



small community bound to do big things

UNITED MEDICAL INSTITUTE (“UMI”)



CATALOG 2021

Effective Dates 01/01/2021-12/31/2021

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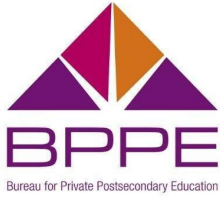
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# APPROVALS



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

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

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



United Medical Institute is approved to offer the Diagnostic Medical Sonography program to eligible veterans and their dependents.

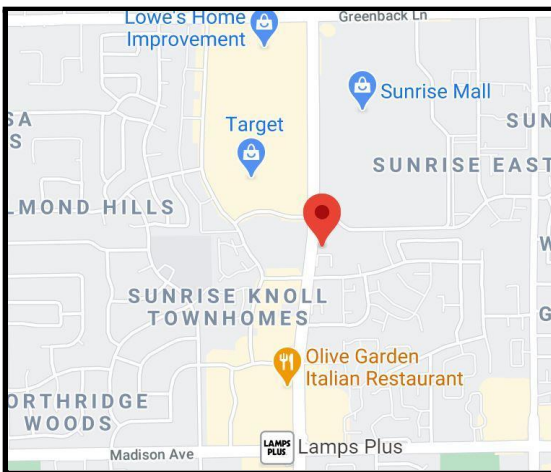
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>. <https://www.benefits.va.gov/gibill>"

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

## LOCATION & GENERAL DESCRIPTION OF FACILITIES

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

### School Location:



### UNITED MEDICAL INSTITUTE

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

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

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

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

### Hours of Operations:

Admission Office: 9AM-3PM Tuesdays-Thursdays

[Appointment Calendar](#)

Administration: 9AM-6PM Mondays-Thursdays

The school is closed to unauthorized visitors.

For general information or to schedule an appointment:

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

\*Note to VA Students: Payment of VA benefits is presently authorized for remote learning under the COVID-19 exception only.

# MISSION AND GOALS

## **Mission**

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

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

## **Institutional Goals**

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

## **Students We Serve**

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

# HISTORY

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

## **School Leadership**

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

# SCHOOL POLICIES AND CODE OF CONDUCT

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

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

## Drug and Alcohol Abuse Prevention

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

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

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

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

## Breaks

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

## No Weapons

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

## School Property Damage

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

## Visitors and Guests

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

## Student Behavior



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

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

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

#### Electronic Recording

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

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

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

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

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

### **Scholastic Integrity**

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

- All submitted assignments should represent the student's own work. Plagiarism is prohibited. This includes violation of copyright regulations, failure to appropriately cite and reference sources used in the student's work.
- A student who submits someone else's work or classroom and/or lab assignment as his/her own or cheats on a test will be in violation of UMI's academic integrity policy and will be subject to penalties ranging between course failure to dismissal from the program.
- The use of personal mobile digital technology and web applications may be permitted in some class sessions per faculty and course policy. The use of such technology is prohibited during the tests, unless explicitly authorized by faculty based on modality and format of examination.

### **Administration of Examination**

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

### **Clinical Records**

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

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

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

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

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

#### *Accessibility*

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

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

### **Sexual Harassment and Misconduct**

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

## **Dress Code and Uniforms**

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

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

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

# ADMISSIONS

## **General Requirements**

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

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

1. Prospective students must have graduated from high school or its equivalent; be at least 18 years old (or provide parental consent). The following items are acceptable as proof of high school completion or its equivalent:
  - High School Diploma
  - Evidence of passing the High School Equivalency Exam
  - Evidence of passing the GED
  - Documentation of High School Diploma on the DD214
  - Documentation of High School Diploma on a transcript from an accredited or Bureau approved institution.
  - Documentation of completion of an associates or higher degree as equivalent.
2. To be considered for enrollment, prospective students must complete a Zoom information interview. Prospective students must attend the Zoom interview with their video on for identity verification among other reasons.
3. Prospective students must complete a program application and pay the program application fee to be considered for enrollment. To complete the program application, prospective students will be asked to provide their government-issued picture ID for identity verification.
4. To complete enrollment, prospective students must pay all applicable program enrollment payments as outlined on the enrollment agreement. Program payments are due at the time the enrollment agreement is executed (signed by the prospective student and by school administrator) or according to other arrangements acceptable to the school.
5. Prospective students must complete a distance education questionnaire to determine if taking coursework at a distance would be a good fit. To participate in live Zoom distance classrooms, a student needs the following:
  - A desktop, laptop, or a tablet with video and audio capabilities
  - Internet

- A headphone set with a microphone
6. Students are notified via email of their acceptance or denial of admission into the program.

### **Program-Specific Requirements**

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

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

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

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

Diagnostic Medical Sonography Diploma Program:

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

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

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

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

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

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

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

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

The transferability of credits you earn at United Medical Institute ("UMI") is at the complete discretion of the

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

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

### **Veteran Transfer of Credits**

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

### **Student Tuition Recovery Fund Disclosure**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

## UMI DISTANCE LEARNING ENVIRONMENT

### UMI ZOOM CLASSROOM POLICY & CHECKLIST

#### REQUIRED:

- Reliable Internet
- Laptop/Desktop or Tablet with video and audio
- Headphones to reduce any background noise

#### ZOOM CLASSROOM:

All students are required to participate in UMI Zoom Classrooms with their video camera on.

#### TESTS AND EXAMS:

- All tests and final exams for lecture-based coursework are in an online/digital format.
- All exams are proctored live. Students must be logged into their Zoom classroom during the exam with their video camera on.
- Students must have easy access to their email to receive a link to the test during a Zoom session or to log into their test file.
- Students complete and submit exams electronically while they are logged into the Zoom classroom.

### UMI GOOGLE CLASSROOM PORTALS

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

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

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

- MODI and MODII Google Classroom Portals

- students are assigned to a specific Google Classroom portal based on their class schedule;
- students have access to each course’s description, material, assignments, and course schedule;
- students submit all assignments through the portal;
- students may review their grades 24/7;
- students receive faculty feedback and communicate via portal on matters concerning class participation and attendance.
- Minimum for the duration of the program
  - DMS Program Portal: provides 24/7 access to students’ program academic and program attendance reports
  - DMS Career Development Portal: provides ongoing access to career development resources
  - DMS Clinical 1, 2, 3 Portal: students have access to Clinical Externship requirements and can complete and submit required documentation, time records, and clinical assessments
- Distance Learning grading policy: Students will receive grades for submitted assignments within 10 days from the date of submission.

