



SACRAMENTO ULTRASOUND INSTITUTE 2024-2025 CATALOG ADDENDUM

Effective Date: 3/31/2025

Subject: Policy Additions and Updates

This addendum formally supplements the Sacramento Ultrasound Institute (SUI) 2025 Catalog. The following policies are hereby adopted and enforced for all enrolled students, alumni, faculty, and staff. These additions support institutional goals of academic excellence, professional development, and safe clinical practices.

1. Alumni Lab Use Policy

Purpose:

Sacramento Ultrasound Institute (SUI) recognizes the value of alumni engagement and is pleased to offer limited access to lab facilities for alumni use. This policy outlines the procedures and expectations for alumni wishing to utilize campus lab resources while ensuring minimal disruption to current student learning and maintaining the integrity of the lab environment.

Eligibility and Access:

- **Approval Required:** All alumni must obtain prior approval from the Program Director before accessing campus lab facilities. Requests should be submitted in writing or email, detailing the intended purpose and timeframe for lab use.
- **Scheduling:** The Program Director, in coordination with staff, will schedule alumni lab use during time slots that do not conflict with current student coursework or clinical rotations in SUI programs. A shared online calendar will be maintained and accessible to relevant faculty and staff.

- **Liability Waiver:** Alumni undergoing scans in the lab must sign a liability waiver, acknowledging the potential risks associated with the procedure and releasing SUI from any liability. The signed waiver will be kept on file at the campus.

Lab Use Procedures:

- **Check-in and Check-out:** All alumni using the lab facilities must adhere to a check-in and check-out process with designated staff members.
- **Equipment Use:** Alumni must follow all lab safety protocols and guidelines for equipment use. Any damage to equipment must be reported immediately to staff.
- **Supervision:** Alumni may be required to be supervised by SUI faculty or staff during their lab use, depending on the nature of their activities.

Expectations and Responsibilities:

- **Respectful Conduct:** Alumni are expected to maintain a professional and respectful demeanor while on campus and to adhere to all SUI policies and codes of conduct.
- **Minimal Disruption:** Alumni lab use should be conducted in a manner that minimizes disruption to current student learning and clinical activities.
- **Privilege:** Access to campus lab facilities is a privilege extended to alumni, and continued access is contingent upon adherence to this policy and responsible lab use.

Policy Review: This policy will be reviewed and updated periodically by program faculty to ensure its continued alignment with program goals, alumni engagement initiatives, and institutional policies.

2. ARDMS Registry Examination Requirements

Purpose:

This policy establishes the requirements and procedures for Sacramento Ultrasound Institute (SUI) students taking the Sonography Principles & Instrumentation (SPI) examination administered by the American Registry for Diagnostic Medical Sonography (ARDMS). The policy aims to ensure that students possess a solid foundation in the fundamental principles and instrumentation of ultrasound before progressing to advanced coursework and clinical experiences.

Eligibility: Students become eligible to sit for the SPI examination upon successful completion of the Ultrasound Physics (DMS 200) course with a grade of "C" or higher¹.

Timeframe for Examination: Eligible students are required to take the SPI examination within 60 days of completing the DMS 200 course. This timeframe is designed to encourage students to take the examination while the course material is still fresh in their minds, maximizing their chances of success.

Examination as a Prerequisite: Passing the SPI examination is a mandatory prerequisite for starting clinical rotations in the DMS or CS programs. This requirement ensures that students enter the clinical setting with a demonstrated understanding of the fundamental principles underlying sonographic imaging.

Procedure:

- **Notification:** Upon achieving a grade of "C" or higher in DMS 200, students will be officially notified of their eligibility to take the SPI examination. This notification will include information on registration procedures, examination deadlines, and available resources to support exam preparation.
- **Registration:** Students are responsible for registering for the SPI examination through the ARDMS website within the designated 60-day timeframe.
- **Examination Scheduling:** Students are responsible for scheduling their examination appointment with an approved ARDMS testing center. They are also responsible for any associated exam fees, rescheduling costs, and ensuring they meet all application and identification requirements.
- **Verification of Results:** Students must provide official score reports from ARDMS to the DMS or CS Program Director and registrar at registrar@sui.edu verifying successful completion of the SPI examination prior to the start of their clinical rotation.

Consequences of Non-Compliance: Failure to take or pass the SPI examination within the specified timeframe will result in dismissal from the DMS or CS programs at Sacramento Ultrasound Institute.

