



SUI

ASPIRE. ACHIEVE. SOAR.



SACRAMENTO ULTRASOUND INSTITUTE

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2025 — 2026

PUBLISHED DATE: 6/25/25

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Welcome Message

Congratulations!

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



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

A handwritten signature in black ink that reads "Samuel Yarmagyan". The signature is fluid and cursive, with the first name "Samuel" on the top line and the last name "Yarmagyan" on the bottom line.

Samuel Yarmagyan
Chief Operating Officer

Accreditations & Approvals

Institutional Accreditation

The Accrediting Bureau of Health Education Schools (ABHES) institutionally accredits Sacramento Ultrasound Institute. This accreditation signifies that the institution meets or exceeds established standards of quality in postsecondary health education. Please note that ABHES accreditation does not extend to continuing education courses. ABHES is recognized by USDE.

ABHES Contact Information:
6116 Executive Boulevard, Suite 730
North Bethesda, MD 20852
Phone: (301) 291-7550

Veterans' Assistance

Sacramento Ultrasound Institute is approved to provide education and training for veterans and other eligible individuals under applicable U.S. Department of Veterans Affairs (VA) programs. This authorization allows qualified veterans, active-duty service members, and their eligible dependents or spouses to utilize GI Bill® and Vocational Rehabilitation and Employment (VR&E) benefits toward training in Medical Assisting, Diagnostic Medical Sonography, and MRI Technology programs.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information on education benefits offered by the VA, please visit the official website: <https://www.benefits.va.gov/gibill>.

Programmatic Accreditation

The Diagnostic Medical Sonography and Cardiac Sonography programs at Sacramento Ultrasound Institute are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Please note that this accreditation applies solely to these programs and does not extend to continuing education courses.

For more information, CAAHEP may be contacted at:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street, 7709
Seminole, FL 33775
Phone: (727) 210-2350

Approval Disclosure Statement

Sacramento Ultrasound Institute is approved to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94915. This approval indicates that the institution is in compliance with the minimum standards established by California law for private postsecondary educational institutions. However, it does not constitute an endorsement or recommendation by the State of California or the Bureau.

Instruction at Sacramento Ultrasound Institute is delivered in a blended format, combining both distance education and in-person, residential learning. The facility is designed to accommodate up to 100 students on-site at any given time.

In accordance with the California statute, students who successfully complete their program of study will be awarded an appropriate certificate of completion. This certificate serves as formal recognition of the student's achievement.

Prospective students are strongly encouraged to visit the campus and speak with school representatives to discuss their educational goals and career plans prior to enrolling or signing any enrollment agreement.

About SUI

Our Values

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

Mission Statement

Shaping exceptional healthcare professionals through innovative education.

Statement of Ownership

Sacramento Ultrasound Institute is organized as an S Corporation and is privately owned by Sima Dermishyan, who also serves as the institution's Chief Executive Officer.

Sacramento Ultrasound Institute has not filed for, nor been involved in, any bankruptcy proceedings. The institution does not have a pending bankruptcy petition, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the past six years, nor had a petition filed against it during that time resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Executive Officers

- Sima Dermishyan, CEO
- Samuel Yarmagyan, COO

Our History

Sacramento Ultrasound Institute (SUI) was originally incorporated in the State of California in 1983, offering programs in Drafting, Computer-Aided Design (CADD), and other computer-related disciplines. In 2001, the institution—then known as Sierra Hi-Tech—rebranded as the College of Career Training and introduced its Diagnostic Medical Sonography program, marking a pivotal shift toward allied health education.

The school adopted its current name, Sacramento Ultrasound Institute, in 2011 to reflect its evolving mission and healthcare focus. In 2015, SUI achieved accreditation from the Accrediting Bureau of Health Education Schools (ABHES), reinforcing its commitment to quality education and continuous improvement in the medical imaging field.

College Campus

Sacramento Ultrasound Institute is located at 1765 Challenge Way, Suite 200, Sacramento, California. The campus occupies the entire second floor of a two-story Class B office building constructed of wood framing and concrete. The second floor encompasses 12,426 square feet and offers 98 surface parking spaces. The facility is designed to accommodate up to 80 students at any given time.

The academic facilities include two Diagnostic Medical Sonography/Cardiac Sonography labs, a Radiography lab, an Invasive Cardiovascular lab, and a multi-purpose lab. Each sonography lab houses eight ultrasound machines, representing a range of industry-standard systems such as the GE Logiq E, GE Voluson 730, Acuson Cypress, Acuson Sequoia, Samsung HS50, Whale P9, GE S8, and others. All machines are paired with ergonomic chairs and exam beds to simulate real-world clinical environments. The labs are further enhanced with DMS simulators, phantoms, and clinical-grade equipment to support hands-on learning.

To support student life, the campus features a spacious cafeteria and study area, accessible during regular business hours. The student lounge is equipped with a refrigerator and microwave for convenience.

All instructional labs include dry-erase boards, sinks, and LCD projectors. Classrooms and labs also feature anatomical models, including skeletal, torso, and organ models, to reinforce visual and practical learning.

Memberships & Associations

Accrediting Bureau of Health Education Schools (ABHES)

Sacramento Ultrasound Institute (SUI) is institutionally accredited by ABHES, ensuring that its academic programs meet nationally recognized standards of quality and rigor.

American Registry of Radiologic Technologists (ARRT)

SUI's MRI Technologist and Diagnostic Medical Sonography programs are recognized by the ARRT, supporting graduate eligibility for national certification.

Bureau for Private Postsecondary Education (BPPE)

SUI is approved to operate by the California BPPE, affirming compliance with the state's educational regulations and requirements.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

SUI's Diagnostic Medical Sonography and Cardiac Sonography programs are accredited by CAAHEP, based on the recommendations of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) and the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), respectively.

California Association of Private Postsecondary Schools (CAPPS)

SUI is a member of CAPPS, which advocates for the interests and advancement of private postsecondary education in California.

California Department of Public Health (CDPH)

SUI's Radiologic Technologist program is approved by the CDPH, meeting state requirements for radiologic technology education.

Career Education Colleges and Universities (CECU)

As a member of CECU, SUI aligns with a national network of institutions committed to advancing post-secondary career education.

Society of Diagnostic Medical Sonographers (SDMS)

SUI is a member of SDMS, a professional organization dedicated to the advancement of diagnostic medical sonography.

U.S. Department of Education

SUI is authorized to participate in Title IV federal financial aid programs, allowing eligible students to apply for financial assistance in support of their educational goals.

SUI ACADEMIC CALENDAR 2025-2028

WINTER QUARTER	2025	2026	2027	2028
New Year's Day Observed	January 1	January 1	January 1	January 3
First Day of Instruction	January 6	January 5	January 4	January 4
Martin Luther King's Day	January 20	January 19	January 12	January 17
<i>Mid Quarter</i>	<i>February 10</i>	<i>February 17</i>	<i>February 16</i>	<i>February 14</i>
Presidents' Day	February 17	February 16	February 15	February 21
Last day of Instruction	March 21	March 27	March 26	March 24
Inter-quarter break	March 24-28	March 30-Apr 3	March 29-Apr 2	March 27-31
SPRING QUARTER	2025	2026	2027	2028
First Day of Instruction	March 31	April 6	April 5	April 3
<i>Mid Quarter</i>	<i>May 12</i>	<i>May 18</i>	<i>May 17</i>	<i>May 15</i>
Memorial Day	May 26	May 25	May 31	May 29
Juneteenth National Independence Day	June 19(observed)	June 19 (observed)	June 18	June 19 (observed)
Last day of Instruction	June 20	June 26	June 25	June 23
Inter-quarter break	June 23-27	June 29-July 3	June 28-July 5	June 26-30
SUMMER QUARTER	2025	2026	2027	2028
First Day of Instruction	June 30	July 6	July 6	July 3
Independence Day	July 4	July 4	July 5 (observed)	July 4
<i>Mid Quarter</i>	<i>August 11</i>	<i>August 17</i>	<i>August 16</i>	<i>August 14</i>
Labor Day	September 1	September 7	September 6	September 4
Last day of Instruction	September 19	September 25	September 24	September 22
Inter-quarter break	September 22-26	Sept. 28-Oct 2	Sept. 27-Oct 1	Sept. 25-29
FALL QUARTER	2025	2026	2027	2028
First Day of Instruction	September 29	October 5	October 4	October 2
Indigenous Peoples' Day	October 13	October 12	October 11	October 9
Veterans' Day	November 11	November 11	November 11	November 10 (observed)
<i>Mid Quarter</i>	<i>November 10</i>	<i>November 16</i>	<i>November 15</i>	<i>November 13</i>
Thanksgiving Holiday	November 27-28	November 26-28	November 25-27	November 23-24
Last day of Instruction	December 19	December 23	December 22	December 22
Inter-quarter break	Dec.23-Jan 2	Dec. 24-Jan 1	December 23-31	December 25- Jan 1

Admissions

The Admissions Policy outlines the eligibility and enrollment requirements for individuals seeking admission to Sacramento Ultrasound Institute (SUI). SUI adheres to the standards and regulations set forth by the U.S. Department of Education, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Accrediting Bureau of Health Education Schools (ABHES), and the Bureau for Private Postsecondary Education (BPPE).

General Admission Requirements for All Programs

All students enrolling at Sacramento Ultrasound Institute (SUI) must meet the following requirements:

- Be a current resident of California (verified by a valid government-issued ID).
- Be at least 18 years of age by the start of the program (verified by government-issued ID).
- Provide documentation demonstrating eligibility to work in the United States.
- Submit proof of meeting educational requirements through one of the following:
 - Copy of high school diploma
 - Official high school transcript showing graduation date or GED
 - Official evaluation and translation of foreign secondary credentials by a NACES-approved agency (visit <https://naces.org/> for more information)

Note: Official transcripts showing the conferral of a bachelor's degree or higher may be submitted in lieu of proof of high school completion.

Residency Notification: SUI is authorized to operate only in the state of California.

Students must notify the institution if they plan to relocate out of state, as relocation may affect their ability to complete the program. A Change of Address Form must be submitted through the student portal prior to any relocation.

The Admissions Process

Watch a Program-Based Webinar Information Session

Students who are interested in SUI programs should start the application process by watching a recorded program-based Webinar Information Session, included in all program announcements. During the session, applicants will learn about the history and accreditations of SUI, general and program admission requirements, program structure, and tuition cost breakdown. Additionally, applicants will be given an overview of the application process and obtain resources and tools that will allow them to make an informed decision about their career.

Request an Application Packet

Applicants may request an application packet by emailing admissions@sui.edu after viewing the recorded informational webinar for their program of interest.

Applicants to the Diagnostic Medical Sonography (DMS) or Cardiac Sonography (CS) programs must ensure they meet all prerequisite admission requirements. For prerequisite evaluations, official transcripts must be sent directly from the issuing institution(s) to transcripts@sui.edu.

Complete Online Application and Sign Initial Documents

After the Application Packet is received, applicants must complete the Online Application. Following this, applicants will be prompted to review and sign the following initial documents through our student information system:

- Physical Demand Form
- Distance Education Survey

Additionally, applicants will be required to upload a valid California ID or Driver's License (DL) card during this process.

Verify Education

Applicants must verify their education in accordance with the Program Admission Requirements specific to the program they are applying for.

High School/GED Education Verification (All Programs)

- Applicants may fulfill this requirement by submitting one of the following: high school diploma, GED certificate, or official high school transcripts.
- If submitting a high school diploma or GED certificate, the document must be scanned, converted to PDF format, and emailed directly to transcripts@sui.edu.
- If submitting official high school transcripts, electronic transcripts are preferred and should be sent directly from the institution to transcripts@sui.edu.
- SUI cannot accept transcripts directly from applicants, except for in-person delivery of sealed transcripts.

Note: Official transcripts showing the conferral of a bachelor's degree or higher may be submitted in place of proof of high school completion.

Post-Secondary Education Verification (DMS, CS, and Transfer Credit Purposes)

- To fulfill this requirement, applicants must submit official transcripts that include the degree conferral. If the degree is not listed on the transcript, a copy of the degree awarded must also be provided.
- Electronic transcripts are preferred and must be sent directly from the institution(s) to transcripts@sui.edu.
- For transfer credit evaluations (MRI, RT, and ICVT), official transcripts must be sent from the institution(s) directly to transcripts@sui.edu.