Note to VA Students: Payment of VA benefits is presently authorized for remote learning under the COVID-19 exception only.

## ACADEMIC STANDARDS AND POLICIES

### Satisfactory Academic Progress (SAP)

All students are required to maintain satisfactory academic progress. Satisfactory progress is monitored on a course by course basis and computed on a cumulative basis at specific evaluation points.

Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe (MTF) for program completion not to exceed **150% of the total program length measured in Quarter Credit Hours & Clock Hours**. Satisfactory academic progress requirements apply to all students regardless of their funding source.

#### *Program Breakdown by Academic Year\**

Program Name	First Academic Year: CH/QCH	Second Academic Year: CH/QCH
Diagnostic Medical Sonography	780/58.0	940/45.0

\*Academic year is defined by UMI as 50 Quarter Credit Hours.

### **SAP-Diagnostic Medical Sonography Program**

#### *Quantitative Component*

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

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

Program Name	Program CH / QCH	Evaluation Point I: AY I-End of MOD I CH / QCH	Evaluation Point II: AY I-Mid MOD II CH / QCH	Evaluation Point III AY II- End Didactic CH / QCH	Evaluation Point IV AY II-MTF Didactic CH / QCH
Diagnostic Medical Sonography	1720/102.7	380/31.3	780/58.0	1,180.00/84.67	1,062.00/127.01

Students are required to make quantitative progress toward program completion and meet minimum Qualitative and Quantitative benchmarks at every SAP evaluation point according to the SAP Chart.

SAP Evaluation Points provide the minimum standard for meeting satisfactory academic progress. Failure to meet GPA and/or Rate of Completion benchmarks at any of the evaluation points will jeopardize the student's ability to remain in and complete the program.

#### *SAP Chart: DMS Program*

PROGRAM	SAP Evaluation Point	Rate of Completion				GPA
		Clock Hrs Attempted	Clock Hrs Completed	QCH Attempted	QCH Completed	
DIAGNOSTIC MEDICAL SONOGRAPHY	Program Checkpoints					Minimum GPA
SAP Evaluation I: AY I	END OF MOD I	380.00	228.00	31.30	18.78	2.00
SAP Evaluation II: AY I	MID MOD II	780.00	468.00	58.00	34.80	2.00
SAP Evaluation III: AY II	END DIDACTIC	1,180.00	708.00	84.67	50.80	2.00
SAP Evaluation IV: AY II	MTF DIDACTIC	1,770.00	1,062.00	127.01	76.20	2.00
SAP PRG	MTF PRG INCLUDING CLINICAL	2,580.00	1,720.00	154.01	102.67	2.00

#### **Academic Progress Monitoring**

Students can view their progress report(s) at the end of each class/term.

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

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



SAP evaluation point.

- Third Consecutive SAP Violation: Program Dismissal Notice. The student is placed on program dismissal notice. The student may appeal to remain in the program. If the appeal is accepted, the student is put on academic probation and a formal academic plan is developed with specific progress checkpoints. Failure to meet expected progress outcomes at each of the checkpoints will result in program dismissal.
- Fourth Consecutive SAP Violation: Program Dismissal. Student is dismissed from the program. The Student may appeal to be reinstated in the program following the program reinstatement policy. For the appeal process, refer to the Grievances, Appeal, and Due Process policy in this catalog.

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

NOTE TO VA STUDENTS: Refer to INSERT E for VA Academic Progress Policy.

### Grading Policy

Academic Grades	Definition	Credit Attempted	Credit Completed	GPA Count	Admin Grades & Codes	Definition	Credit Attempted	Credit Completed	GPA Count
A (90-100)	Pass	Yes	Yes	Yes	RPT	Repeated Course: highest grade	Yes	(Depending on Grade)	Yes
B (80-89)	Pass	Yes	Yes	Yes	AF	Attendance Fail	Yes	No	Yes
C (70-79)	Pass	Yes	Yes	Yes	I	Incomplete	Yes	No	No
D (60-69)	Fail	Yes	No	Yes	W	Withdrawal w attendance	Yes	No	No
F (0-59)	Fail	Yes	No	Yes	WNA	Withdrawal-no attendance	No	No	No
CR (≥ 76%)	Credit	Yes	Yes	No	L	Leave of Absence	No	No	No
NC (< 76%)	No-Credit	Yes	No	No	TR	Transfer Credit	Yes	Yes	No
P/F	Pass/Fail	Yes	Yes/No	No	RAU	Remediation Audit	No	No	No

#### *Incomplete Grade (I)*

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

#### *Attendance Failure (AF)*

A student who violates the course or program attendance policy may be assigned an AF grade and be required to

repeat the course even if the student receives an overall passing course grade. If extenuating circumstances exist to excuse all or some of the course absences, evidence of such extenuating circumstances must be provided within 14 days from the AF grade notification.

#### *Course Repeat (RPT)*

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

#### *Withdrawal Grade (W)*

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

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

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

#### *Transfer Credit (TR)*

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

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

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

#### *Remediation Audit (RAU)*

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

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

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

### **Grade Appeal Policy**

1. The student is responsible for initiating contact with the instructor to discuss and resolve the grade dispute.
2. Should a resolution not be reached between the student and instructor, the student has the right to appeal to the Program Chair within 5 business days of last contact with the instructor and no more than 10 days since receiving the grade. The must be submitted using UMI Grade Appeal Form (<https://forms.gle/bs4r1gPjjQApFvkY8>)
3. The student is responsible for providing electronic copies of supporting documents she/he believes support the reason for the appeal.

4. The Program Chair will review all relevant materials pertaining to the appeal and may contact the student and/or the faculty with questions or clarifications. The Program Chair will arrive at a final decision within 10 business days from the date of submission of the appeal form. The decision of the Program Chair regarding the resolution of grade appeal is final.

