.

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

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

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

## Student Resources

### Advising and Counseling

All students are provided with the opportunity for advising and counseling. Faculty may meet with students when advice is required. Tutoring is also available by appointment.

The staff of Sacramento Ultrasound Institute makes every effort to maintain close communication with its students. Any students experiencing personal problems that require professional counseling will be referred to the appropriate agencies if requested by the student.

### Financial Aid

Federal Financial Aid is available to all students who qualify. SUI has a dedicated support staff to assist with financial aid.

### Technical Support

Students have access to technical support provided by Microtek and Zoom. Those experiencing technical difficulties must contact their instructor and/or technical support immediately at (916) 848-2240 between the hours of 8:00am-4:00pm, Monday-Friday. Faculty requiring assistance should contact the Registrar immediately at (916) 848-2240 or [IT@sui.edu](mailto:IT@sui.edu) between the hours of 8:00am-5:00pm, Monday-Friday.

### Password Policy & Guidelines

Passwords are a vital aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password can compromise SUIs' data systems and services. As such, all users (including contractors and vendors with access to SUI's systems) are responsible for taking the appropriate steps to select and secure their passwords.

All passwords for SUI systems and applications (email, web, desktop computer, etc.) should be strong passwords. In general, a password's strength will increase with length, complexity, and frequency of changes.

SUI passwords should not be shared with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential information.

If your password has been compromised or you suspect it's been compromised, change your password immediately. Change your password by contacting the IT helpdesk at [IT@sui.edu](mailto:IT@sui.edu)

### Admission and Records

Student records are maintained electronically. Students may access their records at any time by scheduling an appointment with the registrar. All transcripts are maintained indefinitely.

### Student Accessibility Services

To determine a plan of action for support services, students with disabilities who require assistance should disclose this information at the time of enrollment to the Admissions representative.

## Curricula/Course Descriptions

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

## Computer and Internet Resources

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

## Lab – Diagnostic Medical Sonography & Cardiac Sonography

The labs provide students a hands-on environment to learn and practice fundamental scan techniques and proper patient care. The Diagnostic Medical Sonography labs are equipped with HD overhead projectors, whiteboards, and ultrasound machines to facilitate learning in both general and echocardiography concentrations.

In addition to the DMS labs, Sacramento Ultrasound Institute provides students with state-of-the-art scanning phantoms and simulators which can be utilized in the classroom and labs to assist student learning of scanning skills and familiarity with pathological findings.

## Lab - Medical Assisting/Phlebotomy

The Medical Assisting/Phlebotomy lab is equipped with HD overhead projectors and dry erase whiteboards. The labs provide students a hands-on environment to learn and practice fundamental practices of the medical assisting field. The lab is equipped with a variety of active equipment found in a doctor's office, such as exam tables, autoclave, centrifuge, stethoscopes, blood draw chairs, blood pressure monitors, and more.

## LearnSUI

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

- Forums, chat rooms, and threaded conversations
- Text and course materials
- Instructor PowerPoint slides and/or study notes published by the instructor
- Access to course syllabi and assignments

## Library Resources

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

SUI offers a comprehensive collection of resources made available to our students in various publication formats (books, periodicals, etc.) through LIRN online library. In the LIRN Library environment, students and faculty have access to database vendors such as ProQuest, Credo, GALE, and PubMed. The LIRN library is a virtual resource for all students and faculty and is accessible 24/7. Refer to LearnSUI for access to LIRN and College Catalog.

For technical support, contact the Campus Registrar, Tracie Renner at [Trenner@sui.edu](mailto:Trenner@sui.edu) / (916) 848-2240 during business hours of 8:00 am -5:00 pm or LIRN support at (727) 536-0214.

## Career Services Employment Assistance

Sacramento Ultrasound Institute provides job search assistance to graduates in good standing. SUI cannot and does not guarantee employment upon graduation. The student must agree to cooperate with our Career Placement Coordinator in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews, and completing all required assignments. This instruction is designed to give SUI graduates an advantage in successfully gaining employments in their field of study.

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

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

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

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

During this time, the student should maintain regular weekly contact with the school. It should also be understood that a potential employer may consider a job applicant's

attitude, grades, attendance, personal performance during an interview, work background, educational background, and other intangible factors in determining whether to hire an applicant.

The Career Placement Coordinator is also available to assist in future years when Sacramento Ultrasound Institute Alumni contemplate a change in employment. Only SUI Graduates are eligible for Career Placement assistance.

### Housing

Sacramento Ultrasound Institute does not provide assistance to find housing and does not have dormitory facilities under its control. According to Zillow.com, rentals in the Sacramento area start at approximately \$1300.00 per month.

### Orientation for New Students

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

### Distance Education Requirements

Staying current with technology is an important part of the education at Sacramento Ultrasound Institute. Students have the option to include a laptop as part of their program costs to assist them in their education.

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

Students must have access to a computer with the following:

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

## Software and Applications

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

### **Operating System:**

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

Microsoft® Windows may be required for some technology courses.

### **Web browser:**

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

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

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

### **Additional Software**

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

## Program Start Dates

<b>Diagnostic Medical Sonography</b>	<b>AAS Cardiac Sonography</b>	<b>AAS MRI Technology</b>	<b>Medical Assisting</b>	<b>Phlebotomy Technician</b>
October 3, 2022	July 25, 2022	February 27, 2023	June 27, 2022	July 5, 2022
			August 8, 2022	August 15, 2022
			September 19, 2022	September 26, 2022
			October 31, 2022	November 7, 2022

## Academic Calendar

<b>2023 HOLIDAYS</b>			<b>COLLEGE BREAKS</b>	
<b>January 16</b>	Monday	Martin Luther King's Day	<b>Spring Break</b>	4/3 - 4/7/23
<b>February 20</b>	Monday	Presidents' Day	<b>Summer Break</b>	7/3 - 7/21/23
<b>May 29</b>	Monday	Memorial Day	<b>Winter Break</b>	12/25 - 1/5/24
<b>June 19</b>	Monday	Juneteenth		
<b>July 4</b>	Tuesday	Independence Day		
<b>September 4</b>	Monday	Labor Day		
<b>October 9</b>	Monday	Indigenous People Day		
<b>November 11</b>	Saturday	Veterans' Day		
<b>November 23</b>	Thursday	Thanksgiving Day		

<b>2022 HOLIDAYS</b>			<b>COLLEGE BREAKS</b>	
<b>January 17</b>	Monday	Martin Luther King's Day	<b>Spring Break</b>	4/11-15/2022
<b>February 21</b>	Monday	Presidents' Day	<b>Winter Break</b>	12/26-1/6/2023
<b>May 30</b>	Monday	Memorial Day	<b>Summer Break</b>	7/4-22/2022
<b>June 20</b>	Monday	Juneteenth		
<b>July 4</b>	Monday	Independence Day		
<b>September 5</b>	Monday	Labor Day		
<b>October 10</b>	Monday	Indigenous People Day		
<b>November 11</b>	Friday	Veterans' Day		
<b>November 24</b>	Thursday	Thanksgiving Day		



## Admissions

This Admissions Policy defines the enrollment requirements for individuals who wish to enroll at Sacramento Ultrasound Institute (SUI). SUI must adhere to the U.S. Department of Education, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Accrediting Bureau for Health Education Schools (ABHES), and the Bureau for Private Postsecondary Education (BPPE) guidelines.

### The Admissions Process

#### CAMPUS TOUR/WEBINAR INFORMATION SESSION

The applicant process at SUI starts with the campus tour or attending or watching a recorded program-based webinar info session.

- The campus tour or the webinar information session will include the school's history, in-depth program information, general and program admission requirements, program schedules, clinical placement criteria, disclosures of completion, placement rates, tuition payment plans, and how to get started with the application process.

#### APPLICATION PROCESS

Applicants interested in enrolling in the DMS, CS, and MRI programs must request an application packet via email to [admissions@sui.edu](mailto:admissions@sui.edu).