Take Wonderlic Entrance Exam

Once SUI has confirmed that an applicant meets the educational requirements, an invitation to take the Wonderlic Scholastic Level Exam (SLE) will be issued. Applicants are allowed two attempts to achieve a passing score of 24 or higher. The SLE is an online, proctored exam that lasts 8 minutes and consists of 30 multiple-choice and fill-in-the-blank questions assessing verbal reasoning, logical and deductive thinking, mathematics, and general knowledge.

If necessary, the second attempt must be taken at least 24 hours after the first attempt. If the applicant does not achieve the required score after two attempts, a one-year waiting period is required before retaking the exam. Exam results will be communicated via email within 24 to 48 hours.

Order Background Check

Applicants are encouraged to order their background check as soon as possible, as processing can take 7 to 10 days. SUI cannot admit students into its programs without a cleared background check.

- All background checks must be ordered through CastleBranch, using a package code provided by SUI in the application packet.
- Applicants are responsible for the cost of the background check.

Note: Applicants will automatically be disqualified from further consideration if a DUI or misdemeanor is found on their record. If an applicant has concerns about their eligibility for the registry examination, it is strongly recommended to contact the Ethics Department of ARRT, ARDMS, or CCI for guidance.

Submit Documents

Applicants are required to upload the following documents to our student information system. All documents must be uploaded individually in PDF format:

- Resumé
- Statement of Intent
- Two Recommendation letters
- Physical Examination & Medical History Form
- Observation or Interview Form

Group Interview

All qualified applicants will be extended an invitation to participate in a Group Interview. The interview may be conducted either in-person or virtually and will involve approximately 7 to 15 applicants. A panel of 3 to 5 SUI staff members will facilitate and evaluate the session.

Selection Process

Applicants will receive an update on their application status via email in accordance with the program's application window timeline. The final admissions decision is based on the following evaluative criteria:

- Post-secondary education background
- Relevant healthcare experience
- Wonderlic Scholastic Level Exam score
- Submitted documentation
- Admissions evaluation
- Group interview performance

Following the Committee's review, the Admissions Director will notify applicants via email regarding their application status: accepted, waitlisted, or not selected. Accepted students must be prepared to submit immunization and vaccination records, complete all enrollment documentation and financial agreements, and attend the mandatory New Student Orientation prior to the program start date.

Program-Specific Admissions Requirements

Program	Minimum Degree	Minimum Entrance
Diagnostic Medical Sonography	Associate degree (any field)	24+ Wonderlic Exam
Cardiac Sonography	Associate degree (any field)	24+ Wonderlic Exam
Invasive Cardiovascular Technology	High School Diploma/GED	24+ Wonderlic Exam
MRI Technologist	High School Diploma/GED	24+ Wonderlic Exam
Radiologic Technology	High School Diploma/GED	24+ Wonderlic Exam

Entrance Exam

Applicants must complete the Wonderlic Scholastic Level Exam (SLE), a standardized assessment that measures verbal reasoning, logical and deductive thinking, mathematics, and general knowledge.

Eligibility to take the exam is granted after the applicant submits their application, all required initial documents, and verifies their educational qualifications. The exam is administered online and includes 30 multiple-choice and fill-in-the-blank questions. It must be completed within an 8-minute time limit.

Applicants are permitted up to two (2) attempts per program application, with a mandatory 24-hour interval between attempts. A minimum score of 24 is required to proceed in the admissions process. If the applicant does not achieve the required score within two attempts, the application will be considered incomplete for that cohort.

Applicants who are unsuccessful may apply to a different program, but are not eligible to reapply for the same cohort. Exam results remain valid for one (1) year. Graduates or current students who apply for a new program must retake the exam if their previous SLE results have expired.

Diagnostic Medical Sonography and Cardiac Sonography Admission Requirements

- Applicants must meet all General Admission Requirements.
- **Program Prerequisites:** An associate degree or higher in any field or discipline is required.
- To be considered for admission, the following college-level prerequisite courses must be completed with a letter grade of "B" or higher at an accredited institution:
 - Communication (3 semester credits)
 - Mathematics (3 semester credits)
 - Human Anatomy & Physiology (6 semester credits)
 - Physics (3 semester credits)

Note:

- All prerequisite coursework must be completed by the end of the application window.
- SUI does not accept "Pass/Fail" or "Credit/No Credit" grades to fulfill admission prerequisites.
- Each course must be a minimum of 3 semester credits or 5 quarter credits, except for Human Anatomy and Physiology, which must total 6 semester credits or 10 quarter credits.

- All prerequisite courses combined must equal a minimum of 15 semester or 25 quarter credits.

MRI Technologist, Radiologic Technology, Invasive Cardiovascular Technology Admission Requirements

- Applicants must meet all General Admission Requirements.
- **Program Prerequisites:** None
- To be considered for transfer credit for the following courses, each must have been completed with a letter grade of “B” or higher within the past five (5) years at an accredited institution:
 - Communication (3 semester credits)
 - Mathematics (3 semester credits)
 - Human Anatomy & Physiology (6 semester credits)
 - Medical Terminology (2 semester credits) *Note: For the MRI Technologist program, Medical Terminology is only eligible for transfer if it was completed in combination with Anatomy & Physiology. Standalone Medical Terminology courses will not be accepted for transfer credit.*
 - Psychology (3 semester credits) *Note: Only applies to MRI Technologist program.*

Advanced Placement & Credit Granting

A non-refundable service charge of \$75 is required for the evaluation of transfer credit. Transfer credit evaluations are conducted only after a student has been formally accepted into a program. All decisions regarding the acceptance of transfer credit, advanced placement or experiential learning are final. Students may be awarded transfer credit for up to 75% of the total program hours.

Advanced Placement may be granted to students who have previously completed coursework, training, or professional experience that aligns with the curriculum of their chosen program. This option allows qualified individuals to enter a program at an advanced point rather than beginning at the entry-level term.

All Advanced Placement requests are evaluated on a case-by-case basis, and acceptance is not guaranteed. In addition to completing the full admissions process, requests must be submitted in accordance with SUI’s timeline and by the applicable cohort application deadline. To be eligible, all core courses within the chosen program must have been completed within the past five years. A challenge assessment may also be required—at the discretion of the Program Director—to determine readiness for advanced standing. Students approved for Advanced Placement are still required to fulfill all program-specific graduation and clinical competency requirements.

To be considered for transfer credit, official transcripts must be sent directly to Sacramento Ultrasound Institute (SUI) from the originating institution or from a branch of the U.S. Armed Forces. Transfer credit evaluations are conducted on a case-by-case basis, and a minimum grade of “B” is required in any course for which credit is requested. Credit may be awarded for prior education, experiential learning, challenge examinations, or achievement tests, provided the coursework was completed within the last five (5) years at an institution accredited by an agency recognized by the U.S. Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

If transfer credit is granted, the corresponding course tuition charges will be deducted from the student's total program tuition. Approved transfer credit will be recorded on the student's transcript with a grade of "TR" These credits will not be included in the calculation of the student's cumulative grade point average (CGPA).

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

Experiential Learning

SUI does not award credit for life experience unless such experience resulted in professional licensure or certification. Where required by a licensing or governmental

Foreign Transcript/Diploma

All foreign transcripts and degrees must be translated and evaluated by an evaluator who is a member of NACES (National Association of Credential Evaluation Services). To be accepted by SUI, the evaluation must confirm that the credential is equivalent to a U.S. high school diploma, associate degree, or bachelor's degree. For more information and a list of approved evaluators, visit www.naces.org/members.html.

Articulation Agreements

Sacramento Ultrasound Institute presently maintains no articulation agreements with other institutions. Furthermore, the Institute does not admit students under the Ability to Benefit (ATB) provision and does not participate in a Comprehensive Transition and Postsecondary (CTP) Program.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits earned at Sacramento Ultrasound Institute (SUI) is entirely at the discretion of the institution to which a student may seek to transfer. Likewise, acceptance of any diploma or certificate earned at SUI is determined solely by the receiving institution.

If the institution to which you seek to transfer does not accept your SUI credits or diploma, you may be required to repeat some or all of your coursework. For this reason, students are strongly encouraged to confirm whether their educational goals, including future transfer plans, will be supported by attendance at SUI. This may involve contacting prospective transfer institutions in advance to verify acceptance of SUI coursework and credentials.

SUI will provide an official transcript and a copy of the current school catalog upon request to support students pursuing credit transfer. The most recent catalog is also available publicly on the SUI website.

Health Requirements - Physical

Applicants must be able to perform the following physical tasks:

- Lift and routinely move objects weighing more than 50 pounds, including pushing and pulling.
- Hear clearly to assess patient needs and communicate effectively.
- Utilize full mobility in the legs, arms, hands, and wrists.
- Have adequate visual acuity to interpret sonograms, including distinguishing colors (when applicable), and the ability to read computer screens.

- Stand and walk for approximately 80% of the time.
- Reach at or above shoulder height intermittently, for up to 90% of work time.
- Provide compassionate and effective care to patients who are ill.

Health Requirements – Vaccinations and Immunizations

The following vaccinations and tests are required for enrollment:

- Tuberculin (T.B.) Skin Test – Must be completed within the last 6 months.
- Tdap – Must be current within the last 10 years.
- Measles, Mumps, and Rubella (MMR) – Proof of vaccination required.
- Varicella (Chickenpox) – Proof of vaccination required.
- Flu Shot – Must be current for the current flu season.
- COVID-19 Vaccine – Medical and religious exemptions will be accepted upon enrollment. However, students are encouraged to be open to vaccination, as SUI cannot guarantee clinical placement for those who remain unvaccinated. Lack of required vaccinations may result in delayed graduation or program withdrawal.

Performance Fact Sheet

Prospective students are strongly encouraged to review this catalog before signing an enrollment agreement. Additionally, prospective students should carefully review the School Performance Fact Sheet, which will be provided prior to signing the enrollment agreement.

New Student Campus Tour and Orientation

During the campus tour, students will take their ID badge photo, order textbooks, and familiarize themselves with the campus layout. The tour is designed to help students feel comfortable navigating the facilities before the start of the program.

Orientation, held prior to the start of each program, provides students with essential supplies and an overview of academic policies and school regulations. All incoming students must attend, including those who are returning after a 180-day absence or changing programs, as they will join the incoming cohort for orientation.

Distance Education Requirements

At Sacramento Ultrasound Institute, staying up-to-date with technology is a vital component of our educational approach.

Students are required to have a laptop in class during the didactic portion of their program. The laptop must meet the following hardware and software specifications to ensure compatibility with course requirements:

- Processor: 2 GHz or faster
- RAM: 4 GB or more
- Internet: High-speed connection with a minimum of 1.5 MB/s
- Display: Monitor and video card with 1024x768 resolution or higher
- Peripherals: Keyboard and mouse (recommended)
- Audio: Speakers/headphones and microphone
- Camera: Web camera capable of video conferencing

Students should verify that their device meets these requirements before the start of the program to ensure a seamless learning experience.

Software and Applications

At Sacramento Ultrasound Institute, staying current with technology is an integral part of our educational approach. To ensure a seamless learning experience, students are required to have a laptop that meets the following specifications during the didactic portion of their program:

Hardware Specifications

- Processor: Intel Core i5 (12th generation) or AMD Ryzen 5 (7000 series) or higher
- Memory (RAM): 8 GB minimum; 16 GB recommended
- Storage: 256 GB SSD or larger
- Display: 15.6-inch Full HD (1920x1080) or higher
- Operating System: Windows 11 or macOS Monterey (12.7) or higher
- Webcam: Integrated or external webcam capable of video conferencing
- Audio: Built-in microphone and speakers or external headset with microphone

Software Requirements

- Productivity Suite: Microsoft Office 365 or equivalent
- Web Browsers: Google Chrome, Mozilla Firefox, or Microsoft Edge (latest versions)
- PDF Reader: Adobe Acrobat Reader or equivalent
- Media Player: VLC Media Player or equivalent
- Communication Tools: Zoom, Microsoft Teams, or equivalent for virtual meetings

Internet Connectivity

- Connection Speed: Minimum download speed of 25 Mbps and upload speed of 3 Mbps
- Connection Type: Wired Ethernet or stable Wi-Fi connection

Note: Chromebooks and tablets are not recommended for this program.