## **Academic Assessment and Evaluation**

Levels of programmatic academic assessment and evaluation:

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

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

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

- Final Exam: 25%-30%
- Course quizzes and tests: 20-35%
- Special assignments/Homework/Projects: 15- 30%
- Class Participation: 5-10%

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

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

All lessons, assignments or projects will be graded/returned to the student no later than 10 days after receipt.

### *Course-Level Examinations*

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

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

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

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

### *Clinical Externship Evaluation*

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

### *Make-up Tests and Examinations*

Course-level tests and exams: All course-level tests and exams are to be taken as scheduled. If, due to extenuating

circumstances, a student must miss a test, the student is required to personally notify the instructor, program administrator or designee by following appropriate UMI communication policy for course absences/tardiness.

UMI does not have a program cumulative final examination.

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

## ATTENDANCE POLICY

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

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

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

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

NOTE TO VA STUDENTS: Refer to Insert E for VA attendance policy.

### *Penalties for Absences*

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

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

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

**Clinical Externship Attendance:** Attendance during Clinical Externship is governed by the Externship Site's attendance policy. The Externship Students are expected to fully adhere to the site's attendance policy, violation of which may result in a dismissal from the site and from the program. In addition, Externship Students' attendance is also governed by UMI 14 Consecutive Absences policy. Please refer to the Clinical Externship section of this catalog for more information on Externship policies.

### *Attendance Recording*

UMI monitors students' attendance with students "Absence Report." Each student has access to their own class and cumulative program "Absence Report" records where students are expected to record their absences and

tardies/leaving early. Instructors or school administrators monitor students' absence reports and update / correct them as necessary.

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

### *Excused Absences*

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

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

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

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

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

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

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

### *Leave of Absence (LOA)*

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

- The student must submit a request for the leave of absence in writing to the program administrator or designee for approval. The letter should state the reason(s) for the request.
- Reasons for a LOA that may be considered for approval include serious life circumstances or health- related conditions that prevent the student from attending school for a predetermined period of time. UMI may request supporting documentation before a LOA is granted.
- There must be a reasonable expectation that the student will return from the LOA as scheduled.

- A student returning from a LOA must resume training in the same module/sequence of courses in the academic program that he or she began the LOA. It means that the student's LOA may have to be set beyond the timeframe needed to address the reason for a LOA and may further prolong the student's timeline toward completion of the program.
- Failure to return from a LOA on or prior to the scheduled returned date will result in dismissal from the program.

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

NOTE TO VA STUDENTS: Refer to INSERT E for further information on how Leave of Absence may affect VA benefits.

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

*Communication regarding absences:* Students must notify the faculty and/or school administration of any absences or tardies in writing (via email or the online class portal) 24 hours prior to the scheduled class start or as soon as it is practical for any unforeseen absences. Only absences with the supporting documentation will be considered for an absence to be excused. Excused absences qualify for a make-up opportunity.

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

*Make-up policy:* A student who missed a lecture or laboratory class due to excused absences may have a make-up opportunity in the form of assignments or special projects. A student may also be granted permission to make up lecture/lab time through an authorized remediation audit of the course if the course is available during the same Module. Should a student not be able to complete make-up assignments, it may result in a failing grade ("F") for the course and will require a course repeat. Depending on the timeline, under some circumstances, the student may be required to withdraw from the program and to re-enter at the beginning of the next start date for the course retake.

#### *Attendance Monitoring*

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

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

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

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

# NON-ACADEMIC DISMISSAL & DISCIPLINARY ACTIONS

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

## *Type of Disciplinary Actions*

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

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

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

All disciplinary incidents up to and including program suspension and dismissal are managed by program administrator or designee, authorized school administrator, or clinical coordinator, if applicable. Suspensions range from 1-3 days, counted as unexcused absences for each offense. A student may appeal a program suspension and/or dismissal according to the program Reinstatement Policy outlined in this catalog. Students may appeal to receive a make-up opportunity from the program administrators or a designee. If approved, the make-up policy stated in the catalog will apply.

# GRIEVANCES, APPEAL, AND DUE PROCESS

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

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

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

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

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

#### A. Informal Resolution

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

#### B. Filing a Formal complaint

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

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

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

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the UMI's policy or procedure applicable.
- A proposed solution or action.
- If the formal complaint is not a violation of policy, law or standard practice guideline, the appropriate UMI administrator or staff will assist the complainant in resolving the issue with the appropriate resource, employee or employee group (i.e. supervisor, and campus designated contact person).

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

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

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

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

#### C. Appeal/Due Process

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

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



of the student's appeal. The appeal decision is sent to the School administrator and the student.

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

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

##### A. Informal Resolution

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

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

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

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

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

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

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

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

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

##### C. Appeal

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

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

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

# STUDENTS RECORDS AND INFORMATION

## *Student's Right to Privacy*

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

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

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

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

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

*Records of Grades, Evaluation & Assessment.* All student course grades are maintained electronically. All final course grades are recorded in the online DMS Program Portal, where students can view their final course grades and their program progress report at any time. A copy of the final program progress report and transcript is added to student files upon completion of the program.

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

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

## *Records of Student Advisements*

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

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

## *Student Record Maintenance*

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

security of student records.

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

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

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

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - b. Grades or findings from any examination of academic ability or educational achievement used for admission or course placement purposes;
  - c. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - d. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - e. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
2. A UMI transcript showing all of the following:
  - a. The courses that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - b. Credit based on any examination of academic ability or educational achievement used for admission or course placement purposes;
  - c. The name, address, website address, and telephone number of the institution;
  - d. The certificate granted and the date on which that certificate was granted;
  - e. The courses and units on which the certificate was based;
  - f. The grades earned by the student in each of those courses.
3. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
4. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
5. Copies of any official advisory notices or warnings regarding the student's progress; and
6. A copy of any formal complaints received from the student.

## COMMUNICATION AND STUDENT REPRESENTATION

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

### *New Students Orientation*

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

### *Policy Communication*

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

### *Student Representation*

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

Example of past UMI student self-governing activities and initiatives included:

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

## STUDENT SERVICES

### *New Student Orientation*

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

### *Tutoring Service*

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

### *Library Resources*

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

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

### *Equipment and Material Resources*

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

### *Open Lab*

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

## Career Development/Employment Assistance

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

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

All UMI students, graduates, and alumni are invited and encouraged to subscribe to UMI Career Development Resources Google Classroom Portal and to join the UMI Career Hub LinkedIn group.