- The applicants must complete an online application form, pay the application fee, provide a government-issued I.D. proving California residence, and review and submit the initial documents. Initial documents include a school performance fact sheet, physical demand form, and a distance education survey.
- Applicants interested in the Medical Assisting and Phlebotomy Technician program will have the option of starting their application by visiting the school's website.
  - The applicants must complete an online application and submit a government-issued I.D. proving California residence.

#### PASS THE ENTRANCE EXAM

All applicants must pass the Entrance Exam to move forward in the application process. Refer to the Entrance Exam section for more information.

#### SUBMIT REQUIRED DOCUMENTS:

**DMS and CS Programs:** High School Diploma or GED, Statement of Intent, Resume, Official Transcripts showing completion of pre-requisite courses, Reference Letters, Immunization Records, and a Health Evaluation.

**MRI Program:** High School Diploma or GED, Statement of Intent, Resume, Official Transcripts if planning on transferring credits, Reference Letters, Immunization Records, Health Evaluation.

**Medical Assisting and Phlebotomy Technician:** High School Diploma or GED

#### PARTICIPATE IN THE GROUP INTERVIEW

Applicants applying for MRI Technology, DMS, and CS programs must complete a scheduled group interview with the Admissions Committee and other applicants to be considered for the program.

- Invitation to the group interview is sent upon receipt of the required documentation and having a clean Background Check.

Applicants applying for Medical Assisting and Phlebotomy Technician programs will have an individual interview with an Admissions Representative.

#### SUI Selection Criteria

SUI utilizes a pool admissions process for the DMS, CS, and MRI Technology Programs. Once the enrollment period is open for the upcoming cohort, applicants are invited to apply to the programs. After successfully passing the Entrance Exam, submitting the required documentation, and having a clean Background Check, applicants are invited to participate in the group interview.

Upon completing the group interview, the admissions committee convenes to review all completed applications.

Applicants meeting all the program requirements will be selected using points earned from the following criteria:

- Post-Secondary Education
- Healthcare Background
- Statement of Intent
- Wonderlic score
- Resume
- Group Interview
- Admission Evaluation

Based on the Committee's decision, the Admissions Director will send notification via email of the application status of acceptance, waitlist, or not selected. Medical Assisting and Phlebotomy Technician applicants are accepted to the program after successfully passing the Entrance Exam, submitting the required documentation, and having a clean Background Check.

## General Admission Requirements for all Programs

Must be a current resident in California. A government-issued I.D. is required.

Be at least 18 years of age (Age will be verified with Individual's I.D.)

Provide documentation of eligibility to work in the United States.

Provide proof of appropriate educational requirements such as:

- Copy of high school diploma or GED or
- Copy of high school transcript showing graduation date.

### *Please Note:*

- Documentation of proof of completion of high school diploma or secondary education from a foreign country must be officially translated into English and show the equivalency of education in the United States; high school diploma, associates or bachelor's degree. Evaluation of foreign transcripts must be completed by a member of the National Association of Credential Evaluation. Information regarding this organization and its members can be found at [www.naces.org/members.html](http://www.naces.org/members.html).
- Students must notify the institution if they plan to relocate out of state. SUI is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form via the student portal prior to relocation.
- Some programs may have additional requirements. The additional requirements will be specified on our website's respective program page.

## Program Specific Admissions Requirements

Program	Minimum Degree	Minimum Entrance
Diagnostic Medical Sonography	Associate Degree (Any Field)	20+ Wonderlic Exam
Cardiac Sonography	Associate Degree (Any Field)	20+ Wonderlic Exam
MRI Technologist	High School Diploma / GED	20+ Wonderlic Exam
Medical Assisting	High School Diploma / GED	75+ Admissions Assessment
Phlebotomy Technician	High School Diploma / GED	N/A

### Diagnostic Medical Sonography Additional Program Admission Requirements

- An associate degree (any field) or higher in any discipline.
- Successful completion (defined as receiving a grade of "C" or higher) of college-level coursework in the subjects below. SUI does not accept Pass/Fail or Credit/No Credit grades to fulfill admissions prerequisites. Courses must be a minimum of three semesters or four-quarter credits.
  - Physics (topics must include sound waves, heat, light, and motion)
  - Communication Skills (oral and written)
  - Mathematics
  - Human Anatomy & Physiology

### Cardiac Sonography Additional Program Admission Requirements

- An associate degree (any field) or higher in any discipline.
- Successful completion (defined as receiving a grade of "C" or higher) of college-level coursework in the subjects below. SUI does not accept Pass/Fail or Credit/No Credit grades to fulfill admissions prerequisites. Courses must be a minimum of five-quarter credits.
  - Physics (topics must include sound waves, heat, light, and motion)
  - Communication (oral and written)
  - Mathematics
  - Human Anatomy & Physiology

## Advanced Placement & Credit Granting

There is a \$75 non-refundable service charge for transfer credit evaluation. Transfer credit evaluations are upon program acceptance. All decisions on transfer credit or experiential learning are final. Students can be granted credit for up to 75% of the total hours in the program.

To transfer credits from another institution, official transcripts must be sent directly from the other institution or armed forces to SUI for review and evaluation. The credits awarded will be evaluated on a case-by-case basis. A better grade of "C" is required to receive credit for that course. Transfer credit towards a specific program, experiential learning, challenge examinations, and achievement tests might be given for previous related education if the credits were granted within the last five (5) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

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

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

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

## Foreign Transcript/Diploma

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

## Articulation Agreements

Sacramento Ultrasound Institute currently does not have any articulation agreements.

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

## Background Check

Applicants are required to complete a general and criminal background check as part of the enrollment process and prior to the start of the externship, as requested by the intended clinical site. The tuition for the DMS, CS, and MRI programs covers one background check. Sacramento Ultrasound Institute will facilitate the background check procedure. SUI will share the entrance background check results with the clinical site.

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

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

## Entrance Exam

### **Diagnostic Medical Sonography, Cardiac Sonography, and MRI Technologist programs:**

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

If administered on campus, the test consists of 50 multiple choices and fill-in questions testing Math and English skills which must be completed within 12 minutes. If administered online, the test consists of 30 multiple choices and fill-in questions testing Math and English skills which must be completed within 8 minutes.

An applicant can take the test up to two (2) times for each program application, with at least 24 hours between attempts. Should the applicant be unsuccessful in obtaining the required score within the two (2) attempts, the application is considered incomplete for that cohort.

Applicants are eligible to apply for a different program; however, they are ineligible to re-apply to the same cohort. Results are valid for one year. Please note that if a graduate (or current student) applies for another program and their SLE result has expired, the test must be retaken.

### **Medical Assisting program:**

The Admissions Assessment combines questions that measure basic math and cognitive reasoning skills with additional questions that measure an applicant's mindset to approaching the education process. The test is administered either online or on-campus and consists of 50 multiple-choice (MC) questions including mathematics, reading comprehension, verbal reasoning, numerical reasoning, and mindset. The test is timed for 15 minutes. Should the applicant be unsuccessful in obtaining the required score within two (2) attempts, the application is considered incomplete for that cohort. An

applicant can take the test up to two (2) times for each cohort, with at least 24 hours between attempts. Results are valid for one year.

### Health Requirements - Physical

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

### Health Requirements - Required Shots and Vaccinations

- Tuberculin (T.B.) Skin Test—within the last 6 months
- Tdap—Current within 10 years
- Measles/Mumps/Rubella (MMR)
- Varicella (chickenpox)
- Flu Shot (seasonal)
- COVID Vaccine (Medical and religious exemptions will be accepted upon enrollment; however, we encourage you to enroll only with the mindset open to getting vaccinated as SUI does not guarantee clinical placement. Not having the required vaccination may result in delayed graduation or program withdrawal.)

### Performance Fact Sheet

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

### Application Fee

All new applicants are subject to pay the \$100 application fee. The application fee is valid for one year and is non-refundable. However, enrolled individuals who never started the program and wished to register again are considered first-time applicants.

### Registration Fee

The Registration Fee is paid upon enrollment and is non-refundable. The registration fee covers registration to the classes for the following programs; MRI Technology, DMS, CS, and Medical Assisting.