These specifications are aligned with current industry standards to support the demands of modern online education. Students should verify that their devices meet these requirements prior to the start of the program to ensure compatibility with course materials and virtual learning platforms.

Readmission

Students seeking readmission to Sacramento Ultrasound Institute must submit a written request to the Program Director, outlining the reasons for the request and any relevant details. The Appeals Committee will review the request on an individual basis.

If a student has voluntarily withdrawn, or has been dismissed due to academic or attendance issues, and has been away from the program for 12 months or longer, they will be required to restart the entire program and meet all current requirements to proceed. Readmission will be contingent on demonstrating that the circumstances leading to the withdrawal or dismissal have been resolved.

The decision regarding readmission may take up to one year, depending on the situation surrounding the withdrawal or dismissal. Each case will be evaluated individually.

Upon readmission, the student's skill level will be assessed to determine if any prior credits will be applied.

The student will be notified of the Appeals Committee's decision in writing within 14 days of receiving the written request for readmission. The Committee's decision is final, and readmission will be granted only if space is available.

Direct Notice Policy for Programs Leading to Licensure or Certification

Sacramento Ultrasound Institute (SUI) verifies a student's physical location during the admissions process. Applicants are required to provide their address on the Application for Admission, and this address is further confirmed using a government-issued ID as part of the admissions process. SUI only accepts students residing in California, and students located outside of California are not eligible for enrollment.

For students residing outside of California, SUI provides direct notice via email regarding the qualification for licensure in states outside of California.

Students have the ability to update their personal information, including address, through the Student Information System. It is important for students to notify the institution if they plan to relocate out of state. As SUI is only approved to operate in California, relocating out of state may impact a student's ability to complete their program. Students must submit a Change of Address Form to the campus before relocating and are encouraged to discuss their relocation plans with SUI staff to explore options for continuing their training or withdrawing before moving outside of California.

In the event that a student moves out of California, or if there is a change in the determination of qualification for licensure in a state, SUI will provide direct notice. This notice will be sent via email within 14 days after the change in determination is identified by SUI.

State-by-State Disclosure for Programs Leading to Licensure or Certification

SUI has determined whether its programs meet the educational requirements for specific state licensing or credentialing necessary for employment. This information outlines whether the curriculum for each program offered at SUI meets, does not meet, or if SUI has not yet determined whether the program meets the educational requirements for licensure in each state.

Registry Disclaimer

Diagnostic Medical Sonography & Cardiac Sonography

California state law does not mandate that sonographers be registered with The American Registry of Diagnostic Medical Sonographers (ARDMS) to practice. However, obtaining ARDMS registration may enhance employment opportunities.

Certification through ARDMS can be achieved through several pathways. The Diagnostic Medical Sonography and Cardiac Sonography programs at Sacramento Ultrasound Institute are structured to fulfill the ARDMS Prerequisite 2 requirements, which include:

1. Passing the Sonography Principles & Instrumentation (SPI) examination: This is completed after taking a general, medical, or sonography physics class, typically during the first quarter of the program.
2. Graduating from a program accredited by a CHEA- or USDOE-recognized agency: This programmatic accreditation specifically applies to diagnostic medical sonography.
3. Passing the applicable specialty examinations:
 - For General Concentration Graduates: To become a Registered Diagnostic Medical Sonographer (RDMS) with specialties in Abdomen (AB) and

Obstetrics and Gynecology (OB/GYN), students must pass the specialty exams in both Abdomen (AB) and Obstetrics and Gynecology (OB/GYN).

- For Cardiac Concentration Graduates: To become registered in Adult Echocardiography (AE), students must pass the Adult Echocardiography (AE) specialty exam.

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

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. 2024-2025 SUI Catalog Addendum

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. However, obtaining a credential may enhance employment opportunities.

MRI Technologist

California state law does not mandate that MRI technologists be registered to practice. However, obtaining a credential may enhance employment opportunities.

The MRI Technologist program at Sacramento Ultrasound Institute is accredited by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of the program, students are eligible to sit for the ARRT Registry Examination.

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

Student Resources

Advising and Counseling

SUI offers advising and counseling services to support student success. Faculty members are available to meet with students as needed for academic guidance, and tutoring can be scheduled by appointment.

The Institute is committed to maintaining open communication with students and providing a supportive environment. Students facing personal challenges that may require professional counseling may request a referral to appropriate outside agencies.

Technical Support

Students have access to technical support through the Registrar's Office. If technical issues arise, students should promptly contact their instructor and/or technical support at (916) 533-9989, available Monday through Friday from 8:00 AM to 3:00 PM.

Faculty in need of technical assistance should reach out directly to the Registrar at (916) 533-9989 or via email at registrar@sui.edu during the same hours.

Student Identification Card

All students will receive a Student Identification Card from the Registrar during the first week of their program. If a replacement ID card is needed for any reason, the student is responsible for any associated fees.

Students are required to wear their Student Identification Card at all times while on campus or at clinical sites. Failure to do so may result in restricted access to clinical facilities or classroom participation.

Transcripts

Student academic records, including progress reports and documentation of diplomas issued by Sacramento Ultrasound Institute (SUI), are securely maintained in each student's file.

Students are entitled to receive two official transcripts at no cost. Any additional requests will incur a \$15 fee per transcript. All official transcripts must be requested and released through Parchment directly to the student.

Password Policy & Guidelines

Passwords play a critical role in maintaining the security of Sacramento Ultrasound Institute's (SUI) data systems and services. Weak or compromised passwords can put institutional and personal information at risk. Therefore, all users—including employees, contractors, and vendors with system access—are expected to create and manage passwords responsibly.

All passwords used for SUI systems and applications (such as email, desktops, and web portals) must be strong. A strong password typically includes a combination of uppercase and lowercase letters, numbers, symbols, and is regularly updated.

Passwords are confidential and must not be shared with anyone, including administrative staff. They should be treated as sensitive, private information.

If you believe your password has been compromised or accessed without authorization, change it immediately by contacting the Registrar at registrar@sui.edu.

Admission and Records

Student records are securely maintained in an electronic format. Students may request access to their records at any time by scheduling an appointment with the Registrar's Office. All academic transcripts are retained permanently.

Student Accessibility Services

Students with disabilities who require accommodations are encouraged to disclose their needs during the enrollment process by informing the Admissions representative. This allows the institution to develop an appropriate support plan tailored to each student's needs.

Curricula/Course Descriptions

For detailed information on current curricula and course descriptions, please refer to pages 57-82 of this catalog. Any updates or changes to program curricula or course descriptions will be published as an official addendum to the catalog.

LearnSUI

LearnSUI is Sacramento Ultrasound Institute's online learning portal, designed to support student engagement, communication, and academic success. The platform is available 24/7 and provides a centralized space for sharing ideas, interacting with faculty, completing assessments, tracking grades and attendance, and accessing essential course materials.

Through LearnSUI, students have access to:

- Discussion forums, chat rooms, and threaded conversations
- Digital textbooks and course materials
- Instructor-shared PowerPoint presentations and study notes
- Course syllabi, assignments, and important updates

Library Resources

SUI provides students with access to a wide range of academic resources through the LIRN (Library and Information Resources Network) online library. This virtual library includes digital books, academic journals, periodicals, and reference materials available 24/7.

Students and faculty can explore reputable databases such as:

- ProQuest

- Credo Reference
- GALE
- PubMed

Access to LIRN is available through the LearnSUI portal, along with links to the current College Catalog.

For technical assistance, students may contact the Campus Registrar at (916) 533-9989 (Monday–Friday, 8:00 AM–3:00 PM) or LIRN support directly at (727) 536-0214.

Career Services Employment Assistance

SUI offers job search assistance to graduates in good standing, though it cannot and does not guarantee employment upon graduation. To access career placement services, students must agree to collaborate with the Career Services Director by providing a resume, participating in scheduled workshops, attending interviews, and completing required assignments. This support is designed to help SUI graduates gain a competitive edge in securing employment in their field of study.

The process of finding employment is a collaborative effort between the student and the institution. SUI acts as a liaison between graduates and potential employers. The Career Services Director provides valuable information on job search strategies tailored to local business and industry needs. The comprehensive nature of SUI's programs ensures that students are well-prepared for entry-level positions.

Career development instruction encourages students to adopt effective job-search strategies, ultimately leading to successful employment. Graduates will also be prepared to use the specialized training provided by companies seeking new employees. The broad scope of knowledge acquired through SUI's training programs significantly enhances career advancement opportunities.

A successful job search requires a self-confident, well-prepared candidate with a strategic approach. The Career Services Director works closely with graduates to match their capabilities and experience with suitable job openings. The time and effort invested in finding a job post-graduation is comparable to the commitment made during the program itself. Students should expect the job search process to take several months beyond graduation and are encouraged to maintain regular contact with the school during this period.

Employers may consider factors such as attitude, academic performance, attendance, interview conduct, work experience, and overall background when making hiring decisions. The Career Services Director offers ongoing assistance to SUI alumni considering a career change. Career placement services are available exclusively to SUI graduates.

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. 2024-2025 SUI Catalog Addendum
- **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.

Housing

SUI does not provide housing assistance or dormitory facilities. Students are responsible for securing their own accommodations. The average rent in Sacramento varies by neighborhood and property type. As of May 2025, the average rent for a one-bedroom apartment in Sacramento is approximately \$1,569 per month. Two-bedroom apartments average around \$1,856 per month. For more detailed information on rental prices and available listings, students are encouraged to consult local real estate platforms such as Zillow or Apartments.com.

Clinical Sites

Sacramento Ultrasound Institute has established affiliation agreements with clinical sites to provide students with hands-on experience aligned with program requirements. Students

are assigned to clinical experiences at hospitals and outpatient centers within the community.

Clinical site availability is managed by the Program Director and Clinical Coordinator to ensure students meet the requirements for each discipline. The clinical portion of the program is designed to prepare students for entry-level positions in the medical field. For more details, please refer to the Clinical Handbook.

Background Check

Applicants must complete a general and criminal background check prior to beginning the externship, as required by the clinical site. Students are responsible for the cost of the background check, which must be completed through a designated vendor. Sacramento Ultrasound Institute will facilitate the process, and the results will be shared with the clinical site.

Background check results may impact a student's ability to continue in the program if a clinical placement cannot be secured. Additionally, negative results could affect the student's ability to meet graduation requirements or obtain certification.

Applicants should be aware that clinical sites may request an additional background check or deny placement based on the results. It is also recommended that applicants review state regulations regarding criminal convictions and licensure eligibility.

Clinical Rotation Requirements

Before beginning their clinical rotation, all SUI students must provide the following documentation. Failure to submit the required documents may result in delayed clinical site placement, which can affect graduation timelines and incur additional costs for the student:

- Flu Vaccine
- TB Testing
- CPR Certification
- HIPAA Certification
- 10 Panel Drug Test
- Hepatitis B (Hep B) Vaccine
- Measles, Mumps, Rubella (MMR) Vaccine
- Tdap Vaccine
- Varicella (Chickenpox) Vaccine
- COVID-19 Vaccine
- TB Testing
- CPR Certification
- HIPAA Certification
- 10 Panel Drug Test
- Hep B

Travel Disclosure

While SUI strives to place students as close to home as possible for their clinical rotations, placement may be influenced by factors such as the number of students in a specific region and the availability of clinical sites. Students may also be required to rotate between

multiple clinical sites during their clinical education to ensure a fair and high-quality experience.

Students must be prepared to travel as needed to meet the educational requirements of the program. Clinical sites may be more than an hour away, with travel distances up to 125 miles one way from the campus. Students are encouraged to consult with program officials for specific travel details. Rotation requirements will be provided by the Clinical Coordinator or Program Director.

Transportation to clinical sites is not provided by SUI. Students are responsible for their own transportation and associated costs. If a student does not have access to a personal vehicle or a valid driver's license, they must arrange alternative transportation. It is essential that students have reliable, independent transportation, as clinical placements will not accommodate transportation limitations.