### *Housing*

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you require permanent or temporary housing, you may research such sites as [www.rental.com](http://www.rental.com), [www.zillow.com](http://www.zillow.com), [www.airbnb.com](http://www.airbnb.com) and similar. The estimated cost of rental housing in the Sacramento area in 2021 is \$19,000 a year. Temporary housing (e.g. airbnb) starts at approximately \$35 per night.

### *Textbook Distribution*

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

### *Issuance of Transcripts*

Each student file will contain the student's electronic academic progress record. UMI also issues certified electronic transcripts that should satisfy most of the requirements for an official transcript. Should a student need a paper copy of a physical official transcript, a transcript fee of \$20.00 per copy will apply. Transcripts, attendance, grade records or any other information contained in the student file will be released to the student or other indicated institution only upon receipt of a written and signed request form.

UMI's electronic official transcript is Adobe Certified and contains a certified electronic signature of a UMI's authorized school official. All requests for transcripts must be submitted by email with an electronic signature using an official transcript request form. Payment must be made at the time of the request. Please allow 10 to 14 business days to process your request. To request a transcript, visit [www.unitedmedicalinstitute.com/transcript-request](http://www.unitedmedicalinstitute.com/transcript-request)

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

Students and graduates may submit their change of contact information and/or change of name directly through this [FORM](#) (also access the form through <https://www.unitedmedicalinstitute.com/documents-request>)

## STUDENT SAFETY

### *Prescribed Medications*

Any student taking prescribed medication or any over-the-counter mind/mood altering drug must disclose it to the

program or school administrator. Program attendance is prohibited for any student taking Type II Narcotics or any type of drug that induces sleep, anxiety, mood altering, or any behavior change from the considered normal state.

#### *Options for Pregnant Students*

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

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

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

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

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

#### *Suspicious behavior*

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

#### *Limitations*

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

Such occurrences will require a medical release.

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

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

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

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

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

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

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

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

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

#### *Student Safety and Ethical Conduct*

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

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

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

Students should NOT diagnose patients during examinations. A qualified clinical supervisor, technologist or a physician must be present in the room with the student for direct supervision of direct procedure performance.

Students should report any malfunction of equipment to the supervisor on duty or to the faculty member.

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

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

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

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

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

#### *Health and Safety*

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

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

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

#### *Substance Abuse and Testing*

Students may be required to pass a drug screening and criminal background check prior to the beginning of the

Clinical Externship III. Program tuition covers the initial drug and background screening as part of the clinical affiliate's screening requirement.

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

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

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

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

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

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

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

## CLINICAL EXTERNSHIP

### Diagnostic Medical Sonography

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

- Material is presented in class lectures and demonstrated in laboratory sessions.
- Written and laboratory performance testing.
- Practice in a laboratory setting.
- Experience in clinical settings under the direct supervision of UMI's clinical administrator and a clinical



preceptor.

- Documented time and case logs of cases in such categories as Observed, Assist, Perform.

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

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

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

Clinical 1: Students are required to complete a minimum 100 clinical hours within the first 20 weeks of the program-Module I.

Clinical 2: Students are required to complete a minimum 160 clinical hours within 40 weeks of Module II.

Clinical 3: Students are required to complete the remaining 540 within the last 6-8 months of the program.

#### *Clinical Externship Placement*

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

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

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

#### *Externship policies and rules*

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

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

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

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

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

#### *Travel Disclosure*

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

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

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

#### *Externship Expectations*

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

#### *Clinical Externship Schedule*

UMI students are required to complete a minimum 5 hours a week for Clinical 1; a minimum 4 hours a week for Clinical 2; a minimum of 20 hours per week for Clinical 3.

For Clinical 1 & 2, clinical hours are typically scheduled in the morning and/or afternoon and on weekends (Saturdays).

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

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

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

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

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

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

#### *Clinical Supervision of Students*

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

#### *Clinical Grades and Evaluation*

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

Clinical Externship Students are evaluated at the end of each of the three phases of Clinical Externship module: at

cumulative 100-hour mark; 260-hour mark; and 800-hour mark.

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

#### *Patient Confidentiality*

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

#### *CPR (Cardiopulmonary Resuscitation)*

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

#### *Health and Safety Requirements*

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

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

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

#### *Student Professional Liability Insurance*

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

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

## GRADUATION REQUIREMENTS

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

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

#### *Academic Requirements*

- Completion of didactic courses with a grade point average of at least 70% (C).
- For Diagnostic Medical Sonography Program: A student who earns a grade less than a "C" in any Module I

course may not progress to the next module until the course(s) has been satisfactorily repeated. A student who earns a grade less than a "C" in any Module II courses may not progress to Clinical 3 until the course(s) has been satisfactorily repeated.

- Scoring at least 70% (C) on all course-level final exams. Students who earn a passing overall grade for a course but fail a final exam (score below 70%) will be assigned a grade of "I" (Incomplete) for the course and will be required to retake and pass the final exam within 14 days from grade notification. Failure to receive a passing score on the final exam within 14 days and resolve the Incomplete grade may result in a failing grade for the entire course and will require a course repeat.
- Successful completion of the required laboratory performance/competencies check-offs for each laboratory course and the program as a whole, if applicable.
- Minimum satisfactory overall performance in clinical laboratory and externship modules.
- Completion of all clinical externship hours with evaluation scores of 76% or above.
- Completion of the Capstone Portfolio project.
- Completing program exit review session.

#### *Additional Requirements*

- 80% overall cumulative attendance
- Resolution of all unexcused absences prior to the last day of the program.
- Returning all items that belong to the program /school, or making restitution for any lost or damaged program/school property such as library/classroom books, charts, models, etc.
- Payment of all outstanding fees, per enrollment contract.

## CANCELLATION, WITHDRAWALS, AND REFUND

### **Student's Right To Cancel**

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

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

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee of \$100.00, within 30 days after the notice of cancellation is received.

### **Withdrawal from the program**

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 attempted 60 percent or less of the scheduled hours in the program period through the last day of attendance. The refund will be less an application fee of \$100 and less STRF fee. The refund will be paid within 30 days of withdrawal. If the student has completed more than 60 percent of the program period

the tuition is considered earned and the student will receive no refund.