### Readmission

Any student who wishes to be considered for readmission must submit a written request to the Program Director explaining the reasons for readmission. Readmission will be determined on an individual basis by the Appeals Committee. A student who has voluntarily dropped from a program or has been dropped due to academic or attendance reasons and has been out of the program for 12 months or longer must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to

demonstration that the conditions that caused the dismissal or withdrawal have been rectified.

A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed in a case-by-case situation. Any student, upon readmission, will be evaluated for skill level to determine if previous credit will apply. The student will be notified in writing of the Committee's decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis only.



## Registry Disclaimer

### Diagnostic Medical Sonography

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

Certification through ARDMS can be accomplished through multiple pathways.

### General Concentration

SUI DMS General concentration program is designed to meet the requirements categorized by ARDMS as "Pre-requisite":

1. Pass the Sonography Principles & Instrumentation (SPI) examination upon completion of a general, medical, or sonography physics class. This is typically completed in the student's third quarter.
2. Graduate from a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) that specifically conducts programmatic accreditation for diagnostic medical sonography.
3. Pass the applicable specialty examination(s).
  - a. General concentration graduates: to earn a credential as a Registered Diagnostic Medical Sonographer (RDMS) with Abdomen (AB) and Obstetrics and Gynecology (OB/GYN) specialties, students must pass two specialty examinations in Abdomen (AB) and Obstetrics and Gynecology (OB/GYN).

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

## Cardiac Sonography

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

Students must meet the following criteria to be eligible to complete ARDMS credentials:

- *Bachelor's degree (any specialty)*
  - Students are eligible to sit for the exam upon program completion (Prerequisite 3A)
- *Associate degree in Allied Health*
  - Students are eligible to sit for the registry exam (Prerequisite 1)
- *Associate degree other than Allied Health*
  - Students will first need to successfully complete the CCI Certification to be eligible to sit for the ARDMS AE registry exam under (Prerequisite 5).

Earning a Registered Cardiac Sonography (RCS) credential through the Cardiovascular Credentialing International (CCI) can be accomplished through multiple pathways. The SUI Cardiac Sonography program meets the qualification requirements for RCS5.

For more information about the Cardiovascular Credentialing International (CCI), you can visit the CCI website at <https://cci-online.org/> or contact them at Cardiovascular Credentialing International, 3739 National Drive, Suite 202, Raleigh, NC 27612 USA, Phone: (919) 861-4539.

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

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

## MRI Technologist

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

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

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

## Phlebotomy

The state of California DOES require a phlebotomist to be licensed to be a Certified Phlebotomy Technician (CPTI) that is authorized to do skin punctures and venipuncture blood collection. To be eligible, persons must be at least 18 years of age, provide an official transcript showing graduation date from an accredited high school in the US. or pass the General Educational Development (GED), High School Equivalency (HiSET), California High School Proficiency Examination (CHSPE) tests.

Laboratory Field Services (LFS) Personnel Licensing Section requires you to provide your official transcripts from an accredited institution to review and determine your education and course qualifications. To be considered official, transcripts must be signed by the school registrar, indicate the date of graduation and degree awarded, and postal mailed to LFS in a sealed envelope directly from the source. They do not accept scanned, or photocopies of transcripts uploaded or emailed by the applicant for authentication purposes. If your transcript is under a different last name, you must submit legal proof of name change to associate the name discrepancy.

Mail the Official Transcripts to: Laboratory Field Services – PLS Program  
850 Marina Bay Parkway, Bldg. P, 1<sup>st</sup> floor, Richmond, CA 94804

You must pass a National Certification Examination from the National Health Career Association (NHA), an organization approved by the California Department of Health, as of February 4, 2005. National Health Career Association (NHA) For more information about (NH) registry and examination, you can visit their website at [www.nhanow.com](http://www.nhanow.com) or call them at 800-499-9092. You can also contact them at: NHA 11161 Overbrook Rd, Leawood, KS 6621.

Registry information will be given at the start of the program, to be used during the program, and for examination.

The cost of the first exam for the NHA is included in the tuition. If the student does not pass the first time, they may retake the exam up to two more times within one year (with

30 days between each attempt), and up to 5 years to pass the exam. The students may retake the exam when offered again or reschedule with the program director and cover the examination cost of \$130.00.

California requires phlebotomists to complete Continuing Education Units (CE or CEU) every 2 years, with 6 units of PACE-approved classes. To renew, you must pay a renewal fee and submit documentation of continuing education. Visit the LFS Renewal webpage to learn more. The renewal cost is \$100.00 plus the cost of the required online classes.

### **Medical Assisting**

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

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

### **AAMA ELIGIBILITY**

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

## Clinical Sites

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

Clinical site availability varies and is closely managed by the Program Director and Clinical Coordinator to provide students with experiences to meet each discipline's requirement. The clinical portion of the program helps prepare students for entry-level positions in the medical field. Please refer to the Clinical Handbook for more information.

## Travel Disclosure

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

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

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

## Student Tuition Recovery Fund (STRF)

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

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

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

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

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

- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

## Financial Information

### Financial Obligations

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

### Late Payments

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

### Student Loan

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

### Total Program Cost

PROGRAMS	APP. FEE	REG. FEE	SCRUBS	LAPTOP FEE	BOOKS	DOWN PAYMENT	TUITION
Diagnostic Medical Sonography	\$100	\$100	\$200	\$750	\$1219	\$5000	\$45,360
Cardiac Sonography	\$100	\$100	\$200	\$750	\$1350	\$5000	\$53,957.50
MRI Technology	\$100	\$100	\$200	\$750	\$887	\$5000	\$46,800
Medical Assisting	N/A	\$100	\$200	\$750	\$456	N/A	\$15,360
Phlebotomy Technician	N/A	N/A	N/A	N/A	N/A	\$200	\$2728

### In-House Financing

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

### Textbooks, Supplies, and Uniforms

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

### Failed Courses

Students who fail a course are allowed to retake that course once. If repeating one or more courses is required, the length of the program must not exceed 1.5 times the planned program length. A student may not repeat the same course more than once. Should the student fail the course on the second attempt, the student will be academically withdrawn. Retaking a course is based on the next term availability and GPA. If no seats are available or the required course is not immediately available, the student may be withdrawn or placed on a leave of absence not to exceed 180 days.

### Retake Fees

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

## Veterans Benefits

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

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

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



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

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

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

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

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

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

### **VA Transfer Credit**

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

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

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

### **Tuition and Other Charges**

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

### **Maximum Timeframe**

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

## **Federal Student Aid**

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

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

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

### Cost of Attendance

The following information provides average costs of attendance for the educational programs offered by SUI for the 2021-2022 academic year. Please note that the Cost of Attendance stated below is for one academic year only and that all the programs below are more than one academic year in length.

Cost of Attendance is determined by combining the direct and indirect costs such as tuition, fees, books and supplies, room and board, transportation, etc. The average costs are used by the Financial Aid Office to calculate student eligibility for financial aid awards. Individual student costs will vary. For more information on how these costs were derived, please contact the Financial Aid Director. The cost of attendance listed below is for students that do not live with their parents.