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.

Financial Information

Total Program Cost

PROGRAMS	UNIFORMS	BOOKS	TUITION	TOTAL
Diagnostic Medical Sonography	\$200.00	\$1,500.00	\$57,230.00	\$58,930.00
Cardiac Sonography	\$200.00	\$1,585.00	\$57,000.00	\$58,785.00
Invasive Cardiovascular Technology	\$200.00	\$1,330.00	\$48,500.00	\$50,980.00
MRI Technologist	\$200.00	\$970.00	\$52,000.00	\$53,170.00
Radiologic Technology	\$200.00	\$2,120.00	\$56,625.00	\$58,945.00

Late Payments

A late payment fee of \$25 will be charged to students who fail to pay tuition and fees by 12:00 PM on the due date.

Student Loans

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

In-House Financing

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

Textbooks, Supplies, and Uniforms

Textbooks, supplies, and any additional course requirements are specified in the enrollment agreement, school catalog, and course syllabi. Students are encouraged to retain all textbooks throughout the program. Additionally, it is recommended that students have access to English language and medical dictionaries for reference. As part of the program cost, students will receive two sets of school uniforms. Additional sets may be purchased as needed.

Veterans Benefits

Applicants at Sacramento Ultrasound Institute (SUI) who are eligible for VA benefits must adhere to the requirements outlined in this section, as well as all institutional policies.

Students can verify their eligibility at <http://gibill.va.gov>.

SUI is an approved institution for training veterans and eligible persons. Veterans Benefits applications can be obtained by contacting the Veterans Administration. The approval and determination of training benefits are handled by the VA.

In order to maintain eligibility for VA benefits, both the institution and the applicant must comply with additional requirements set by the VA. SUI does not determine eligibility for VA benefits. The applicant must complete all necessary VA applications and receive VA approval before SUI can accept any expected VA funds as part of a tuition payment plan.

VA Review of Prior Training for Transfer Credit

Before being accepted into Sacramento Ultrasound Institute, VA-eligible applicants must provide official documentation of all previous training. This includes military courses, any post-secondary educational institutions attended (such as traditional colleges or vocational training), and/or medical training. SUI will review all submitted official transcripts and other documentation to assess whether any prior training can be applied as transfer credit toward the program.

Satisfactory Academic Progress (SAP) Effect on VA Benefits

Veterans receiving education benefits may lose their eligibility if they fail to meet Satisfactory Academic Progress (SAP) in the payment period following a Financial Aid Warning.

Books, Supplies and Equipment

Veterans or eligible individuals have the discretion to retain or dispose of their books, supplies, and equipment as they see fit.

VA Transfer Credit

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

Receipt of VA Additional Notices

The VA mandates that all VA-eligible applicants receive a copy of the SUI Catalog. Sacramento Ultrasound Institute is responsible for documenting the distribution of these disclosures.

Tuition and Other Charges

Sacramento Ultrasound Institute maintains a refund policy for the unused portion of tuition, fees, and other charges if the veteran or eligible person fails to enter the course, withdraws, or is discontinued before completion. The charges for tuition, fees, and other costs will not exceed the pro-rata portion of the total charges, based on the length of the completed portion of the course in relation to the total course duration.

Maximum Timeframe

VA benefits cover up to 100% of the published program length, with a maximum allowance of up to 150% of the program's total duration.

Federal Student Aid

To be considered for Federal Student Aid, students must complete the Free Application for Federal Student Aid (FAFSA) online. Both the student and, if applicable, their parent (for dependent students) must sign the FAFSA using their FSA ID, which includes a user-chosen username and password. After submission, once the FAFSA is processed by the government, the school will receive an Institutional Student Information Record (ISIR), which will provide the student's Expected Family Contribution and indicate whether the student has been selected for verification.

Disclosure Requirements: Information regarding financial aid is made available through various publications, mailings, and electronic media.

SUI provides details on how and where students can contact designated individuals for assistance in obtaining the institutional or financial aid information required by the Higher Education Act (HEA) Section 485(a). This information is available on SUI's website, in the student catalog, and paper copies can be requested.

Cost of Attendance

The following details reflect the average costs of attendance for the educational programs offered by SUI for the 2025-2026 academic year. Please note that the costs provided are for one academic year only, and all programs listed below extend beyond one academic year. The Cost of Attendance is determined by combining both direct and indirect costs, including tuition, fees, books and supplies, room and board, transportation, and more. These average costs are used by the Financial Aid Office to assess student eligibility for financial aid awards. Actual costs will vary by student. For more information on how these costs are determined, please contact the Financial Aid Director. The listed cost of attendance applies to students who do not live with their parents.

Program	Tuition & Fees	Kit	Books & Supplies	Transportation	Room & Board	Personal Expenses	Total Cost of Attendance
Diagnostic Medical Sonography	\$28,615	\$0	\$1,500	\$6,189	\$16,968	\$7,059	\$60,331
Cardiac Sonography	\$28,500	\$0	\$1,585	\$6,189	\$16,968	\$7,059	\$60,301
Invasive Cardiovascular Technology	\$24,250	\$950	\$1,330	\$6,189	\$16,968	\$7,059	\$56,746
MRI Technologist	\$26,000	\$0	\$970	\$6,189	\$16,968	\$7,059	\$57,186
Radiologic Technology	\$21,233	\$0	\$2,120	\$6,189	\$16,968	\$7,059	\$53,570

Financial Arrangements

Before enrolling, students must make financial arrangements with the Financial Aid Office regarding their FAFSA application, scholarships, and/or cash payment plan.

Prior to admission, prospective students will receive an enrollment agreement and complete an interview with a school official. During this interview, students will be provided with a pre-enrollment questionnaire packet that must be read, understood, and signed. The interview will cover course descriptions, career opportunities, and the physical demands of the job.

Federal Pell Grant

The Federal Pell Grant is designed to help students who wish to continue their education beyond high school. It is available exclusively to undergraduate students who have not earned a bachelor's or professional degree. All students are eligible to apply for a Federal Pell Grant, with eligibility determined based on financial need, the cost of attendance, and

the amount of funding allocated by Congress. The grant amount is calculated using a standard formula set by the U.S. Department of Education (USDOE).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to students with exceptional financial need, particularly those with the lowest Expected Family Contribution (EFC), with priority given to Federal Pell Grant recipients. SUI determines eligibility based on a process that prioritizes students with the lowest EFC who are also receiving a Federal Pell Grant during the same academic year. The grant amount and the number of students who can receive this grant depend on the availability of funds from the U.S. Department of Education (USDOE). Funds are distributed proportionally across campuses and program start dates. For current award amounts, please visit <https://sui.edu/financial/>.

Federal Loans

Federal student loans are a form of financial aid that must be repaid. There are two types of Direct Loans available: Subsidized and Unsubsidized.

To qualify for a Subsidized Direct Loan, students must demonstrate financial need. The U.S. Department of Education pays the interest on these loans while the student is enrolled at least half-time, during the grace period, and during authorized deferment periods.

Unsubsidized Direct Loans are available regardless of financial need, but students are responsible for all accrued interest from the time the loan is disbursed.

These loans are issued through the William D. Ford Federal Direct Loan Program (Direct Loans), with funds provided by and repaid to the U.S. Department of Education.

State Financial Aid

At this time SUI does not participate in any state financial aid programs.

PLUS Loans

PLUS Loans are federal loans available to parents of dependent undergraduate students to help cover the cost of their child's education. These loans are issued through the William D. Ford Federal Direct Loan Program (Direct Loans), with funds provided directly by the U.S. Department of Education and repaid to them.

How Eligibility for Financial Aid is Determined

To qualify for Federal Student Aid, applicants must meet the following requirements:

1. Educational Background
 - Hold a high school diploma, GED certificate, or have completed an approved home-school program.
2. Enrollment Status
 - Be enrolled or accepted for enrollment in an eligible certificate or degree program.
3. Selective Service Registration (for males)
 - Males aged 18–25 must be registered with Selective Service, unless exempt. Exemptions include:
 - Active-duty military (excluding Reserve/National Guard not on active duty)

- Males under 18 at the time of FAFSA completion
 - Males born before 1960
 - Citizens of Palau, Marshall Islands, or Micronesia
 - Certain noncitizens who remained on valid visas until after turning 26
4. Social Security Number
 - Must have a valid SSN (except for citizens of Palau, Marshall Islands, or Micronesia).
 5. FAFSA Completion
 - Submit a Free Application for Federal Student Aid (FAFSA); the school must receive your current ISIR to begin processing aid.
 6. FAFSA Certifications
 - You must certify that you:
 - Are not in default on a federal student loan.
 - Do not owe a refund on a federal grant.
 - Will use federal student aid for educational purposes only.
 7. Maintain Satisfactory Academic Progress (SAP)
 - Continue to meet your school's SAP standards to remain eligible.
 8. Enrollment Requirements
 - Be enrolled at least half-time to receive Direct Loan funding.
 - Pell Grant recipients may be enrolled less than half-time, though award amounts may be reduced.
 - The Pell Grant has a lifetime eligibility limit of 12 semesters (600%).
 9. Citizenship or Eligible Noncitizen Status

You must meet one of the following:

 - U.S. Citizen or U.S. National: Born in the U.S., U.S. territories, or to U.S. citizen parents; naturalized citizens; individuals born in American Samoa or Swains Island are considered U.S. nationals.
 - U.S. Permanent Resident: Have a Green Card (Form I-551, I-151, or I-551C).
 - Refugee or Asylee Status: I-94 must show:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant
 - Conditional Entrant (pre-April 1, 1980)
 - Parolee
 - Battered Immigrant Status: Qualify under the Violence Against Women Act as a victim (or child of a victim) of abuse by a U.S. citizen or permanent resident spouse.
 - T-Visa Holder: Have a T-visa or be the child of a T-1 visa holder.

Satisfactory Academic Progress

Sacramento Ultrasound Institute maintains a Satisfactory Academic Progress (SAP) policy that applies equally to all students—whether or not they receive Title IV federal financial aid. The policy includes both qualitative (e.g., GPA) and quantitative (e.g., completion rate

and maximum timeframe) standards, which are consistently monitored across all educational programs.

The Financial Aid Administrator regularly reviews the SAP policy to ensure full compliance with federal regulations.

To remain eligible for federal financial aid, students must demonstrate satisfactory academic progress toward completing their program. SAP standards are clearly outlined, consistently applied, and publicly available to all students.

SAP Evaluation Process

In addition to the SAP assessments conducted by the Program Director at the end of each course, a formal Satisfactory Academic Progress (SAP) evaluation is performed at the end of each *payment period* for financial aid purposes.

During each evaluation, the following are reviewed:

- **Qualitative Standard** (e.g., grades and GPA)
- **Quantitative Standard** (e.g., pace of completion)
- **Maximum Timeframe** for program completion

If a student does not meet SAP standards at the time of review, they will be placed on *Financial Aid Warning*. Students will be formally notified by mail regarding the outcome of their SAP evaluation and its effect on their eligibility for Title IV financial aid.

Quantitative Measure

To maintain Satisfactory Academic Progress (SAP), students must meet the following pace requirements:

- Credit Hour Programs: Successfully complete at least 67% of all attempted credits.
- Clock Hour Programs: Maintain at least 85% attendance based on scheduled hours.

Students must complete their program within 150% of the published program length.

Pace Calculations:

- Credit Hour Programs: Total credits earned ÷ total credits attempted
- Clock Hour Programs: Total hours completed ÷ total hours scheduled

Evaluations are conducted at the end of each payment period to determine compliance with these standards. This pace requirement ensures that, at the current rate of progress, the student is on track to graduate within the maximum allowable timeframe. Remedial coursework may be included in these calculations at the institution's discretion.

Qualitative Measure

The qualitative component of Satisfactory Academic Progress (SAP) is determined by a student's grades. To meet SAP standards, students must maintain a minimum cumulative GPA of 2.0 at the end of each payment period.

All course assignments must be completed by the course end date. Final letter grades are calculated based on the completion of all required assignments, exams, and competencies as outlined in the course syllabus. The grading scale used by Sacramento Ultrasound Institute (SUI) is detailed in each course syllabus and under the Grading Policy section of the SUI Catalog.