**DMS Program Periods:**

- I. One (1) MOD I&II (Didactic & Clinical I&II) 1,180 hours
- II. Two (2) MODIII (Clinical III) 540 hours.

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

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

**Refund Calculation**

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 may terminate the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

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

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

If the amount of tuition (excluding non-refundable fees) that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the date the institution determines that you withdrew. If the tuition amount you are charged is more than the amount that you have already paid, then you will have to pay the difference.

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

Example 2-No Refund is due: A student completed 61 out of 100 hours scheduled for the program period when the student had to withdraw

from the program. It is determined that the student attempted 61% of scheduled hours for the program period (61 hours divided by 100 hours in program period). The hypothetical tuition for the program period of enrollment is \$1000 plus \$100 non-refundable application fee. The student has already paid full \$1000 tuition and \$100 application fee. Since the student attempted more than 60% of program period hours, the student is not eligible for a refund. The school will retain full tuition, \$1000, and \$100 non-refundable application fee.

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

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

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

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

NOTE TO VA STUDENTS: Refer to INSERT E for VA refund policy.

## PROGRAM REINSTATEMENT

### *Program Reinstatement Request*

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

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

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

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

### *Consideration for Re-Admitted Students*

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

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

- *Second Priority:* Other qualified and approved re-entering students.

# DIAGNOSTIC MEDICAL SONOGRAPHY-DIPLOMA

Hybrid Distance Learning: Zoom and Residential Delivery

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

**Standard Occupational Code: 29-2032**

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

## PROGRAM DESCRIPTION

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

## PROGRAM DELIVERY

The program is delivered with a blended method of delivery. All lectures are conducted as live interactive instructions via real-time video conferencing using Zoom. All laboratory and clinical training sessions are conducted in a residential format, on-campus or at a clinical site.

### Program Goals and Objectives

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

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

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

Goal 3: Students will exhibit professionalism, compassion, and ethics in patient care and interacting with the healthcare team.

### Program Educational Objectives

The program prepares graduates to:

1. Identify human gross anatomy, physiology, pathology, and pathophysiology relative to normal and abnormal sonographic imaging.
2. Apply ultrasound physics principles and instrumentation relative to diagnostic imaging.

3. Apply appropriate ergonomic scanning techniques.
4. Demonstrate entry level clinical skills and knowledge in the care of ultrasound patients.
5. Provide basic patient care and comfort while utilizing ethics, communication skills, professionalism, and HIPAA guidelines.

### Licensure and Certification (ARDMS)

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

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

### DMS PROGRAM CURRICULUM

Blended Residential and DE mode of instruction.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM "Z" indicates live instructions via Zoom		Total	Total	Program Schedule and Duration	
		Clock Hours	Quarter Credits	Module	Weeks
DMS30-Z	Anatomy & Physiology / Medical Terminology	120	12	MODULE I	20
DMS120-Z	SPI I & II	120	12		
DMS50-Z	Introduction to Sonography	40	4		
DMS501	Clinical I	100	3.3		
DMS200-Z	Abdominal Ultrasound	80	8	MODULE II	40
DMS201-Lab	Abdominal Ultrasound – LAB	80	4		
DMS210-Z	Small Parts Ultrasound	80	8		
DMS211-Lab	Small Parts Ultrasound – LAB	80	4		
DMS300-Z	OB/GYN Ultrasound	80	8		
DMS301-LAB	OB/GYN Ultrasound - LAB	80	4		



DMS400-Z	Vascular Ultrasound	80	8		
DMS401-Lab	Vascular Ultrasound-LAB	80	4		
DMS502	Clinical II	160	5.3		
DMS503	Clinical III	540	18	MODULE III	≈22
<b>PROGRAM TOTAL</b>		<b>1720</b>	<b>102.7</b>	<b>ALL MODULES</b>	<b>≈82</b>

### DMS PROGRAM STRUCTURE & FORMAT

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

#### *Module I*

Typical schedule includes 4-hour Zoom lecture classes on Tuesday, Wednesday, Thursday, and Saturday mornings. A typical Clinical 1 day is Monday morning and/or afternoon-5 hours a week minimum average.

#### *Module II*

Typical schedule includes 4 five-week alternating sessions of Zoom lectures and residential laboratory classes; 4 hours a day Mondays through Thursdays. All lecture classes are conducted in the morning; morning and evening lab sessions are available. A typical Clinical 2 day is Saturday morning and/or afternoon--4 hours a week minimum average.

#### *Module III*

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

### Maximum Course Enrollment

Lecture: 25; Lab: 20

### DMS COURSE DESCRIPTION

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

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

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

In this course, students study the fundamentals of ultrasound (US) in diagnostic medical sonography. This course will introduce students to the foundations of clinical sonography, essentials of patient care, ethics, patient's rights and HIPAA, as well as communications principles for healthcare professionals. The course also emphasizes the basic ultrasound imaging: principles, techniques, ultrasound terminology, knobology

and scanning protocols. In addition, this course will introduce students to the 10- step process of a complete examination, including patient care and bedside manner, obtaining patient medical history, and completing an exam report using appropriate terminology. The ergonomics and musculoskeletal issues in the sonography field are also discussed. Prerequisites: None

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and practice appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal measurement and assess the gestational age. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

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

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

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

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

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

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

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

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

In CE II, the students will build on the skills and knowledge they developed in CE I. In CE II, the students begin directly assisting and performing independently the processes and procedures related to patient intake and ultrasound records. The students will observe and directly assist with ultrasound procedures and scanning protocols. Prerequisites: Successful completion of CE I and concurrent enrollment or successful completion of MOD II coursework.

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

In CE III, the students will build on the skills and knowledge they developed in CE I and CE II. In CE III, the student will be observing, directly assisting, and performing independently ultrasound procedures under close supervision by a qualified medical diagnostic sonographer. Prerequisites: Successful completion of CE II and successful completion of MOD II or permission from Clinical Administrator.