<b>Program</b>	<b>Tuition &amp; Fees</b>	<b>Loan Fees</b>	<b>Books / Supplies</b>	<b>Transportation</b>	<b>Room &amp; Board</b>	<b>Personal Expenses</b>	<b>Total Cost of Attendance</b>
DMS	\$18,900.00	\$100	\$2,530.00	\$4,014.00	\$13,239.00	\$2,070.00	\$40,853.00
Cardiac Sonography	\$26,262.50	\$100	\$2,090.00	\$4,014.00	\$13,239.00	\$2,070.00	\$47,775.50
MRI Technologist	\$24,466.10	\$100	\$800.00	\$4,014.00	\$13,239.00	\$2,070.00	\$44,689.10
Medical Assisting	\$14,507.50	\$100	\$1,600.00	\$4,014.00	\$13,239.00	\$2,070.00	\$35,620.50
Phlebotomy	\$2728.00	N/A	N/A	N/A	N/A	N/A	\$2728.00

## Financial Arrangements

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

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

## Federal Pell Grant

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

## Federal Supplemental Educational Opportunity Grant (FSEOG)

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

## Federal Loans

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

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

## PLUS Loans

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

## How Eligibility is Determined

To receive Federal Student Aid, applicants must:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home-school setting approved under state law.
2. Be enrolled or accepted for enrollment in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
  - Men exempted from the requirement to register include;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application)
  - Males born before 1960.
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*.
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
  - you are not in default on a federal student loan.
  - do not owe a refund on a federal grant.
  - Sign the required statement that you will use federal student aid only for educational purposes.
7. Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.  
In Addition, you must meet one of the following:
  1. Be a U.S. CITIZEN or U.S. NATIONAL: You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
  2. Have a GREEN CARD: You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

3. Have an ARRIVAL-DEPARTURE RECORD

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

- Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS: You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
5. Have a T-VISA: You are eligible if you have a T-visa or a parent with a T-1 visa.

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

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

## Satisfactory Academic Progress

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

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

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

### Checking SAP

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

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

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

### Quantitative Measure

To be considered making SAP, students must earn a minimum of 67% of attempted credits for credit hour programs or 85% attendance for clock hour programs. Students must complete their program within 150% of the published length of the program.

For clock hour programs, pace is calculated by dividing the total hours completed by the total number of hours scheduled.

For credit hour programs, pace is calculated by dividing the total credits earned (successfully completed) by the total number of credits attempted.

Evaluations are conducted at the end of each payment period to determine if students meet the minimum requirements as of the last day of the evaluation period.

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

## Qualitative Measure

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

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

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

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS			
Program Type	Checkpoint	Quantitative Measurement	Qualitative Measurement
Credit Hour	End of payment period	Earned 66.7% of all attempted credits or hours	2.0 CGPA
Clock Hour	End of payment period	85% attendance rate	2.0 CGPA

## Maximum Time Frame

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

All hours or credits attempted (earned, failed, transferred, withdrawn) are included in this calculation.

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

### Clock Hours Example:

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

Program	Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
DMS	1680	72 Weeks	2520	108 Weeks

### Credit Hours Example:

For programs measured in credit hours, a period no longer than 150 percent of the published length of the program.

Program	Normal Credit Hours	Maximum Credit Hours
MRI Technologist	65.5	98

## Academic Year Definition

Program	Clock/Credits	Length
Diagnostic Medical Sonography	900 Clock Hours	38 Weeks
Diagnostic Medical Sonography Adv.	900 Clock Hours	38 Weeks
Cardiac Sonography	36 Credits	30 Weeks
MRI Technologist	34 Credits	30 Weeks
Medical Assisting	24 Credits	36 Weeks
Phlebotomy Technician	4 Credits	12 Weeks

## Evaluation periods

DMS (1680 Hours) Evaluations		CS (96.5 Credits) Evaluations	
1st evaluation	450 hours	1st evaluation	18 credits
2nd evaluation	900 hours	2nd evaluation	36 credits
3rd evaluation	1290 hours	3rd evaluation	54 credits
4th evaluation	1680 hours	4th evaluation	72 credits
		5 <sup>th</sup> evaluation	84 credits
		6 <sup>th</sup> evaluation	96 credits

MRI (67 Credits) Evaluations		MA (48 Credits) Evaluations	
1st evaluation	23 Credits	1st evaluation	12 Credits
2nd evaluation	44 Credits	2nd evaluation	24 Credits
3rd evaluation	55 Credits	3rd evaluation	30 Credits
4th evaluation	67 Credits		

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

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

## Financial Aid Disbursement Policy

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

## Financial Aid Warning

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

Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The student's academic progress will



be evaluated at the end of the warning period. It cannot be assigned for consecutive payment periods. The warning status is applied only to students with a reasonable expectation of improvement in one payment period. If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

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

### Verification

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

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

## Financial Aid Probation

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

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

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

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

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

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

## The Appeal Process

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

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

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

## Reinstatement of Title IV, HEA Aid

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

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

## Student's Right to Cancel

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

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

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

## Refunds after Withdrawal

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

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

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

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

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

## Return to Title IV Funds Policy

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

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

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

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

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

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

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

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

## Order of Return

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

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

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

## The Calculation Formula

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

Calculate the percentage of Title IV, HEA aid earned:

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

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

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

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

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

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

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

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

### **Earned AID**

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

### **Overpayment of Title IV**

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

### **Post Withdraw**

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

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

### **Withdraw Before 60%**

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

### **Withdraw After 60%**

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

### Refund Vs. Return to Title IV

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

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

### Return to Title IV Questions?

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



## Administrative Policies

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

### Academic Honesty

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

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

### Anti-Bullying

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

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

### Crime, Accident & Incident Policy

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

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

## Chain of Command

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

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

## Communication Policy

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

Failure to submit required documentation by the due date can result in the student being subject to the Progressive Discipline Policy. Required documentation can include, but is not limited to, documents required for the following departments: Financial Aid, Admissions, Student Services, Registrar, as well as clinical logs, clinical evaluations, proof of immunizations, and TB Test. All students are expected to communicate in a professional manner while on SUI campus, at their assigned clinical site, and in any written or verbal communications, including emails, phone calls, and voicemails. The student's failure to adhere to this Communication Policy can result in the student being subject to the Progressive Discipline Policy.

## Withdrawal Policy

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

### Voluntary Withdrawal

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

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

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

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

### Unofficial Withdrawal

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

### Dismissal Policy

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

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

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

## Progressive Discipline Policy

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

### Step 1: Warning

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

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

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

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

### Step 2: Conference

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

### Step 3: Probation

Probation action is implemented for students who:

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

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

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

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

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

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

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

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

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

## Appeal Process

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

. The student's appeal letter should include:

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

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

## Grievance Policy

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

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

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

The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director will have five (5) days to respond to the grievance and determine a fair course

of action. The Director may notify the student of the decision reached. Furthermore, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Arbitration and Class Action Waiver Disclosure

Sacramento Ultrasound Institute requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time.

The Arbitration Agreement does not require that the student participate in arbitration, or any internal dispute resolution process offered by Sacramento Ultrasound Institute prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Sacramento Ultrasound Institute Director of Education.

### Non-Discrimination

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

### Class Size

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

### English Instruction

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

## Full-Time Student Status

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

## Program Progression

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

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

## Graduation Requirements

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

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

## Unit of Credit

Academic credit for the Medical Assisting, MRI Technologist and Cardiac Sonography programs are measured in credit hours.

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

### **Semester Credits:**

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

### **Quarter Credits:**

10 hours of lectures = 1 Quarter credit hour  
20 hours of laboratory = 1 Quarter credit hour  
30 hours of clinical = 1 Quarter credit hour

### **Credit Hours Per Semester**

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



## Grading Policy

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

### Grade Scale

Grade %	Grade	Grade
90%-100%	A	Excellent
80%-89%	B	Above Average
70%-79%	C	Average
60%-69%	D	Below Average
0%-59%	F	Failing
	I	Incomplete
	IP	In Progress
	W	Withdraw
	AU	Audit
	TR	Transfer
	NC	No Credit (Externship)
	CR	Credit (Externship)

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

### “I” (Incomplete)

Required coursework was not completed during the term or semester of enrollment. An “I” can be assigned only when all the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the program director.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director.

All required work must be completed by the established deadline and submitted to the instructor, or the grade will be converted to an “F”.

### W (Withdrawal)

A grade of W is issued when a student withdraws or is administratively withdrawn from a course and/or the institution and courses are not completed by the end of the term. The course counts as credit hours attempted but is not calculated in the CGPA.

### AU (Audit)

The designator of "AU" has no grade point value and, therefore, is not included in GPA calculations. This designator is used only to track successful completion of an audited course.

### TR (Transfer Credit)

When students have properly applied for and have been granted transfer credits prior to starting the program. The grade of "TR" is counted as credit hours attempted but is not calculated in the CGPA.