Students who earn an "F" in any course must repeat that course to fulfill program requirements.

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

Maximum Time Frame

Satisfactory Academic Progress (SAP) policies include a pace requirement to ensure students complete their program within an acceptable timeframe. Students must complete their program within 150% of the published program length, whether measured in clock hours or credit hours.

All attempted coursework—including completed, failed, transferred, and withdrawn hours or credits—is factored into this calculation.

Maximum Program Completion Time

Students must complete their program within a timeframe that does not exceed 150% of the program's published length, whether measured in clock hours or credit hours.

Clock Hour Programs

The maximum timeframe is based on 150% of the total required clock hours and is expressed in calendar time.

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

Credit Hour Programs: The maximum timeframe is calculated as 150% of the total required credit hours.

Program	Normal Credit Hours	Maximum Credit Hours
MRI Technologist	65	98

Academic Year Definition

Program	Clock/Credits	Length
Diagnostic Medical Sonography	900 Clock Hours	38 Weeks
Cardiac Sonography	36 Credits	30 Weeks
Invasive Cardiovascular Technology	36 Credits	30 Weeks
MRI Technologist	34 Credits	30 Weeks
Radiologic Technology	36 Credits	30 Weeks

Evaluation periods

ICVT (97 Credits)	CS (120 Credits)
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1 st evaluation	18 Credits	1 st evaluation	19 credits
2 nd evaluation	30 Credits	2 nd evaluation	34 credits
3 rd evaluation	46 Credits	3 rd evaluation	51 credits
4 th evaluation	61 Credits	4 th evaluation	65 credits
5 th evaluation	79 Credits	5 th evaluation	78 credits
6 th evaluation	97 Credits	6 th evaluation	95 credits

MRI (67 Credits)		DMS (1680 Hours)	
1 st evaluation	23 Credits	1 st evaluation	450 hours
2 nd evaluation	44 Credits	2 nd evaluation	900 hours
3 rd evaluation	55 Credits	3 rd evaluation	1290 hours
4 th evaluation	67 Credits	4 th evaluation	1680 hours

RT (67 Credits)			
1 st evaluation	24 Credits	5 th evaluation	101 Credits
2 nd evaluation	45 Credits	6 th evaluation	118 Credits
3 rd evaluation	66 Credits	7 th evaluation	134 Credits
4 th evaluation	81 Credits	8 th evaluation	151 Credits

If a student is unable to complete the program within the normal timeframe, they must submit a successful appeal for an extension to the maximum timeframe in order to continue receiving Title IV aid.

The maximum timeframe is assessed at each evaluation point. A student becomes ineligible for Title IV aid when it is determined that they will exceed the maximum timeframe—not when they actually reach it.

Financial Aid Disbursement Policy

Once fees are posted to a student's SUI account for the upcoming academic year, the accepted financial aid award for the pay period will be authorized to cover the charges. Approximately 30 days after the start of instruction, the accepted funds will be disbursed to the student's account. If the amount of financial aid exceeds the balance due to SUI, the remaining funds will be issued to the student as a refund or stipend check.

Financial Aid Warning

SUI evaluates Satisfactory Academic Progress (SAP) at the end of each payment period. Students who do not meet the SAP criteria will automatically be placed on Financial Aid Warning for one payment period. This status is only applied to students who were in compliance with SAP standards at the previous evaluation.

During the Financial Aid Warning period, students continue to receive Title IV aid. The student's academic progress will be evaluated at the end of the warning period. This status is not applicable for consecutive payment periods and is only given if there is a reasonable expectation of improvement within one payment period.

If a student achieves SAP at the end of the warning period, they will return to normal SAP status with no loss of Title IV eligibility. However, if the student has not improved and still

fails to meet the SAP requirements at the end of the warning period, they will become ineligible for future Title IV aid disbursements.

It is recommended that students on warning status meet with both a financial aid counselor and an academic advisor to ensure they are on track for future aid eligibility. Students may continue their studies on a cash-pay basis with an approved payment plan. Payment arrangements must be made within 10 school days after notification of Title IV eligibility loss.

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

Verification

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

Students will receive written notification detailing all required documents to fulfill this federal requirement. If, after review by the Office of Financial Aid, any changes to the Expected Family Contribution or financial aid eligibility occur, the student will be notified in writing of those changes.

The Appeal Process

Students may appeal to have their financial aid eligibility reinstated and be placed on Financial Aid Probation. Appeals must be submitted within five (5) business days after receiving notification of ineligibility. The appeal should be in writing and submitted to the Chief Operating Officer, who will then review the appeal with the Appeals Committee. Valid reasons for filing an appeal include injury or illness, death of a relative, or other extenuating circumstances. Students must provide supporting documentation and clearly explain any exceptional circumstances that warrant special consideration. Additionally, students must detail why they failed to meet Satisfactory Academic Progress (SAP) and explain what has changed to ensure they can meet SAP by the next evaluation point. The Chief Operations Officer will provide a decision in writing within ten (10) business days after receiving the appeal.

Financial Aid Probation

If the appeal is approved, the student may be placed on Financial Aid Probation following an evaluation of their progress. The institution will assess whether the student is likely to meet Satisfactory Academic Progress (SAP) standards by the end of the next payment period. Probation is granted for one additional payment period during which the student remains eligible for federal aid.

To maintain eligibility, the student must either meet the cumulative attendance and grade standards set by the institution or follow a customized academic plan.

The academic plan could range from a detailed course-by-course strategy for completion to a simpler formula specifying the percentage of coursework the student must complete. The plan may extend over multiple payment periods, with the student remaining on probation during that time. Upon completion of the plan, the student must either meet SAP standards or finish the program. Failure to adhere to the academic plan will result in the loss of Title IV aid eligibility.

The academic plan specifies the minimum grade point average (GPA) the student must achieve and the number of credits they may take.

If a student is unable to meet the requirements of the original plan due to extenuating circumstances, they may file another appeal for adjustments to the plan. Valid reasons for changing the plan include:

- Two required courses being scheduled at the same time
- A required course not being offered in the term outlined in the plan
- Personal emergencies or other exceptional circumstances

All documents related to the written appeal, including the institution's determination and the details of the academic plan, will be maintained in the student's file.

Reinstatement of Title IV, HEA Aid

You have the right to cancel your program of instruction without penalty or obligation under the following conditions:

1. You are entitled to a full refund of all tuition and fees paid if you cancel your Enrollment Agreement by notifying SUI within three days of enrollment.
2. If you cancel your Enrollment Agreement after the three-day period, but within seven calendar days of enrollment (or by attending the first class session, whichever occurs later), SUI will refund any money you paid, minus any deductions for equipment not returned within 45 days of receiving your cancellation notice.

After the cancellation period, you have the right to withdraw from the program at any time. For more information, refer to the "Withdrawal from the Program" section.

To cancel, submit a written notice of cancellation, either by mail or hand delivery. If mailed, the notice is effective when properly addressed, with postage applied. The notice need not follow a specific format, but it must indicate that you no longer wish to be bound by the Enrollment Agreement.

Former students seeking reinstatement must submit a written request, including any supportive documentation or information related to mitigating circumstances. The student will be notified of the Reinstatement Review decision within five (5) business days following the Academic Appeals Committee's decision.

Students' Right to Cancel

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

1. If you cancel within three days of enrollment as mentioned in section "1" above, SUI will refund all tuition and fees paid.

After this cancellation period, you still have the right to withdraw from the program at any time, subject to the conditions outlined in the "Withdrawal from the Program" section.

Refunds after Withdrawal

A student may withdraw from the school at any time after the cancellation period and receive a pro-rata refund, provided they have completed 60% or less of the scheduled hours in the current payment period through the last day of attendance. The refund will be reduced by any deductions for equipment not returned in good condition within thirty (30) days of withdrawal. If the student has completed more than 60% of the scheduled attendance period for which they were charged, the tuition is considered earned, and no refund will be provided.

For the purpose of determining a refund, a student is considered to have withdrawn when one of the following occurs:

- The student notifies the institution of their withdrawal or the date of their withdrawal, whichever is later.
- The institution terminates the student's enrollment due to failure to maintain satisfactory progress, failure to comply with the institution's rules and regulations, excessive absences, or failure to meet financial obligations to the school.
- The student fails to attend classes for two consecutive weeks.
- The student fails to return from a leave of absence.

The withdrawal date for refund purposes is considered to be the last recorded date of attendance. The refund amount is calculated by multiplying the daily charge for the program (total institutional charges minus non-refundable fees, divided by the total number of program hours) by the number of hours scheduled to attend prior to withdrawal.

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

Return to Title IV Funds Policy

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

The amount of Title IV, HEA (Higher Education Act) funds that must be returned for students affected by this policy is calculated according to prescribed regulations.

The amount of Title IV, HEA aid earned is determined by the time the student spent in academic attendance and the total amount of aid received. Since these requirements only apply to Title IV, HEA funds, the order of return of unearned funds does not include funds from non-Title IV, HEA sources. Title IV funds are awarded based on the assumption that the student will attend school for the entire period for which the aid is awarded. If the

student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds originally scheduled to be received. Therefore, the amount of Federal funds earned must be calculated. If the amount disbursed exceeds the earned amount, unearned funds must be returned.

For clock-hour programs, the payment period is defined as one-half of the academic year or program length, whichever is shorter.

The Date of Determination is the date the institution determines that the student has withdrawn from the program. The Withdrawal Date is the Last Date of Attendance (LDA). If the student withdraws while on a Leave of Absence, the expected return date will be used as the Date of Determination for R2T4 purposes. This date begins the 45-day period during which the school must return unearned Title IV funds.

The institution has 45 days from the Date of Determination to return all unearned funds for which it is responsible. The school must notify the student if they owe any repayment via written notice.

The school must inform the student or parent that they have fourteen (14) calendar days from the date the notification is sent to accept a post-withdrawal disbursement. If a response is not received within the given timeframe, or if the student declines the funds, the school will return any earned funds it is holding to the Title IV programs.

Post-withdrawal disbursements will be processed within 90 days of the student's withdrawal date.

Order of Return

SUI is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. Upon request, a copy of the Institutional R2T4 worksheet performed on your behalf can be obtained from the office.

In compliance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of Return to Title IV (R2T4) funds will be allocated in the following order:

1. Unsubsidized Direct Stafford loans (excluding PLUS loans)
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants requiring a return
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV assistance
7. State Tuition Assistance Grants (if applicable)
8. Private and institutional aid
9. The Student

The Calculation Formula

Determine the Amount of Title IV, HEA Aid

- Calculate the total amount of Title IV, HEA aid that was disbursed, plus any aid that could have been disbursed.

Calculate the Percentage of Title IV, HEA Aid Earned

- Divide the number of clock hours scheduled to be completed (from the first day of class to the last date of attendance) by the total number of clock hours in the payment period.
- $\text{Scheduled Hours} / \text{Total Hours in Period} = \% \text{ Earned}$ (Round to one decimal place, e.g., $0.4493 = 44.9\%$).
- If the percentage is greater than 60%, the student has earned 100% of the aid.
- If the percentage is less than or equal to 60%, proceed with the next calculation.

Calculate the Amount Student Earned

- Multiply the percentage earned by the total aid disbursed or that could have been disbursed.
- $\text{Percentage Earned} \times \text{Total Aid Disbursed} = \text{Amount Student Earned}$

Determine the Amount to Be Returned

- Subtract the amount of Title IV aid earned from the total amount disbursed.
- $\text{Total Disbursed} - \text{Amount Earned} = \text{Amount to Be Returned}$

Calculate the Unearned Percentage

- Subtract the earned percentage from 100%.
- $100\% - \% \text{ Earned} = \% \text{ Unearned}$

Determine the Amount Due from the School

- Multiply the unearned percentage by the total institutional charges for the period.
- $\% \text{ Unearned} \times \text{Total Institutional Charges} = \text{Amount Due from School}$

Conditions for Returning Unearned Funds

- If the percentage of Title IV aid disbursed exceeds the unearned percentage multiplied by institutional charges, the total amount disbursed will be used instead of the unearned percentage.
- If the unearned percentage multiplied by institutional charges is greater than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Overpayment Conditions

- If the overpayment is equal to or less than 50% of the total grant assistance disbursed (or could have been disbursed), the student is not required to return the overpayment.
- If the overpayment amount is \$50 or less, the student is not required to return it.