## **TUITION AND COST OF ATTENDANCE**

### **Tuition Payment Options:**

UMI TUITION PAYMENT PLAN: UMI offers institutionally funded tuition payment plan options for up to 60 months. Tuition payments are processed through a third-party TILA-compliant provider. No credit check is required. Tuition down payment is required for all UMI-funded tuition payment options.

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

VETERANS: UMI is approved to accept VA Chapter 31 VR&E and Chapter 33 Post 9/11 GI Bill® program participants. Students should consult with VA regarding their educational benefits and eligibility.

**DMS PROGRAM TUITION & COST**

<i>Estimated Program Cost</i>	
Program Application Fee (non-refundable)*	\$100.00
Student Tuition Recovery Fund (non- refundable)**	\$18.00
Technology (non-refundable after cancellation date)	\$2,450
Uniform (non-refundable after cancellation date)	\$50.00
Program Tuition	\$33,300
Program Period I: MODI&II	\$31,800
Program Period II: MODIII	\$1,500
Total Program Cost***	\$35,918

\*NOTE TO VA STUDENTS: Refer to INSERT E for VA Refund Policy CFR 21.4255

\*\*STRF: As of 02/08/2021, \$0.50 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*\*Estimated Charges for a period of attendance

**DMS Program Periods:**

1. One (1) MOD I&II (Didactic & Clinical I&II) 1,180 hours
2. Two (2) MODIII (Clinical III) 540 hours.

**Included in Uniform Fee: \$50.00**

- One set of uniform scrubs

**Included in Technology Fee: \$2,450.00**

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

**Not included in Tuition and Fees - Required**

## MODULES I &amp; II

- Required: Textbooks (purchased by the student) may be ordered from any online booksellers such as Amazon ([www.amazon.com](http://www.amazon.com)). Estimated price for required textbooks is \$1,200.
- Prior to Clinical 3:
  - Required: Pre-clinical CPR training – approximately \$50-60.00
  - Required: Pre-clinical Individual Professional Liability insurance. UMI recommends purchasing insurance through the [Society of Diagnostic Medical Sonography \(SDMS\)](#).--approximately \$75 per year.
  - Required: Immunization, vaccination, general physician's release.

The total charges for the two periods of attendance including the cost of the entire program and payments to third parties are estimated at \$37,300.00.

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

- Test-out proctored exams for approved transfer credit courses-\$150 per test (not refundable after cancellation period)
- Optional: Additional set(s) of uniform - \$55.00 per set
- Official Transcript: \$20.00 each.
- As Needed: Repeat background/drug screening current vendor charge is up to \$160.00.

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

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

Laboratory and Clinical 1 & 2: During the first 60 weeks of the program, students will be required to attend at least one day of clinical training at a designated clinical affiliate facility in Citrus Heights, California and total of 20 weeks / 4 days a week of in-person laboratory courses in Module II conducted at the school's main facility in Citrus Heights, California.

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

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

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

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under

its control, nor does it offer student housing or travel assistance. Students are encouraged to research potential housing and travel expenses on such sites as [www.rental.com](http://www.rental.com), [www.zillow.com](http://www.zillow.com), [www.airbnb.com](http://www.airbnb.com) and similar. In 2021, the estimated cost of rental housing in the Sacramento area is \$19,000 a year. Temporary housing (e.g. airbnb) starts at approximately \$35 per night.

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

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

### ***VA Student Responsibility Disclosure***

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

## **ADDITIONAL POLICIES & DISCLOSURES**

### **Laboratory Simulation**

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

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

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

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

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

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

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

### **Required Disclosures**

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

Neither United Medical Institute nor its Diagnostic Medical Sonography non-degree program hold accreditation by an accrediting agency recognized by the United States Department of Education.

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

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

## **CATALOG UPDATE POLICY**

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

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

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

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling a toll-free telephone number (888) 370 - 7589 or by completing a complaint

form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).



# UNITED MEDICAL INSTITUTE

We are a small community bound to do big things



# INSERT A: FACULTY & ADMINISTRATION

## UMI FACULTY & ADMINISTRATION

Name	Title	Credentials
Inna Lisker, BS, MBA, Ph.D Contact: M & F: 10AM-1PM By Appointment info@unitedmedicalinstitute.com	President / CEO	BS-University of Illinois, Urbana-Champaign; MBA-University of California, Irvine; PhD-Capella University; Master of Liberal Arts-Journalism - Harvard University; Graduate Certificate in Legal Studies and in Digital Storytelling-Harvard Extension School.
Naseer Hekmatjo, M.D., RDMS Contact: M-F: 1PM-4PM By Appointment naseerh@unitedmedicalinstitute.com	Vice President / Clinical Administrator / DMS Faculty (FT)	MBBS/MD-Nangarhar University Faculty of Medicine, Afghanistan.
Angeles Perez-Agosto, BS, MBA, RDMS, RVT, RMSKS Contact: Sa: 8AM-10AM By Appointment angelesp@unitedmedicalinstitute.com	DMS Program Chair / DMS Faculty /Faculty (FT)	AS in Medical Sonography-Colegio Universitario del Este, Rio Piedras; Bachelor Degree in Health Science in Cardiovascular Sonography-Universidad del Este, Carolina; MBA-University of Phoenix.
Juanita "Jenny" Vargas, BS, RDMS Contact: By Appointment jennyv@unitedmedicalinstitute.com	DMS Faculty-MODI&II (PT)	Post Graduate Certificate-Diagnostic Ultrasound-Colegio Universitario Del Este, Carolina, PR; Bachelor's Degree-Biology-Universidad De Puerto Rico; Online Teaching Certification- Cuniversidad Ana G. Mendez, Carolina, PR.
Faisal Ahmad Hikmatjo, RDMS, RVT Contact: By Appointment faisalh@unitedmedicalinstitute.com	DMS Faculty-MODI & MODII (PT)	MBBS/MD-Nangarhar University Faculty of Medicine, Afghanistan
Prenu Skaria, MBBS, MPH Contact: By Appointment prenus@unitedmedicalinstitute.com	DMS Faculty-MODI (PT)	Master's Degree in Public Health-Purdue University Global magna cum laude MBBS/MD-Sri Siddhartha Medical College - Karnataka, India
Nirav K Nimavat, MBBS, MD Contact: By Appointment niravn@unitedmedicalinstitute.com	DMS Faculty-MODI (PT)	MBBS / MD-P.D.U. Medical College, Rajkot, India Fellowship in "Advanced Program in Clinical Research" Post Graduate Certificate Course in Health System And Management
Guillermo Renderos, FMD, MHA, RDMS, RVT,RT(R) Contact: By Appointment guillermo@unitedmedicalinstitute.com	DMS Faculty-MODI&II (Adj)	Doctor In Medicine and Surgery - Alberto Masferrer University, El Salvador; Master In Health Care Administration-California State University, Bakersfield.