### CR/NC (Credit/No Credit)

In courses designated "credit/no credit," students must meet all published course requirements to earn credit or a passing grade. Credit/no credit grades are counted as credit hours attempted. Grade points are not awarded and therefore are not included in GPA calculations.

### Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the course regarding the course, including the guidelines for grading. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the Program Director to discuss the matter.

### Audit Policy

An audited course is one in which the attendee does not earn credit toward a SUI degree or certificate. Audit credits do not count toward graduation or full-time status, and audited courses which are successfully completed are not used in the determination of continuous enrollment. Auditing a course can help individuals refresh knowledge and skills in their career fields or prepare students to demonstrate knowledge and competencies that are required for re-entry or re-enrollment in SUI. All individuals who audit a course are expected to adhere to all SUI policies. Individuals are also responsible for all course requirements including but not limited to clinicals, quizzes, tests, labs, and lectures. Students who miss more than 20% of the assigned course times will be withdrawn from the course.

**Enrolled students** who need to repeat a course may elect to audit courses in which they have previously obtained a passing grade to maintain their skills.

**Prospective students or Alumni** may audit a SUI course at no cost to explore career education or refresh their skills.

Course audits are only available on a space available basis and must be approved by the Director of Education before enrolling.

Prospective students and alumni must sign a waiver prior to their participation in any lab or clinical instruction involving hands-on or invasive procedures. Hands-on procedures include but may not be limited to physical contact with faculty, student or patients. Invasive

procedures are defined as medical procedures that enter the body, usually by cutting or puncturing the skin or by inserting instruments into an anatomical opening. Enrolled students have agreed to this participation in their Enrollment Agreement.

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

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

OHP related activities may be graded.

### **Semester Credit Hours**

Students should expect to spend approximately 7.5 hours of outside preparation for every credit in each course.

### **Quarter Credit Hours**

Students should expect to spend approximately 5.0 hours of outside preparation for every credit in each course.

### **Student Identification Card**

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

Students are required to always wear their Student Identification Card while in a classroom/clinical setting. Failure to wear identification could impact the student's ability to attend the clinical facilities.

### **Transcripts**

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

### **Clock Hour Attendance Policy**

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

Students must adhere to the following attendance requirement guidelines for the Phlebotomist Technician, Diagnostic Medical Sonography, and Diagnostic Medical Sonography Advanced programs:

- Students are required to attend all theory, lab, and clinical classes as scheduled.

- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

ALL THEORY, LAB, AND CLINICAL OBJECTIVES MUST BE MADE UP ANY TIME THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Students are expected to be accountable for their actions. Students must notify their instructor or clinical coordinator via phone or email on the day of their absence.

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

Regular attendance is essential to academic and professional success. Students who have an absence rate of 15% or greater in any course are issued a reduction of one letter grade.

The course grade will be adjusted at the end of the course. Students who wish to appeal this decision may do so by contacting the Director of Education in writing for further review.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance will be automatically withdrawn from the institution.

### Make-up Guidelines

Students are allowed to make up hours for absences only.

Depending on where the student is in the program and due to the nature of SUI's educational structure, hours cannot be guaranteed, which may impact the student's graduation date and completion status of the program. The student is required to make up all hours missed and to complete all the necessary competencies. Additionally, students are required to make up all absences in their current course before starting the next course. Making up clinical hours is also contingent upon an available student position in appropriate clinical facilities.

### Credit Hour Attendance Policy

The following are the attendance requirement guidelines for the Cardiac Sonography, MRI and Medical Assisting programs. Students enrolled in credit hour/blended programs may meet with faculty both on-campus and online for instruction. On-campus attendance is recorded by the assigned instructor. Attendance for the online component is recorded each week when the student completes an academic activity. Examples of academic activities include, but are not limited to, submitting a class assignment, participating in discussion forums, or completing quizzes and exams. Regular attendance/participation is essential to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her goal of a new career.

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

Regular attendance is essential to academic and professional success. Students who have an absence rate of 15% or greater in any course are issued a reduction of one letter grade. The course grade will be adjusted at the end of the course. Students who wish to appeal this decision may do so by contacting the Director of Education in writing for further review.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance will be automatically withdrawn from the institution.

### School Discretion

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

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

## Leaves of Absence Policy

Students requiring a leave of absence (LOA), must submit a request to the Program Director in writing. The signed and dated request must include the start date and end date of LOA and reason for LOA. A leave of absence may be granted if the institution determines there is a reasonable expectation that the student will return and complete their program of study. Students will be granted only one LOA in a 12-month period; however, an additional leave may be granted for extenuating circumstances and with prior approval by the Program Director or Director of Education. LOA's cannot exceed a cumulative 180 calendar days (from the LDA to the return date) in a 12-month period. Students must agree to return on the first day of the scheduled course of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

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

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

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

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

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

## Pregnancy Policy

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

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

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

## Program Change

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

## Dress Code

### On Campus When Uniforms Are Required

Students must wear the uniform designated by SUI, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on SUI property, including parking and social areas.

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

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

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

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

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

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

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

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

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



## Health and Safety Information

### Professional Risks

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

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

### Clinical Rotation Requirements

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

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

### CPR Requirements

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

### HIPAA

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

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

disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

### Exposure Response

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

### Flu Vaccine

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

### TB Testing

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

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

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

### Latex Allergy

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

## Sex Offender Registry

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

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

## Sexual and/or Racial Harassment Complaints

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

## Smoking

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

## Students with Disabilities

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

SUI is also in compliance with the Individuals with Disabilities Education Act (I.D.E.A.). If you are interested in attending SUI but need reasonable accommodations in reference to but not limited to sign language interpreters, tape/video recording, test taking accommodations, and or assistive listening devices, you should schedule an appointment with the Program Director and the Director of Education. At this meeting, please bring all the medical documentation you have pertaining to your request. During this meeting we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodation at SUI, and the types of accommodation available.

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

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

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

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit from reasonable accommodation.

## Student Records

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

Sacramento Ultrasound Institute will maintain the student record for all students indefinitely. Students are encouraged to make and archive copies of all their important documentation during and after their studies at Sacramento Ultrasound Institute. Students may review their student files at any time by using the student portal. Should students find their information inaccurate or misleading, students are encouraged to voice their opinions and request a review of their student file by an Admission Official/designated school official.

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

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

Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release.

## Drug and Alcohol Abuse Prevention Policy

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

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

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

### **Penalties**

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

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

The Federal Controlled Substances Act is available at:

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

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

### **Health Risks**

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

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

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

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

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

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

National Council on Alcoholism and Drug Dependence  
[www.ncadd.org](http://www.ncadd.org)  
(800) NCA-CALL

California Department of Alcohol and Drug Programs  
[www.adp.ca.gov](http://www.adp.ca.gov)  
(800) 879-2772

Sacramento County Health and Human Services, Alcohol and Drug Services  
<http://publichealth.lacounty.gov/sapc/>  
(800) 564-6600

Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)  
(800) 923-8722

Cocaine Anonymous  
[www.ca.org](http://www.ca.org)  
(310) 559-5833

Narcotics Anonymous  
[www.na.org](http://www.na.org)  
(800) 863-2962

Families Anonymous  
[www.familiesanonymous.org](http://www.familiesanonymous.org)  
(800) 736-9805

## Substance Abuse Policy

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

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

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

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

## Testing Procedure

1. Document student's behavior. Confer with Program Director. If the Program Director is the faculty member concerned about the student's behavior or if the Program Director is unavailable, the conference will be with the COO or COO's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - a. The student will sign a consent to undergo drug screening\*.
  - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by Uber accompanied by a SUI representative.
5. After the drug screen specimen has been obtained the student will be transported by Uber back to the point of origin or home.
6. The student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.