Grant Overpayment Notice

- SUI will issue a notice of the grant overpayment to the student within 30 days from the date the school determines that the student has withdrawn. The student will have 45 days to either:
 1. Repay the overpayment in full to Sacramento Ultrasound Institute, or
 2. Sign a repayment agreement with the U.S. Department of Education.

Earned AID

Title IV, HEA aid is earned on a prorated basis, calculated per diem (based on clock hours), up to the 60% point in the semester. After this point, Title IV, HEA aid is considered 100% earned. Students can request a copy of the worksheet used for this calculation from the financial aid director.

Overpayment of Title IV

An overpayment occurs when a student must return unearned grant funds. The student is required to repay half of the grant funds they received. The student must make arrangements with the school or the Department of Education to return the unearned funds.

Post Withdraw

If a student has not received all of their earned Title IV, HEA funds, a post-withdrawal disbursement may be due. Sacramento Ultrasound Institute (SUI) may apply a portion or the full amount of the post-withdrawal disbursement toward tuition and fees (as outlined in the Enrollment Agreement). If the student does not consent to apply the funds directly to the account, they will be offered the funds instead. However, it may be in the student's best interest to allow the school to retain the funds to reduce their outstanding debt.

The post-withdrawal disbursement must first be applied to outstanding institutional charges before any remaining funds are paid directly to the student. Both grants and loans must be disbursed within 180 days from the date of determination of the post-withdrawal disbursement.

The institution is not always required to return all excess funds; after the R2T4 calculations are completed, the student may be responsible for returning any unearned aid.

Withdrawal Before 60% of Payment Period

If a student withdraws before completing 60% of the payment period, the institution must perform an R2T4 calculation to determine the amount of earned aid. The Department of Education's prorated schedule will be used to calculate the earned Title IV, HEA funds at the time of withdrawal.

Withdrawal After 60% of Payment Period

Once a student has completed more than 60% of the payment period, they have earned 100% of the Title IV, HEA funds they were scheduled to receive. The institution will still perform an R2T4 calculation to confirm the earned aid, measuring progress in clock hours and using the payment period for the calculation.

Refund Vs. Return to Title IV

The requirements for Title IV, HEA program funds when a student withdraws are distinct from any refund policy that SUI may apply to return funds due to a cash credit balance. As a result, the student may still owe money to the school to cover any unpaid institutional charges. Additionally, the school may charge the student for any Title IV, HEA funds that were required to be returned on their behalf.

If the student is unsure of the school's refund policy, they can request a copy from the financial officer.

Return to Title IV Questions?

If you have questions about Title IV, HEA program funds after speaking with your financial aid director, you can contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Additional information is available online at www.studentaid.ed.gov.

Student Tuition Recovery Fund (STRF)

CALIFORNIA CODE OF REGULATIONS TITLE 5. EDUCATION

DIVISION 7.5. PRIVATE POSTSECONDARY EDUCATION

CHAPTER 7. STUDENT TUITION RECOVERY FUND

ARTICLE 3. PAYMENTS FROM THE FUND

76215. Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."**

Filing for STRF Reimbursement

To qualify for STRF reimbursement, your application must be received within four (4) years of the event or action that made you eligible for recovery. If your loan is revived by a loan holder or debt collector after non-collection, you may file a written application for recovery at any time for the debt that would have otherwise been eligible for STRF recovery.

However, if the action or event occurred more than four (4) years ago, you must have filed within the original four-year period unless the period has been extended by law.

Note: Claims for STRF reimbursement will not be processed without a valid social security number or taxpayer identification number.

Administrative Policies

This catalog includes all programs and courses available at Sacramento Ultrasound Institute. Students are responsible for thoroughly reading and understanding all program-specific rules and regulations.

Academic Honesty

All students are expected to maintain academic honesty. This includes producing original work and not representing someone else's work as their own, whether through plagiarism, cheating, or aiding others in such actions. Plagiarism involves failing to properly credit outside sources.

Students who engage in academic dishonesty—such as plagiarism (including self-plagiarism), cheating on exams or assignments, distributing copies of exams, recording

exam information (e.g., screenshots), passing off others' work as their own, or helping others commit similar acts—will receive a grade of zero for the exam or assignment in which the infraction occurred. The student will also be counseled by the course's faculty. A second violation of academic dishonesty will result in dismissal from the program.

Anti-Bullying

Sacramento Ultrasound Institute is committed to providing a safe, respectful, and harassment-free environment for all individuals, including students, employees, and applicants. Bullying and harassment are strictly prohibited and will result in disciplinary action and/or law enforcement involvement.

"Bullying" and "harassment" refer to a pattern of aggressive, intentional, or hostile behavior that occurs repeatedly over time. These behaviors generally fall into three categories: physical, emotional, and verbal. Examples of bullying include, but are not limited to, intimidation, assault, extortion, threats (oral or written), teasing, put-downs, name-calling, threatening gestures or actions, spreading rumors, making false accusations, hazing, social exclusion, and cyberbullying.

Crime, Accident & Incident Policy

Incident, accident, and crime report forms are available in the school office. Individuals involved in or witnessing accidents, emergencies, incidents, or crimes are required to complete the appropriate forms. If necessary, the school will notify the appropriate authorities, such as 911, fire, police, or medical personnel. However, the school is not responsible for the decisions made by these agencies. Every effort will be made to contact the student's closest relative in the event of an emergency.

Standard precautionary procedures are followed in the case of accidental exposure to biohazardous materials. Instructors are trained in these procedures. Students, visitors, and staff are also reminded not to leave personal belongings unattended, as SUI is not responsible for any lost property. For additional details, refer to the program-specific section in the Student Handbook.

Chain of Command

Students with questions or concerns regarding lecture, lab, or clinical course objectives, including evaluations, must first address the issue with the assigned course instructor. If the instructor is unable to resolve the concern, the student should request an appointment with the Program Director, based on their specific program. The Program Director will review the issue with the instructor and may request a meeting with both the student and instructor as part of the resolution process. If the issue remains unresolved, the student should proceed with the Grievance Policy.

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

Communication Policy

Effective communication is essential to the success of students at Sacramento Ultrasound Institute. Students are required to respond promptly to all requests for information or documentation from SUI faculty and staff. Responses must be provided within 48 hours for non-urgent matters and within 24 hours for urgent matters. Failure to meet these

timeframes in responding to emails, phone calls, or voicemails from SUI representatives may lead to disciplinary action under the Progressive Discipline Policy.

Additionally, failure to submit required documentation by the designated due dates may result in similar disciplinary action. Required documentation includes, but is not limited to, forms for Financial Aid, Admissions, Student Services, Registrar, clinical logs, evaluations, proof of immunizations, and TB tests.

Students are expected to maintain professionalism in all communications, whether on campus, at clinical sites, or in any written or verbal exchanges, including emails, phone calls, and voicemails. Non-compliance with this Communication Policy may result in consequences under the Progressive Discipline Policy.

Withdrawal Policy

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

Voluntary Withdrawal

Students may be dismissed from Sacramento Ultrasound Institute for academic or disciplinary reasons, either voluntarily or involuntarily.

Voluntary Withdrawal

A student is considered to have voluntarily withdrawn on the date they submit written notification of their intent to withdraw to the Financial Aid Director or School Director. For official withdrawals, the determination date for return and refund purposes will be the earliest of the following:

- The date the student provides official written notice of withdrawal; or
- The date the student's withdrawal is recorded in the school's records.

Students who withdraw voluntarily may rescind their notification in writing and choose to continue in the program. However, if the student later decides to withdraw again, their withdrawal date will be their last date of attendance.

If a student decides to rescind their withdrawal notification, they must submit a signed, dated statement indicating their intent to continue their studies and complete the payment period. Title IV, HEA assistance will continue as initially planned. If the student later fails to attend or discontinues their attendance without completing the payment period, their withdrawal date will be their last date of attendance.

Unofficial Withdrawal

A student who fails to provide official notification of withdrawal and is absent for more than fourteen (14) consecutive calendar days, fails to maintain satisfactory academic progress, does not comply with the school's attendance or conduct policies, fails to meet financial obligations to the school, or violates any conditions of the enrollment agreement, will be considered to have unofficially withdrawn and may be subject to termination.

Dismissal Policy

Academic Dismissal

Students who are academically dismissed will have their academic file marked to reflect the action, and they will be prohibited from re-enrolling unless they follow the program's readmission process. Academic dismissal may occur without prior warnings, including in

cases where a student fails to complete all program requirements within the maximum allowable time frame. If a student is readmitted after successfully completing the readmission process, they will re-enter the program on probation. The student must meet Satisfactory Academic Progress (SAP) by the end of the returning module or semester, or they will be dismissed without the opportunity to appeal. Graduating students who were previously on probation will only be awarded a degree if they meet the SAP standards before becoming eligible for graduation.

Disciplinary Dismissal

As outlined in the Progressive Discipline Policy, a student may be dismissed from the program or the school if they fail to meet any conditions outlined in a probation contract. If the student does not fulfill the expectations for satisfactory performance by the end of the probationary period, they will be dismissed from the program.

Other Reasons for Dismissal

Students may be dismissed from the institution for reasons other than academic or disciplinary actions if the institution determines that the student is unable to meet academic, professional, or ethical standards. The college reserves the right to administratively dismiss students for violations of academic honesty, student conduct policies, or clinical negligence. In cases of administrative dismissal, the student's academic file will be annotated, and future enrollment will be blocked unless the dismissal is appealed. Students have the right to appeal, as outlined in the Grievance/Appeal Process.

Progressive Discipline Policy

The faculty and administration at Sacramento Ultrasound Institute are dedicated to helping students succeed in their programs. To ensure due process, any student who fails to meet course objectives in class, clinical/practicum, or lab will be informed of their performance through the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback regarding their performance. The instructor will discuss the criteria for successfully completing the course and suggest improvements. These recommendations may include, but are not limited to, joining peer study groups, working with tutors, utilizing computer-assisted instruction, spending additional time in the lab, or seeking assistance from SUI Student Services. Written feedback may be provided through student evaluations, which are performed at least once throughout each course to assess the student's progress. Additional evaluations may be conducted at the instructor's discretion, covering areas such as:

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

At the instructor's discretion and depending on the situation, this step may be bypassed in favor of a formal conference.

Step 2: Conference

The student meets with the instructor in a formal conference to address the performance issues. A written Conference Report will be issued, identifying specific course/program objectives not met and outlining a remediation plan/contract, with deadlines for completion. This plan aims to help the student correct deficiencies, remain in the program, and achieve success. If the student fails to comply with any part of the conference report, they may be placed on probation or involuntarily withdrawn (dropped) from the program.

Step 3: Probation

Probation may be implemented for students who:

- Receive unsatisfactory course grades
- Have unsatisfactory class attendance or punctuality
- Exhibit unsatisfactory clinical performance
- Have unsatisfactory clinical attendance or punctuality
- Fail to maintain the physical and mental health necessary for program participation
- Engage in unethical, unprofessional, or unsafe clinical practices
- Refuse to participate in a procedure
- Engage in unsafe or unprofessional conduct that compromises patient or staff safety
- Display behavior that jeopardizes clinical affiliations
- Fail to comply with terms outlined in the conference report

Probation is a trial period in which the student must improve or face withdrawal from the program. During this time, the student will meet with the program director. An SUI representative may assist in representing the student. The student and faculty will sign a Probation Report, explicitly outlining the expectations for the probationary period.

Step 4: Withdrawal

If, at any point during the probation period, the student fails to meet the conditions of the probation contract, they may be withdrawn (dropped) from the program. If the student does not meet the criteria for satisfactory performance by the end of the probation period, they will be withdrawn.