## INSERT B: SCHOOL HOLIDAYS & BREAKS

<b>2021 SCHOOL HOLIDAYS &amp; BREAKS</b>		
<b>HOLIDAY</b>	<b>NO CLASSES</b>	<b>SCHOOL CLOSED</b>
WINTER BREAK	12/21/2020-01/03/2021	12/25/2020 & 01/01/2021
MLK	01/18/2021	
PRESIDENT DAY	02/15/2021	02/15/2021
MEMORIAL DAY	05/31/2021	05/31/2021
INDEPENDENCE DAY / SUMMER BREAK	07/04/2021-07/10/2021	07/05/2021
LABOR DAY	09/06/2021	09/06/2021
VETERAN'S DAY	11/11/2021	
THANKSGIVING	11/25/2021-11/26/2021	11/25/2021 & 11/26/2021
WINTER BREAK	12/19/2021-01/02/2022	12/27/2021 & 12/31/2021

# INSERT C: DMS ACADEMIC CALENDAR

## SCHEDULE OF CLASSES

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

### Clinical Externship

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

MODULE 1					MODULE 2				
TERM STARTS	TERM ENDS	COURSES	Days	Time	TERM STARTS	TERM ENDS	COURSES	Days	Time
1/25/2021	4/4/2021	SPI I&II-ZOOM	Tu, W, Th	8AM-12PM	1/25/2021	2/28/2021	VSC ZOOM LEC	M, Tu, W, Th	8AM-12PM
		INTRO TO SONO-ZOOM	Sa	8AM-12PM	3/1/2021	4/4/2021	VSC -LAB	M, Tu, W, Th	8AM-12PM OR 5PM-9PM
4/5/2021	6/13/2021	A&P; MT-ZOOM	Tu, W, Th	8AM-12PM	4/5/2021	5/9/2021	OB/GYN-ZOOM LEC	M, Tu, W, Th	8AM-12PM
		INTRO TO SONO-ZOOM	Sa	8AM-12PM	5/10/2021	6/13/2021	OB/GYN-LAB	M, Tu, W, Th	8AM-12PM OR 5PM-9PM
6/14/2021	8/29/2021	SPI I&II-ZOOM	Tu, W, Th	8AM-12PM	6/14/2021	7/25/2021	ABD-ZOOM LEC	M, Tu, W, Th	8AM-12PM
		INTRO TO SONO-ZOOM	Sa	8AM-12PM	7/26/2021	8/29/2021	ABD-LAB	M, Tu, W, Th	8AM-12PM OR 5PM-9PM
8/30/2021	11/7/2021	A&P; MT-ZOOM	Tu, W, Th	8AM-12PM	8/30/2021	10/3/2021	SP ZOOM LEC	M, Tu, W, Th	8AM-12PM
		INTRO TO SONO-ZOOM	Sa	8AM-12PM	10/4/2021	11/7/2021	SP -LAB	M, Tu, W, Th	8AM-12PM OR 5PM-9PM
11/8/2021	1/30/2022	SPI I&II-ZOOM	Tu, W, Th	8AM-12PM	11/8/2021	12/12/2021	VSC ZOOM LEC	M, Tu, W, Th	8AM-12PM
		INTRO TO SONO-ZOOM	Sa	8AM-12PM	12/13/2021	1/30/2022	VSC -LAB	M, Tu, W, Th	8AM-12PM OR 5PM-9PM

CLINICAL 1&2			
TERM STARTS	TERM ENDS	UMI Community Imaging Clinic	
1/25/2021	2/28/2021	M 12:30pm-4:30pm	S 8am-4pm
3/1/2021	4/4/2021	M 12:30pm-4:30pm	S 8am-4pm
4/5/2021	5/9/2021	M 12:30pm-4:30pm	S 8am-4pm
5/10/2021	6/13/2021	M 12:30pm-4:30pm	S 8am-4pm
6/14/2021	7/25/2021	M 12:30pm-4:30pm	S 8am-4pm
7/26/2021	8/29/2021	M 12:30pm-4:30pm	S 8am-4pm
8/30/2021	10/3/2021	M 12:30pm-4:30pm	S 8am-4pm
10/4/2021	11/7/2021	M 12:30pm-4:30pm	S 8am-4pm
11/8/2021	12/12/2021	M 12:30pm-4:30pm	S 8am-4pm
12/13/2021	1/30/2022	M 12:30pm-4:30pm	S 8am-4pm

# INSERT D: CE HEALTH & SAFETY CHECKLIST

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

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

## STANDARD IMMUNIZATION CHECKLIST

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

# INSERT E: VA STUDENTS POLICIES

## 1. Satisfactory Progress

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate within the approved length of the program. Progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for you to complete your training within the standard time, your progress must be measured at a level in keeping with school policy. If your progress is not satisfactory in any school measured portion of the program, you will be notified of such and placed on probation for one SAP Evaluation Period, at which time your progress will again be evaluated. If satisfactory improvement of achieving minimum 2.0 GPA is not made by the end of this probationary period, your benefits will be terminated. (You may, however, be able to continue your training in accordance with school policy.) **Note:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement. To use the remaining entitlement, you would have to enroll in a new program.

## 2. Attendance

VA students are required to comply with all components of UMI's general attendance policy, including the 14 consecutive absences policy, 80% class attendance policy, and 80% overall program attendance policy. Refer to the UMI Attendance Policy section of this Catalog for a complete description.

Per CFR 21.4253(d)(5), a veteran or eligible person whose cumulative program attendance falls below 80% shall be placed on attendance probation. If the student's attendance does not improve to the required 80% overall program minimum by the conclusion of the attendance probationary period, the veteran benefits will be terminated.