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

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

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

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

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

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



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

### **Implementation**

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

The Ten Panel Drug Screen includes testing for:

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

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

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

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

**Period of Validity**

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

**Positive Drug Screen**

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

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

**Confidentiality of Records**

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

**Readmission**

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

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

## Our Programs

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

### Location:

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

### Diagnostic Medical Sonography

<b>Program Hours:</b>	1,680	<b>Delivery Method:</b>	Residential; Blended
<b>Program Length:</b>	72 Weeks	<b>Credential:</b>	Diploma
<b>Credits Awarded:</b>	64 Semester	<b>SOC Code:</b>	29-3032

### Program Overview

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

### Courses

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

## DMS Course Descriptions

### **(SUI001) Sonographic Anatomy / 7 Credits**

**Prerequisites:** None

This course is designed to provide students with in-depth instruction in the organization, structures, and functions of the human body. Students will learn the medical terminology, anatomy, and physiology of each body system and how it relates to Sonography.

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

**Prerequisites:** SUI001

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

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

**Prerequisites:** SUI001

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

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

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

This course is the first Clinical Education course. The course concentrates on performing basic general ultrasound views with or without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules, schedules and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.

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

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

This course is the second in continuation of Clinical Education courses and the concentration is on performing basic general ultrasound views with or without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules, schedules, and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.

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

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

This course is the third in continuation of Clinical Education courses and the concentration is on performing basic general ultrasound views without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules, schedules and clinic/hospital differences are expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.

## Diagnostic Medical Sonography Advanced

<b>Program Hours:</b>	2295	<b>Delivery Method:</b>	Residential; Blended
<b>Program Length:</b>	96 Weeks	<b>Credential:</b>	Diploma
<b>Credits Awarded:</b>	92.5 Semester	<b>SOC Code:</b>	29-2031

### Program Overview

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

### Courses

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

## DMSA Course Descriptions

### **(SUI001) Sonographic Anatomy / 7 Credits**

**Prerequisites:** None

This course is designed to provide students with in-depth instruction in the organization, structures, and functions of the human body. Students will learn the medical terminology, anatomy and physiology of each body system and how it relates to Sonography.

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

**Prerequisites:** SUI001

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

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

**Prerequisites:** SUI001

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

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

**Prerequisites:** SUI001, SUI003, DMS200

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

**(DMS300) Echocardiography 1 / 15.5 Credits****Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400

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

**(DMS301) Echocardiography 2 / 13 Credits****Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400

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

**(DMS600) Clinical Experience 1 / 2 Credits****Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

This course is the first Clinical Education course. The course concentrates on performing basic general ultrasound views with or without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules, schedules and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.

**(DMS601) Clinical Experience 2 / 7.5 Credits****Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

This course is the second in continuation of Clinical Education courses and the concentration is on performing basic general ultrasound views with or without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules, schedules, and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.



**(DMS602) Clinical Experience 3 / 7.5 Credits****Prerequisites:** SUI001, SUI003, DMS100, DMS200, DMS400, DMS500

This course is the third in continuation of Clinical Education courses and the concentration is on performing basic general ultrasound views without assistance from clinical preceptors. Students will be placed in an affiliated clinical site to perform their externship portion of their education. Understanding specific lab protocols, rules and schedules is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal exams. The student will continue to demonstrate proper knowledge of patient care, patient safety, patient communication, and sonographer patient interaction. The student will continue to practice and implement sound ergonomics.

## Cardiac Sonography

<b>Program Hours:</b>	1,680	<b>Delivery Method:</b>	Blended
<b>Program Length:</b>	72 Weeks	<b>Credential:</b>	Associate of Applied Science
<b>Credits Awarded:</b>	120.5 Quarter	<b>SOC Code:</b>	29-3031

### Program Overview

The Cardiac Sonography program consists of 72 weeks of training excluding any holidays and scheduled breaks. The program includes lecture, laboratory, and clinical education. The curriculum prepares students with the theoretical knowledge, skills, and responsibilities required to work in the allied-health medical field as an entry-level Cardiac Sonographer.

The student receives seven hundred and sixty (760) hours of didactic and lab instruction and nine hundred and twenty (920) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. Additionally, the program prepares students to take the ARDMS specialty exam.

### Program Objectives

- The program prepares students to utilize diagnostic techniques, sound judgment and good decision making to provide patient services.
- The program communicates the importance of becoming credentialed in the profession of echocardiography.
- The program prepares students to think critically, communicate effectively, and exemplify professional ethics.
- The program conveys the importance of becoming lifelong learners and responsible citizens.
- Prepare students for Echo & Physics boards
- To incite passion and empathy in healthcare and provide correct diagnostic examinations for improved patient outcomes.

### Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credit
SUI004	Ultrasound Physics I	50	10		60	5.5
SUI005	Ultrasound Physics II	50	10		60	5.5
MED110	Patient Care & Ergonomics	20			20	2.0
CS100	Cardiac Anatomy & Physiology	40			40	4.0
CS110	Cardiac Electrophysiology	70			70	7.0
CS200	Introduction to Echocardiography	60			60	6.0

CS200.L	Introduction to Echocardiography Lab		70		70	3.5
MED100	Medical Law & Ethics	20			20	2.0
CS300	Echocardiography I	70			70	7.0
CS300.L	Echocardiography I Lab		50		50	2.5
CS310	Pharmacology	20			20	2
SUI010	Career Readiness	30			30	3
CS400	Echocardiography II	60			60	6
CS400.L	Echocardiography II Lab		70		70	3.5
CS410	Pediatric Echocardiography	30			30	3
CS450	Clinical Education I			120	120	4
CS500	Clinical Education II			400	400	13
CS600	Clinical Education III			400	400	13
CS610	Echo Registry Review	30			30	3
<b>Transfer Credits</b>						25
<b>Total for Program</b>		550	210	920	1680	120.5

## CS Program Course Descriptions

### **(SUI004) Ultrasound Physics I / 5.5 Credits**

**Prerequisites:** None

This course provides the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through media, and its manipulation for diagnostic purposes will be studied. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are required.

### **(SUI005) Ultrasound Physics II / 5.5 Credits**

**Prerequisites:** SUI004

This course will describe Doppler and hemodynamic principles and actions, identify instrument options and transducer selection, interpret methods of Doppler flow analysis, differentiate common image artifacts, and describe potential bio effects. The students will understand and practice Doppler principles and instrumentation in Ultrasound Lab, describe arterial and venous hemodynamics, anatomy, physiology, and sonographic interpretation, describe Bernoulli's law, Poiseuille's law, pressure gradients and Reynold's number. This course also explains instrumentation and image manipulation of different types of display.

**(MED110) Patient Care and Ergonomics / 2.0 Credits****Prerequisites:** None

This course provides understanding of patient care, patient safety, patient communication, and sonographer patient interaction. HIPAA and the patient's bills of rights are presented, discussed, and understood by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The importance of sonographer safety and ergonomics are discussed. The student will practice patient care techniques and sound ergonomics in the laboratory session. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program.

**(CS100) Cardiac Anatomy and Physiology / 4.0 Credits****Prerequisites:** SUI004, SUI005

This Course involves understanding cardiac anatomy like location of the heart in the chest cavity cardiac chambers (Atria and Ventricles), Cardiac Septum, cardiac valves, great vessels, and coronary arteries. Cardiac physiology includes an in-depth study of systolic and diastolic function, symptomatology, hemodynamic, stroke volume, cardiac output, stress echocardiography. This course also discusses potential side effects of cardiac medications on the cardiac function and the related Echocardiographic findings along with systolic function, coronary artery disease and complications of coronary artery disease.

**(CS110) Cardiac Electrophysiology / 7.0 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100

This course provides understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events. This course discusses mechanical and electrical events in cardiovascular hemodynamics. The course also provides an understanding of electrical and mechanical events of the cardiac cycle. This course also demonstrates correlation of EKG in relation to cardiac events and echocardiographic findings in the lab. This course allows students to identify and interpret individual rhythm strips and 12-lead EKGs, Identification of the pacemaker rhythm and ICDs, identification of the conduction defects and Arrhythmia, recognition of the ischemia, injury and infarction. This course allows students to identify and interpret individual rhythm strips and 12-lead EKGs, identification of the pacemaker rhythm and ICDs, identification of the conduction defects and Arrhythmia, recognition of the ischemia, injury and infarction. This Course involves understanding how cardiac medications can relate to certain EKG and echocardiographic findings.