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

Immediate Action Situations

Certain situations do not follow the progressive discipline process due to their severity or timing. Such incidents may result in the student being immediately placed on probation or withdrawn from the program. Examples include, but are not limited to:

- Assaulting, harassing, intimidating, or threatening others
- Stealing, misusing, destroying, defacing, or damaging property
- Using SUI facilities, equipment, or computers without authorization
- Violating patient confidentiality
- Engaging in academic dishonesty, including plagiarism
- Endangering the health or safety of others
- Falsifying documentation, including forgery

- Exhibiting unprofessional behavior that jeopardizes clinical affiliations
- Behavior resulting in the student's dismissal from a clinical site
- Behavior causing the loss of a clinical site for the school

Expulsion

In some cases, the student's behavior may not be resolved through the progressive discipline process. If a student is expelled, they will be informed of the reasons for their expulsion and given an opportunity to gather their personal belongings. If the student's behavior prevents a peaceful exit, they will be escorted off the premises, and a representative may be appointed to collect their belongings after the student has left the property.

Appeal Process

A student who has been expelled, dismissed, or involuntarily withdrawn from their program has the right to appeal the decision. The student must submit their appeal in writing to Samuel Yarmagyan, Chief Operating Officer of SUI, by email, mail, in person by 5:00 p.m. within ten (10) business days from the date of the notification letter. The Appeals Committee will review the appeal, and the student will be notified of the committee's recommendation and the final decision within 10 days of receiving the appeal.

The appeal letter should include the following information:

- Student's full name, email address, and telephone number
- A statement explaining why SUI should reconsider the decision to expel, dismiss, or withdraw the student
- A description of any extraordinary circumstances or challenges the student faced during their probationary period
- The student's plan for future success if allowed to continue in the program

If the student does not wish to appeal, they should notify the school in writing before the stated deadline. If no notification is received by the deadline, SUI will assume the student agrees with the decision.

Grievance Policy

Sacramento Ultrasound Institute is committed to treating all students fairly and professionally. Students are encouraged to address any concerns or questions regarding policies or decisions directly with the relevant party. If a student has a complaint, they should first discuss the issue with the instructor or administrator involved. This will initiate an informal process aimed at resolving the dispute in good faith, which includes three steps:

1. Identifying and defining the problem
2. Exploring acceptable options for resolution
3. Attempting to resolve the conflict through agreed-upon solutions

If the matter is not resolved through informal discussion, the student may submit a written complaint to the Chief Operating Officer. The Campus Director will then strive to address and resolve the complaint within five (5) days of receipt. If the issue remains unresolved, the Campus Director will further investigate the written complaint, attempt to resolve it, and record it in the campus's official log.

To initiate the formal grievance process, the student must submit a written statement outlining the specific allegations, the desired resolution, and any supporting documentation. The Director will review the grievance and respond within five (5) business days with a proposed course of action. The Campus Director will then notify the student of the final decision.

Students may also file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or submitting a complaint form via the Bureau's website: www.bppe.ca.gov.

Complaints may also be submitted to the institution's accreditor, ABHES: 6116 Executive Blvd., Suite 730 North Bethesda, MD 20852, Phone: 301-291-7550, Website: www.abhes.org

Arbitration and Class Action Waiver Disclosure

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

The Arbitration Agreement does not obligate the student to engage in arbitration or any internal dispute resolution process offered by Sacramento Ultrasound Institute before submitting a borrower defense to repayment application to the U.S. Department of Education, as outlined in 34 C.F.R. § 685.206(e).

Any arbitration required under the Arbitration Agreement will toll (pause) the limitations period for filing a borrower defense to repayment application, as specified in 34 C.F.R. § 685.206(e)(6)(ii), for the duration of the arbitration process.

For any questions regarding the Arbitration Agreement or disputes related to Title IV Federal student loans or the educational services provided in exchange for those loans, students should contact the Campus Director at Sacramento Ultrasound Institute.

Non-Discrimination

Sacramento Ultrasound Institute is dedicated to offering equal opportunities to all applicants and ensuring that no discrimination occurs in any program or activity. This includes activities related to the recruitment of students or employees. Discrimination based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other category that would exclude an individual from consideration is strictly prohibited.

For any inquiries regarding this policy, please contact the Chief Operating Officer, who is responsible for ensuring compliance with this non-discrimination policy.

Student Records

Sacramento Ultrasound Institute maintains electronic student records, which are created during the registration and enrollment process. These records include documents such as the registration form, enrollment agreement, transcripts, and other official information. In the event a student withdraws or is expelled before completing or graduating from the program, their record will also contain additional documentation, such as a summary of their progress, refund calculation, and a copy of the refund (if applicable).

Sacramento Ultrasound Institute will retain student records indefinitely. Students are encouraged to make and keep copies of important documents both during and after their time at the institute. Students have the right to review their student records at any time through the student portal. If a student finds any information in their records to be inaccurate or misleading, they are encouraged to raise their concerns and request a review of their file by an Admissions Official or designated school representative.

Student's Right to Privacy – Family Educational Rights and Privacy Act (FERPA)

Sacramento Ultrasound Institute adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This law grants students specific rights regarding access to and release of records containing personally identifiable information.

Personally identifiable information from student records will not be disclosed to third parties without the written consent of the student. However, records may be released to regulatory, accrediting, and oversight bodies, or in response to a legally executed court subpoena, without student or parent consent.

Class Size

To uphold the high standards at Sacramento Ultrasound Institute, class sizes are kept significantly below state-mandated limits. On average, classes consist of approximately 16 students, with a maximum of 24 students per class.

English Instruction

Sacramento Ultrasound Institute does not provide English as a Second Language (ESL) instruction. All courses are conducted in English, and students must demonstrate proficiency through the successful completion of a high school diploma or GED.

Full-Time Student Status

All programs at Sacramento Ultrasound Institute are classified as full-time. Students enrolled in any of the institute's programs are considered full-time students.

Program Progression

To successfully advance through the program, students must meet the following minimum requirements (individual programs may have additional criteria):

- Complete prerequisite courses prior to advancing.
- Earn a minimum grade of "C" (75% or higher) in all courses.
- Meet the objectives of each course satisfactorily.

Graduation Requirements

To graduate from Sacramento Ultrasound Institute, students must successfully complete the didactic, lab, and clinical hours of their enrolled program and fulfill all the following criteria:

1. All financial obligations, including tuition and textbook fees, must be paid in full.
2. The student must successfully complete and pass all required didactic and clinical courses, including all required examinations.

Unit of Credit

Credits earned at Sacramento Ultrasound Institute are intended for measuring progress toward program completion and are typically non-transferable to other institutions.

Semester Credits:

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

Quarter Credits:

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

Credit Hours Per Semester:

- 6 – 8.5 credits = Half-Time
- 9 – 11.5 credits = Three-Quarter Time
- 12+ credits = Full-Time

Failed Courses

Students who fail a course may retake it once. If repeating one or more courses is necessary, the program's duration may not exceed 1.5 times the planned program length. A student is only permitted to repeat the same course once. If the student fails the course on the second attempt, they will be academically withdrawn from the program. Retaking a course depends on availability in the next term and the student's GPA. If there are no available seats or the required course is not immediately offered, the student may be withdrawn or placed on a leave of absence for a period not exceeding 180 days.

Retake Fees

Students required to retake a course due to unsuccessful completion (whether from failure, withdrawal, or disciplinary action) will be charged tuition at the current rate for that course, as well as any remaining courses in the program.

Grading Policy

An incomplete grade ("I") signifies that an extension for final grade assignment has been approved due to the student not completing part of the required coursework. The "W" symbol indicates that the student withdrew from the course before completion. It does not reflect the quality of the student's performance and is not factored into the grade point average.

Grade Scale

Grade %	Grade	Grade
95%-100%	A	Excellent
85%-94%	B	Above Average
75%-84%	C	Average
60%-74%	D	Below Average
0%-59%	F	Failing
	I	Incomplete
	IP	In Progress
	W	Withdraw
	AU	Audit

	TR	Transfer
	NC	No Credit (Externship)
	CR	Credit (Externship)

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.

An "I" grade is assigned when required coursework is not completed during the term or semester of enrollment. An "I" can only be granted under the following conditions:

- The student has been making satisfactory progress in the course, as determined by the Program Director.
- The student is unable to complete certain coursework due to circumstances beyond their control. The student must provide a written explanation of these circumstances, which must be deemed acceptable by the Program Director. All required coursework must be completed by the established deadline and submitted to the instructor. If not, the grade will automatically convert to an "F".

W (Withdrawal)

A "W" grade is assigned when a student withdraws or is administratively withdrawn from a course and/or the institution before completing the course by the end of the term. The course is considered attempted but is not included in the Cumulative GPA (CGPA) calculation.

AU (Audit)

The "AU" designation is used for audited courses. Since this grade carries no grade point value, it is not included in GPA calculations. It is used solely to track successful completion of the audited course.

TR (Transfer Credit)

The "TR" grade is given when transfer credits are granted before the student begins the program. Transfer credits are counted as attempted credit hours but are not included in the CGPA calculation.

CR/NC (Credit/No Credit)

In courses graded on a "Credit/No Credit" basis, students must meet all course requirements to earn credit or a passing grade. While these grades count as credit hours attempted, they do not contribute to the GPA calculation since no grade points are awarded.

Assignment of Grades

Grades are assigned by the instructor teaching the course. The instructor will provide students with grading guidelines at the beginning of the course. If a student has concerns or objections regarding their grade, they should first attempt to resolve the issue with the instructor. If the issue remains unresolved, the student may schedule an appointment with the Program Director to discuss the matter further.

Audit Policy

An audited course allows attendees to participate in a class without earning credit toward a Sacramento Ultrasound Institute (SUI) degree or certificate. Audit credits do not contribute to graduation or full-time status, and successfully completed audited courses are not

counted toward continuous enrollment. Auditing a course provides individuals an opportunity to refresh knowledge and skills in their field or prepare for re-entry into SUI. All individuals auditing a course must adhere to SUI policies and are responsible for fulfilling course requirements, including but not limited to clinicals, quizzes, tests, labs, and lectures. If a student misses more than 20% of the assigned course hours, they will be withdrawn from the course.

Enrolled students who need to repeat a course may choose to audit that course if they have previously earned a passing grade, to maintain or enhance their skills.

Prospective students and alumni may audit a course at no cost to explore career education or refresh their knowledge and skills.

Course audits are subject to availability and require approval from the Director of Education prior to enrollment.

Prospective students and alumni must sign a waiver before participating in any lab activities. Hands-on procedures may include physical contact with faculty, students, or patients. Invasive procedures are defined as medical procedures that enter the body, such as cutting, puncturing the skin, or inserting instruments into anatomical openings. Enrolled students have already agreed to this participation through their Enrollment Agreement.

Outside Work – Outside Hour Policy (OHP):

Written homework assignments will be given periodically throughout the course. The Outside Hour Policy (OHP) estimates the time students should dedicate to out-of-class preparation activities. These activities may include, but are not limited to, homework assignments, test and quiz preparation, report completion, and other tasks requiring study outside of regular school hours.

OHP-related activities may be graded.

Semester Credit Hours

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

Quarter Credit Hours

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

Attendance Requirements

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. *(Note: Exceptions may be made at the discretion of the Program Director based on individual circumstances and program policy.)*

- **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. Exceptions may be made at the discretion of the Program Director based on individual circumstances and program policy 2024-2025 SUI Catalog Addendum
- **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.

Clock Hour Attendance Policy

Sacramento Ultrasound Institute requires 100% attendance for students to acquire the knowledge and skills necessary to succeed in their program. Each class session presents vital information crucial for achieving career goals. If a student misses a theory or clinical session, they must make up the missed time.

Attendance Guidelines for the Diagnostic Medical Sonography Program:

- Students must attend all scheduled theory, lab, and clinical sessions.
- Students are responsible for demonstrating achievement of the objectives covered during any missed sessions.
- **ALL theory, lab, and clinical objectives must be made up if a student is absent.**

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

Late arrivals or early departures from class, including returning late from breaks, will result in the student being marked tardy. Chronic or excessive tardiness or early departures may result in disciplinary action, up to and including dismissal from the program.

Regular attendance is essential for both academic and professional success. If a student has an absence rate of 15% or more in any course, their grade will be reduced by one letter grade at the end of the course.

Students wishing to appeal this decision may contact the Director of Education in writing for further review.

Students who fail to officially withdraw after missing 14 consecutive calendar days of class will be automatically withdrawn from the institution.