VA students are required to maintain a minimum 22-hour-a-week school schedule to qualify for full-time benefits. The 22-hour schedule includes didactic and/or clinical portions of the program.

Official school holidays or breaks are not considered days of absence, but cumulative tardiness or leaving early are.

Veterans or other eligible persons who have been interrupted for VA pay purposes because of excessive absences will not be reinstated prior to ONE MONTH from the date of interruption. A veteran or other eligible person who has been interrupted for VA pay purposes for excessive absences caused by an emergency or emergencies such as personal illness or death in the immediate family, jury service, etc., may re-enter training upon presentation of acceptable evidence to the institution. Such evidence will be made a part of the student's file.

## 3. Leaves of Absence

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed that period stated in the catalog, and shall be for specific and acceptable purposes. The school attendance records will show leave of absence granted.

A written request for leave of absence properly dated and signed by both the student and the school administrator must be placed in the individual student file prior to the effective date of such leave of absence.

The school certifying official is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional

Processing Office using the Notice of Change in Student Status. If the student fails to return from leave, he or she will be automatically terminated, and a refund will be completed within forty (40) days.

**4. Program Withdrawal and Refund**

Per VA Refund Policy, CFR 21.4255:

In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged for tuition, fees, and other charges for a portion of the course will not exceed \$10.00 registration fee plus 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 bears to the total length. A refund will be completed within forty (40) days.

**5. Program Completion**

The VA student's educational benefits expire on the earliest of either the date the student reached the total hours approved for the program, or on the date the student completes or terminates enrollment in the program. The student must notify the school's VA Certifying Official of program completion or withdrawal as soon as possible so that the VA can be informed within 30 days.

**6. VA Student Responsibility Disclosure**

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

## INSERT F: VA STUDENTS ACKNOWLEDGEMENT FORM

United Medical Institute. 5750 Sunrise Blvd., Suite 105 Citrus Heights, CA 95610

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# INSERT G: VA SCHOOL COMPLIANCE FORM

## Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions are required to sign this compliance form to confirm the Institution's compliance with the requirements as outlined.

**Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below**

**NOTE:** A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

• **United Medical Institute** permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

**United Medical Institute** does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The signature on this compliance document attests that United Medical Institute currently complies with the requirements of 38 USC 3679(e).

Inna Lisker, President/CEO

Print Name and Title of Official



Signature and Date 02/05/2020

## INSERT H: PROGRAM ADVISORY COMMITTEE

### DMS PROGRAM ADVISORS

Advisor Name	Organization	Title	E-mail
Ziaulhaq (Zia) Yama	Kaiser Permanente / UMI Community Imaging Clinic, Sonographer/ Clinical Supervisor	DMS Program Advisor	<a href="mailto:ziayama@gmail.com">ziayama@gmail.com</a>
Farideh Mousavi, BS. BA. ARDMS, RVT (VT), MSK	Community Based Education & Development College (CBD), Clinical Coordinator & Instructor	DMS Program Advisor	<a href="mailto:Fmousavi@cbd.edu">Fmousavi@cbd.edu</a>
Mohammad S Dhamrah, RDMS, RVT, VT	Sonographer, Good Samaritan Hospital	DMS Program Advisor	<a href="mailto:doc.dhamrah@yahoo.com">doc.dhamrah@yahoo.com</a>
Roman Boiko	American Career College, Instructional Designer	DMS Program Advisor	<a href="mailto:rboiko1@gmail.com">rboiko1@gmail.com</a>
Prof. Miriam Rodriguez	Universidad Central del Caribe, DMS Program Coordinator	DMS Program Advisor	<a href="mailto:miriam.rodriguez@uccaribe.edu">miriam.rodriguez@uccaribe.edu</a>
Dr. Faisal Hikmatjo	Cosumnes River College, DMS Program Director/ Professor at Cosumnes River College	DMS Program Advisor	<a href="mailto:drfaisal.ahmad2000@gmail.com">drfaisal.ahmad2000@gmail.com</a>
Dr. Sajad Janmohamed	Saha Health Care Community Center, Medical Director	DMS Program Advisor	<a href="mailto:janmoxmd@gmail.com">janmoxmd@gmail.com</a>
Carl Brunswick	Ruth and Norman Rales Jewish Family Services, VP of Career and Employment Services	DMS Program Advisor	<a href="mailto:cbruns71471@yahoo.com">cbruns71471@yahoo.com</a>
Roya Tadayyon	Sierra Nevada Memorial Hospital Foundation, Sonographer	DMS Program Advisor	<a href="mailto:roya.danra@gmail.com">roya.danra@gmail.com</a>
Rajvir Sanghera	RadNet Ultrasound Technologist	DMS Program Advisor; UMI Graduate	<a href="mailto:rimpy0709@gmail.com">rimpy0709@gmail.com</a>

# INSERT I: UMI BOARD OF ADVISORS

## UMI BOARD OF ADVISORS

Advisor Name	Organization	Title
Inna Lisker, MBA, MLA, PH.D.	Careda dba United Medical Institute-President, CEO, COO, CAO	UMI Board of Advisors-Chair
Paul Bott, Ed.D.	Paul Bott & Associates, Inc.; Department Chair, CSULB (retired)	UMI Board of Advisors-Compliance & Curriculum
Sandy Sarge, Master of Accountancy, Cost Accounting/Auditing	SARGE ADVISORS, LLC-President	UMI Board of Advisors- Finance
Roman Boiko, MEd- Learning Technologies & Design	American Career College-Instructional Designer	UMI Board of Advisors-Distance Learning/Education
Hasan Mostaghimi, MBA	Bank of America-Consultant	UMI Board of Advisors-IT, Marketing, Finance
Carl Brunswick, MBA	Ruth and Norman RalesJewish Family Services, VP of Career and Employment Services	UMI Board of Advisors-Marketing, Student Services, HR
Sandra Gracia	Campus President, International Education Corporation	UMI Board of Advisors,-Student Services, Operations

# INSERT J: STUDENT IDENTITY VERIFICATION

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

UMI applies the following methods of student identity verification:

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

**Application and Admission:**

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

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

**New Students:**

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

**New and Continuing Students:**

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

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

**Access to Clinical Portal -TracPrac**

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

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