**(CS200) Introduction to Echocardiography / 6.0 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100

This course provides a foundation for the core principles of cardiovascular sonography along with the recognition of normal cardiovascular anatomy. This course will provide detailed understanding and assessment of systolic and diastolic function, including LV measurements and assessment of ejection fraction, fractional shortening, stroke volume, and cardiac output. Concentrated areas of study will include cardiac embryology, walls and layers of the heart, cardiac conduction cycles, pressure gradients and cardiac valves and chambers. Additionally, this course discusses the application and techniques of 2D cardiac imaging, basic protocols, and introduction of M. Mode of the heart.

**(CS200.L) Introduction to Echocardiography Lab / 3.5 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100

This course provides the skills lab as the basis for the foundation for the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. This lab will introduce the application and techniques of 2D cardiac imaging, basic protocols, and M-mode of the heart at various levels of interrogation. Concentration will be hands-on scanning of the Parasternal Views of the heart including 2D and M-Mode measurements.

**(MED100) Medical Law and Ethics / 2.0 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100

The student will gain basic understanding of the important legal definitions, legal doctrines, malpractice and risk management information, ethics and patient rights relevant to the field of diagnostic imaging and the role of the imaging professional. It includes case histories in the form of vignettes that assist readers in applying the principles of law to real work situations. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program. This course covers clinical policies and procedures, HIPAA, and the patient's bill of rights. This course focuses on the sonographer's role as a health care team member.

**(CS300) Echocardiography I / 7.0 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100

This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload/volume overload in relation to valvular pathology. This course will also cover prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension.

**(CS300.L) Echocardiography I Lab / 2.5 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100

This lab course applies an experiential hands-on component that applies techniques utilized in the echocardiography clinical lab. During this course, practice of obtaining accurate and necessary echocardiographic views of the cardiac valves and utilizing equipment measurement packages to quantify/qualify valvular hemodynamic processes and diseases by incorporating measurements and equations learned in the accompanying didactic course. This course concentrates on the valvular assessment done in the parasternal views of the heart. Color and Spectral Doppler are introduced and practiced by the student.

**(CS310) Pharmacology / 2.0 Credits****Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100

This course is designed to provide students with principal knowledge about the medications used to treat patients with heart disease. student will understand the major drug classifications in cardiology and common medications used in cardiac emergencies and stress Echo. Students will also gain knowledge about medical tests other than TTE used to aid with the diagnosis of heart disease with possible use of medication or contrast agent.

**(SUI010) Career Readiness / 3.0 Credits**

**Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100

In this course, students assess personal strengths and identify areas of opportunity using specific self-assessment and goal-setting tools as they prepare for professional employment. In addition, they develop resume writing skills, create cover letters, participate in mock interviews, and apply research, evaluation, and networking skills to execute job searches and enhance their general financial awareness.

**(CS400) Echocardiography II / 6.0 Credits**

**Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010

This course covers cardiac tumors and masses, Transesophageal echo (TEE), echocardiography contrast agents, and detailed diastolic dysfunction. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies.

This course also involves understanding the indications and utility of advances in echocardiography such as Intraoperative Echocardiography, Intravascular Echocardiography, Strain, Contrast Echocardiography, as well as 3D Echocardiography and any new/updated procedures or techniques.

**(CS400.L) Echocardiography II Lab / 3.5 Credits**

**Prerequisites:** SUI004, SUI005, MED110, CS100, CS110, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010

This provides an opportunity for the student to coordinate the combination of both Parasternal and Apical views of the heart and associated 2D, M-mode, Color and Spectral Doppler together into one comprehensive echocardiogram. Included will be the addition of Subcostal and Suprasternal notch views along with learning to operate the Pedoff transducer. The focus of this course is to perform complete echocardiograms with minimal assistance and address student limitations or challenges found during Clinical Education I.

This course also provides lab time to perfect echocardiographic skill techniques while also increasing speed. All aspects of a complete echocardiogram will be addressed and evaluated. Application of alternate scanning techniques will be covered.

**(CS410) Pediatric Echocardiography / 3.0 Credits**

**Prerequisites:** SUI004, CS100, CS110, SUI005, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010, MED110

This course covers cardiac embryology, common congenital heart diseases both in pediatric and adult population. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also discusses common surgical procedures in congenital heart disease. This course encourages quantitative and qualitative analysis of cardiac functions in relation to different congenital pathologies.

**(CS450) Clinical Education I / 4.0 Credits**

**Prerequisites:** SUI004, CS100, CS110, SUI005, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010, MED110

This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal Echocardiography including 2D imaging, M mode, Pulse wave/Continuous wave Doppler and Color Doppler technique. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. Assessment competencies will concentrate on individual echocardiographic views/windows and equipment operation proficiency.

**(CS500) Clinical Education II / 13 Credits**

**Prerequisites:** SUI004, CS100, CS110, SUI005, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010, MED110, CS400, CS400.L, CS405, CS450

This course is the second in continuation of Clinical Education courses and the concentration is on performing basic echocardiographic views as well as performing complex echocardiographic views with or without assistance from clinical preceptors. Understanding specific lab protocols, rules, schedules, and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies involving routine and abnormal echocardiograms in a less amount of time.

**(CS600) Clinical Education III / 13 Credits**

**Prerequisites:** SUI004, CS100, CS110, SUI005, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010, MED110, CS400, CS400.L, CS405, CS450

This is the Third and final in a continuation of Clinical Education courses and the concentration is on performing complex echocardiographic views without assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms within the scheduled appointment time of the lab. Student is expected to be able to explain detailed clinical findings, write preliminary reports and process the echocardiogram through the PACs system. Student should be able to perform almost all scheduled echocardiograms each day without errors or omissions.

**(CS610) Echocardiography Registry Review / 3 Credits**

**Prerequisites:** SUI004, CS100, CS110, SUI005, CS200, CS200.L, MED100, CS300, CS300.L, CS310, SUI010, MED110, CS400, CS400.L, CS405, CS450, CS500, CS600

This course provides review for SPI and/or cardiac registry exam offered by ARDMS (American Registry for Diagnostic Medical Sonography and Cardiovascular Credential International). This course uses multiple choice questions and video case reviews. This course also prepares the students to participate in registry exams by taking mock registry exams on the computer.

## Medical Assisting

<b>Program Hours:</b>	1,044	<b>Delivery Method:</b>	Residential; Blended
<b>Program Length:</b>	42 Weeks	<b>Credential:</b>	Diploma
<b>Credits Awarded:</b>	48 Semester	<b>SOC Code:</b>	31-9092

### Program Overview

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

### Program Objectives

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

### Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
MA101	Administrative Theory 1	110	10	0	120	7.5
MA102	Administrative Theory 2	110	10	0	120	7.5
MA103	Clinical Theory 1	60	60	0	120	6.0
MA104	Clinical Theory 2	60	60	0	120	6.0
MA105	Laboratory Theory	60	60	0	120	6.0
MA200	Medical Assisting Career Readiness	100	20	0	120	7.0
MA300	Medical Assisting Externship	0	0	200	200	4.0
PHL100	Phlebotomy	24	60	40	124	4.0
<b>Total for Program</b>		524	280	240	1044	48



## MA Course Descriptions

### **(MA101) Administrative Theory I / 7.5 Credits**

**Prerequisites:** None

This course provides theory along with concepts and entry level skills and applications for the following procedures: vitals including height and weight and vision screening, aseptic handwashing, telephone techniques, computers, medical correspondence, bookkeeping, banking procedures, petty cash, accounts payable, appointment scheduling, email, office flyers, and alphabetizing, administering medications, venipuncture, and EKG.