¹ At SUI, most programs require a minimum of 75% to be considered a passing grade of "C."

3. Attendance Policy

Importance of Attendance: Regular and punctual attendance is crucial for academic success in the Imaging Science program at Sacramento Ultrasound Institute. Due to the intensive nature of the program and the hands-on learning involved, missed class or clinical time cannot be fully replicated. Therefore, consistent attendance is essential for mastering the required knowledge and skills.

Attendance Requirements:

- **Scheduled Attendance:** Students are expected to attend all scheduled classes, labs, and clinical rotations on time.
- **No Make-Up Time:** Missed clinical or lab time cannot be made up.²
- **Tardiness:** Two instances of tardiness (arriving late by 15 minutes or more) will be considered equivalent to one absence. Habitual tardiness is unacceptable. Students are not permitted to stay late at the clinical site to make up for tardiness.

Absence Limits and Consequences:

- **Dismissal:** Missing more than three (3) clinical or lab days per semester will result in dismissal from the program.
- **Annual Absence Limit:** Students are allowed a maximum of thirty-two (32) hours of absence from the program per year, regardless of the reason for the absence. Exceeding this limit will result in dismissal from the program.
- **No Excused Absences:** The program does not distinguish between "excused" and "unexcused" absences. All absences are counted towards the annual limit.
- **Leave of Absence (LOA):** Students facing extenuating circumstances that may require extended time away from the program should consult with the Program Director about the possibility of requesting a Leave of Absence (LOA).

Progressive Notification:

- **3 Days Absence:** After three (3) days of absence (consecutive or intermittent), the student will be notified in writing of their attendance status.

² Exceptions may be made at the discretion of the Program Director based on individual circumstances and program policy

- **5 Days Absence:** After five (5) days of absence, the student's record will be reviewed by the supervisor and faculty, and the student will be notified in writing of their attendance status.
- **7 Days Absence:** After seven (7) days of absence, the student will be notified in writing of their attendance status and may be subject to further disciplinary action, including probation or dismissal.

Student Responsibilities:

- **Missed Curriculum:** Students are responsible for all material missed during any absence, regardless of the reason. They must arrange with the instructor to review missed lab or didactic content.
- **Notification of Absence:** Students must notify their instructor and/or Clinical Coordinator of any absence or tardiness on the same day.

Policy Review: This attendance policy will be reviewed and updated periodically to ensure its continued alignment with program goals and accreditation standards.

4. Clinical Site Placement Policy

Purpose:

The Clinical Site Matching Policy ensures a fair, structured, and effective approach to assigning students to clinical rotations. Clinical placements are essential for practical training, and proper site selection is critical to supporting academic success and career readiness.

Placement Criteria:

Placements are determined through a holistic evaluation of multiple factors, including:

- Academic performance and progression
- Professionalism and behavior evaluations
- Feedback and evaluations from faculty and instructors
- Student personality and communication skills
- Geographical location and distance from the campus
- Preferences expressed by clinical sites and clinical instructors
- Student program track and available clinical site resources

Finality of Assignment: All clinical site assignments made by the Program Director and Clinical Coordinator are considered final. Students are expected to comply with the assignment provided and report to the designated site as scheduled.

Failure to Comply: Refusal to accept an assigned clinical site without prior review and written approval from the Program Director may result in dismissal from the program. Continued enrollment is contingent upon successful participation in all required clinical rotations.

Policy Oversight: This policy is reviewed annually to ensure alignment with educational goals, clinical site expectations, and accreditation standards.

5. Updated Standard Grading Policy

Purpose:

This policy outlines the updated grading standards used to evaluate academic performance and assign final grades for all enrolled students. It ensures consistent and transparent evaluation aligned with institutional standards.

Grading Scale:

Grade	Description	Percentage Range	Grade Points
A	Excellent	95% – 100%	4.00
B	Above Average	85% – 94%	3.00
C	Average	75% – 84%	2.00
D	Below Average	60% – 74%	1.00
F	Failing	0% – 59%	0.00
Failed	Failed the Course	0% – 74%	0.00
I	Incomplete	N/A	0.00
W	Withdraw	N/A	0.00
TR	Transfer Credit	N/A	0.00

Note: A minimum grade of **75% (C)** is required to pass. Any grade below 75% (D, F, or Failed) is considered **failing**, and the student must **repeat the course**.