### **(MA102) Administrative Theory II / 7.5 Credits**

**Prerequisites:** None

This course provides theory along with concepts and entry level skills and applications for the following procedures: vitals including height and weight and vision screening, aseptic hand washing, risk management, inventory control, ICD and CPT coding, claim forms, referrals, and authorizations, administer injections, venipuncture, and EKG.

### **(MA103) Clinical Theory I / 6.0 Credits**

**Prerequisites:** None

This course provides theory along with concepts and entry level skills and applications for the following procedures: vitals including height and weight and vision screening, aseptic handwashing, surgical handwashing, sterile gloving, opening a sterile surgical pack, sanitizing, and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining patient history, assisting with exams, drawing up medications from a vial, administer injections, administering oral medications, venipuncture, spirometry, EKG.

### **(MA104) Clinical Theory II / 6.0 Credits**

This course provides theory in the following areas: Preparing patient and assisting with exams and procedures in medical specialties of ENT, Pulmonology, Gastroenterology, Neurology and Cardiology, anatomical structure, and overviews of the digestive, lymphatic, integumentary, endocrine, nervous and respiratory system. Study includes anatomy and physiology related to each system, diseases, disorders, and appropriate procedures for each system.

### **(MA105) Laboratory Theory / 6.0 Credits**

**Prerequisites:** None

This course provides theory along with concepts and entry level skills and applications for the following procedures: vitals including height and weight and vision screening, aseptic handwashing, lab safety, microscopes, venipuncture, injections, ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose testing, collection of a clean catch urine sample, urine testing with a reagent strip, urine preparation for microscopes, audiometer, and EKG.

**(MA200) Medical Assisting Career Readiness / 7 Credits****Prerequisites:** MA101, MA102, MA103, MA104, MA105

This course is designed to assist students in understanding the career development process, to make informed and appropriate occupational and educational decisions. Students will study key Career development theories and learn how to integrate self-knowledge into occupational/life decisions, set goals, and devise strategies to attain these goals. Students will learn to apply, interview and follow-up with prospective employers. Students will also prepare to sit for the certified medical assisting exam for AAMA.

**(MA300) Clinical Experience I / 4 Credits****Prerequisites:** MA101, MA102, MA103, MA104, MA105, MA200

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

**(PHL100) Phlebotomy / 4 Credits****Prerequisites:** MA101, MA102, MA103, MA104, MA105

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

## Phlebotomy

**Program Hours:** 124

**Program Length:** 3.5 weeks

**Credits Awarded:** 4.0 Semester

**Delivery Method:** Residential

**Credential:** Certificate

**SOC Code:** 31-9097.00

### Program Overview

The Phlebotomy Program consists of 2.5 weeks of in class training and 1 week of externship. The program consists of 24-hour didactic learning, 60 laboratory drawings, and 40 hours of externship instruction at a live laboratory facility. The curriculum prepares students with entry-level competencies in the phlebotomy profession. The students are prepared with entry-level knowledge and skills in the following area: anatomy and physiology, medical terminology, medical law and ethics, administrative procedures, phlebotomy procedures; in addition to, having the confidence to give out patient instructions and having the confidence to work with pediatric patients.

### Licensure

Students can apply for license with Laboratory Field Services (LFS) after completing 124 hours of didactic training and 40 hours externship, 50 venipuncture draws, 10 finger (capillary) drawings and watch 2 arterial blood gas videos. Once a student applies for their license with LFS it can take up to 90 days for the license to be issued.

### Program Objectives

- Understand all procedures of working as a phlebotomist
- Ability to draw patient's blood with confidence
- Ability to communicate with patients and give appropriate instructions
- Ability to release, analyze and process diagnostic data using Electronic Medical Records
- Understand the procedures and the working of processing blood and body fluid samples for testing
- Be prepared to take the NCPT (National Certified Phlebotomy Technician) California Licensing Test

### Course

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
PHL100	Phlebotomy	24	60		84	
PHL300	Externship	4		40	40	
Total					124	

## Phlebotomy Course Descriptions

### **(PHL100) Phlebotomy Theory**

**Prerequisites:** None

This course provides phlebotomy concepts and theory, the skill of drawing blood and processing samples for testing. Students will learn different types of body fluid samples; in addition to understanding regulations and different agencies that govern the laboratory. The course highlights effective communication skills between the phlebotomist and patients. Students will learn how to deescalate stressful situations with patients, while maintaining an empathetic and understanding attitude through patient engagement. Furthermore, student will learn about the body's anatomical structure and how it relates to blood tests and collections.

### **(PHL300) Externship**

**Prerequisites:** PHL100

This course provides a supervised clinical placement to practice in a working outpatient or inpatient setting. Students will be able to use what they learned in the phlebotomy classroom while gaining more experience working with patients and better understanding how a laboratory operates. Student must keep track of their blood draws with patients they work with to document the draws necessary to apply for their Phlebotomy License with the State of California. The student externship experience is 40 hours long (1 work week).

## MRI Technologist Program

<b>Program Hours:</b>	1,675	<b>Delivery Method:</b>	Residential; Blended
<b>Program Length:</b>	67 Weeks	<b>Credential:</b>	Associate of Applied Science
<b>Credits Awarded:</b>	65 Semester	<b>SOC Code:</b>	29-2035

### Program Overview

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

### Program Objectives

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

### Courses

Code	Course Title	Lecture	Clinical	Total	Credits
AP100	Anatomy & Physiology	120	0	120	8
MRI100	Cross Sectional Anatomy	117	0	117	7.5
MRI102	Physics & Instrumentation	102	0	102	6.5
MRI101	Imaging & Procedures	102	0	102	6.5
MRI103	Patient Care & Management	80	10	90	5.5
PSYCH100	Applied Psychology in Health Care	48	0	48	3
MATH100	Mathematics for Health Care	48	0	48	3
ENG100	College Reading	48	0	48	3
CNL100	Clinical Externship I	0	500	500	11
CNL101	Clinical Externship II	0	500	500	11
<b>Total for Program</b>		675	1000	1675	65

## MRI Course Descriptions

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

**Prerequisites:** None

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

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

**Prerequisites:** None

### **(MED110) Patient Care and Ergonomics / 3.0 Credits**

**Prerequisites:** None

This course provides understanding of patient care, patient safety, patient communication, and sonographer patient interaction. HIPAA and the patient's bills of rights are presented, discussed, and understood by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The importance of sonographer safety and ergonomics are discussed. The student will practice patient care techniques and sound ergonomics in the laboratory session. This is a foundation course for all future classes and the skills and principles will be utilized throughout the program. Applied Psychology in Health Care applies the basics of psychology to provide caregivers with an understanding of the mental health of patients and themselves. This course prepares health care workers to effectively communicate and provide superior patient care.

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

**Prerequisites:** None

This course works to build the skills needed to become stronger readers. This course will show students how critical-thinking skills can be used to become more thoughtful, efficient, and well-read health care professionals. The course will include vocabulary, writing exercises, and critical thinking practice throughout. The textbook chapters will help students master college reading and may be supplemented with medical journal articles, current news, and medical research.

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

**Prerequisites:** None

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

**(MRI100) Cross Sectional Anatomy / 6.5 Credits****Prerequisites:** AP100 or Transferred course

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

**(MRI101) Imaging & Procedures / 6.5 Credits****Prerequisites:** AP100, MRI100, MRI102

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

**(MRI102) Physics & Instrumentation / 6.5 Credits****Prerequisites:** AP100, MRI100

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

**(MRI103) Patient Care & Management / 5.5 Credits****Prerequisites:** AP100, MRI100, MRI101, MRI102

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

**(CNL100) Clinical Externship I / 11 Credits****Prerequisites:** AP100, PSYCH100, ENG100, MATH100, MRI100, MRI101, MRI102, MRI103

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

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

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

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



## Questions about this Catalog?

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

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

<http://www.sui.edu/about/disclosures>.

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## Faculty

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Tamara Spiva RDMS, CHEP Certificate in DMSA – Sacramento Ultrasound Institute DMS Faculty (Full-Time)	Rohit Dutta Doctor of Medicine - Crimea State Medical University MA Program Director (Full-Time)
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## Staff

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