Make-Up Guidelines

Students are permitted to make up hours missed due to absences only. However, depending on the student's progression in the program and the structure of SUI's educational offerings, availability of make-up hours cannot be guaranteed and may affect the student's graduation timeline and completion status.

Students must make up all missed hours and complete all necessary competencies.

Additionally, any absences must be made up in the current course before the student can begin the next course. Make-up of clinical hours is subject to availability at appropriate clinical facilities.

Credit Hour Attendance Policy

The following attendance guidelines apply to students enrolled in the Cardiac Sonography and MRI programs. Students in credit hour or blended programs may receive instruction both on-campus and online. On-campus attendance is recorded by the assigned instructor. Attendance for the online component is tracked weekly when students complete academic activities such as submitting assignments, participating in discussion forums, or completing quizzes and exams.

Regular attendance and active participation are crucial for acquiring the knowledge and skills needed to succeed in these programs. Each class session presents vital information necessary for achieving career goals.

If a student arrives late, returns late from a break, or leaves early, they will be marked as tardy. Chronic or excessive tardiness or early departures may result in disciplinary action, up to and including dismissal from the program.

Regular attendance is vital for both academic and professional success. Students who accumulate an absence rate of 15% or greater in any course will experience a reduction of one letter grade at the end of the course. Students may appeal this decision by submitting a written request to the Director of Education for further review.

Students who fail to officially withdraw and miss 14 consecutive calendar days will be automatically withdrawn from the institution.

Leave of Absence (LOA) Policy

Students who need to take a leave of absence (LOA) must submit a written request to the Program Director. This request must be signed and dated, including the start and end dates of the LOA, along with the reason for the leave. An LOA may be granted if the institution reasonably expects the student to return and complete their program of study. Students are allowed only one LOA within a 12-month period, though an additional leave may be granted in extenuating circumstances with prior approval from the Program Director or Director of Education. LOAs cannot exceed a total of 180 calendar days (from the Leave Date to the Return Date) within a 12-month period. The student must return on the first day of the scheduled course in a future term/semester, within the 180-day limit. Failure to return on the approved date will result in withdrawal from the program.

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

- Family Emergency
- Financial Reasons
- Medical Reasons
- Military Service
- Personal Leave
- Maternity Leave
- Study Abroad
- Church Mission
- Other significant reasons

Once the LOA is approved, the Program Director will meet with the student to review available options. The student will confirm their agreement with the continuing education plan. If the student determines they cannot comply with the plan, they may withdraw from the LOA and continue their program or withdraw from the program entirely. The final LOA plan will be submitted to the Registrar, who will update the student's file accordingly. If a student's enrollment is temporarily interrupted by an LOA, they will return to school with the same Satisfactory Academic Progress (SAP) status they had prior to the leave. The number of clock hours and days taken during the LOA will be added to the student's contract period and will not be included in the cumulative attendance percentage. If a student contacts the school prior to their expected return date to request an extension of the LOA, the request may be denied, and the student may be withdrawn. Extensions will be reviewed on a case-by-case basis.

Pregnancy Policy

If a student becomes pregnant during their program, they may choose to voluntarily inform the Program Director in writing. The following options are available to students who become pregnant while enrolled:

- **Option 1:** The student may continue in the program without any modifications to the program components.
- **Option 2:** The student may take a leave of absence.
- **Option 3:** The student may withdraw from the program and reapply according to school policies.

- **Option 4:** The student may withdraw their declaration of pregnancy at any time and for any reason, in writing.

In programs that require special radiation protection training, counseling with the Safety Officer (SO) is available for guidance.

Program Change

A student may decide to change their career path during their time at the institution. The school reserves the right to approve or deny transfers between programs offered. To initiate a program change, the student must first notify the admissions office, financial aid office, and the Program Director.

If the student proceeds with the program change, they will be subject to the tuition rate applicable at the time of the change. In the event of a program change, the student will be required to sign a new Enrollment Agreement. The student will be charged the pro-rated tuition and fees for the original program, along with any additional fees associated with the new program.

Dress Code

On-Campus Uniform Requirements

Students must adhere to the designated uniform requirements set by SUI, which align with the attire expected in the professional field. Students are expected to maintain a neat, clean, and professional appearance at all times. Failure to comply with the dress code may result in a grade reduction, probation, or dismissal from the program. The dress code applies while on SUI property, including parking lots and social areas.

Uniforms:

- Scrubs must be worn at all times for all on-campus events across all programs.
- Scrubs must be clean, in good condition, and properly fitted. Pants should be hemmed to avoid touching the floor. Cuffing or cutting of pants is not allowed.

Outerwear:

- A solid-colored jacket (white, blue, black, or gray) may be worn.
- While outerwear may have a hood, hoods must remain down during class and clinical activities.

Head Covering:

- Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Head coverings are only allowed for religious reasons.

Footwear:

- Acceptable shoes include white, black, or brown shoes made of leather or leather-like material, or sneakers with minimal decoration.
- Unacceptable footwear includes sandals, open-toed or open-heeled shoes, high heels, clogs, and flip-flops.
- Socks or stockings must be worn and should cover the ankle.

Underwear:

- Underwear should not be visible. White t-shirts or undershirts may be worn under scrubs but must be tucked in and should not extend beyond the hem of the scrub top.

Hair and Nails:

- Hair must be clean, professional, and styled so that it does not fall into the face or interfere with work or patient care. Hair colors outside natural ranges (e.g., blue, green, extreme red) are not permitted.
- Beards and mustaches must be neatly trimmed.
- Nails should be clean and trimmed to approximately ¼ inch beyond the fingertips. Artificial nails and colored nail polish (other than clear) are prohibited due to CDC guidelines for safety and health.

Jewelry:

- A minimal amount of jewelry is allowed. One small stud or a dime-sized loop earring in each ear lobe is permitted.
- Other jewelry, including bracelets, rings (other than wedding bands), and necklaces, is not permitted.
- Fingernail, facial, tongue, or nose jewelry is unacceptable. Body piercings must not be visible.
- Religious necklaces are only permitted if they are covered by a high-neck undergarment.
- Note: Individual clinical facilities may have more restrictive jewelry policies, including a ban on all jewelry.

Tattoos:

- Vulgar or offensive tattoos must be completely covered while on campus and at externship or clinical sites.

Fragrance:

- Perfumes, colognes, scented lotions, and body odors (including from smoking) are not permitted in the classroom, clinical sites, or skills lab due to allergies and respiratory sensitivities. This is a strict no-scent policy.

Sex Offender Registry

In compliance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Sacramento Ultrasound Institute provides access to the National Sex Offender Registry. This legislation requires higher education institutions to inform their campus communities about where law enforcement information on registered sex offenders can be obtained. It also mandates that sex offenders already registered in a state must notify each institution in that state where they are employed, carry out vocational activities, or are enrolled as students. The California Department of Justice's website provides information on registered sex offenders in California: [California Megan's Law](#).

Sexual and/or Racial Harassment Complaints

Sacramento Ultrasound Institute is dedicated to maintaining a work and learning environment free from discrimination, intimidation, and harassment. We strongly oppose any form of sexual harassment. No individual associated with SUI—faculty, staff, or students—may engage in verbal abuse of a sexual nature, use sexually degrading or explicit language to describe someone or their body, or display sexually suggestive images or objects on campus. All students are expected to behave in a manner that upholds this policy's principles and intent.

Health and Safety Information

Professional Risks

Engaging with patients in healthcare settings involves inherent risks for both patients and caregivers, including exposure to communicable diseases. Throughout the program, students will receive information about the risks associated with various diseases and the measures in place to reduce these risks.

Students are expected to provide appropriate care to all assigned patients, regardless of their medical condition, including patients with diagnoses such as tuberculosis, hepatitis (A, B, or C), AIDS, or other infectious diseases. Standard precautions and appropriate barrier protection must be implemented in the care of all patients.

CPR Requirements

CPR Certification: Students must obtain certification in American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. The CPR certification card must be issued by the AHA. Certification is required for clinical placement and it is the student's responsibility to ensure certification is obtained.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) mandates that all protected health information (PHI) be kept private and secure. Since SUI students, faculty, and staff handle PHI during educational activities, all students must complete annual HIPAA training to remain in compliance with HIPAA regulations. This training must be completed prior to clinical placement. Violations of HIPAA will result in disciplinary action, up to and including withdrawal from the program, depending on the severity of the violation.

Exposure Response

In the event of exposure to potentially infectious materials (e.g., needlestick, mucous membrane contact, or airborne inhalation), individuals must take immediate first aid steps and report the incident within one hour to their instructor or supervisor. The clinical instructor or supervisor is responsible for ensuring proper safety protocols are followed. The Program Director will assist faculty members following exposure incidents involving students or staff. Students will receive detailed instructions and forms outlining the accident procedures before their first clinical experience.

Flu Vaccine

To ensure the safety of patients, students, staff, and the public, students participating in clinical experiences may be required to provide documentation of the seasonal flu vaccine.

Failure to comply may affect clinical attendance. Students will be notified when this requirement applies.

TB Testing

Students must provide documentation of a negative **Tuberculosis (TB) screening** before beginning clinical rotations. For students who have had a prior positive TB test, the following documentation is required:

- **Negative Chest X-ray:** Must be completed within the past two years (must be valid through the student's first semester). Students with a history of positive TB tests must also be free of symptoms such as a productive cough, night sweats, or unexplained weight loss.
- **Annual TB Testing:** Students must undergo annual TB screening (either a TST skin test or blood assay). If previously positive, an updated active disease screening questionnaire must be submitted annually.

Latex Allergy

Latex allergies affect approximately 3 million people in the U.S. Latex exposure may result in skin rashes, asthma, and, in rare cases, shock. Students are advised to notify the program if they have or develop a latex allergy or sensitivity.

Smoking

Smoking is prohibited inside the school facilities and within 25 feet of the building. Electronic cigarettes (e-cigarettes) are also prohibited in school buildings. Smoking is permitted only in designated areas.

Students with Disabilities

Sacramento Ultrasound Institute (SUI) is fully compliant with the Americans with Disabilities Act of 1990 (ADA) and provides wheelchair accessibility. The facility includes ramp access from the parking lot, wide hallways and doors, ADA-compliant door handles, and an accessible restroom for disabled students.

Students enrolled through a government agency, institution, district, or other entities must meet the admission requirements outlined in the training agreement and/or relevant state licensing or certification standards.

SUI is also in compliance with the Individuals with Disabilities Education Act (IDEA). If you require reasonable accommodations, such as sign language interpreters, tape/video recordings, test-taking accommodations, or assistive listening devices, please schedule a meeting with the Program Director and Director of Education. During this meeting, you should bring any medical documentation relevant to your request. We will discuss the nature of your disability, its impact on learning, and the accommodation options available.

Documentation Requirements

To proceed with your request for accommodations, you must provide documentation from a medical expert within the last three years that includes:

- A diagnosis of the disability
- A description of how the diagnosis was determined (including tests conducted and results)

- A clinical summary that evaluates how the disability may affect your ability to learn in a college environment and includes recommended accommodations

After the initial meeting, a formal request for accommodations must be submitted in writing. The meeting, formal request, and the school's response must be completed before the pre-enrollment process.

Note: To be eligible for Title IV, HEA funding, you must be able to benefit from reasonable accommodations.

Drug and Alcohol Abuse Prevention Policy

Sacramento Ultrasound Institute (SUI) is dedicated to maintaining a drug-free and alcohol-free campus. Students and employees are strictly prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on SUI premises or during any SUI-sponsored activities.

In alignment with this policy, SUI has implemented a Drug Screening Policy, which mandates that all students undergo a ten (10) panel drug screening prior to the clinical portion of their program, or if there is reasonable suspicion of being under the influence of alcohol or illegal drugs.

Prohibited Substances

SUI prohibits the possession or use of controlled substances or alcohol on school property or during any SUI-related activities. "Controlled substances" include, but are not limited to:

- Opiates, opium, and opium derivatives
- Mescaline
- Hallucinogenic substances
- Peyote
- Marijuana
- Stimulants and depressants
- Cocaine

Penalties

Both federal and state laws impose fines and/or imprisonment for alcohol and drug-related offenses. Additional legal consequences may include loss of driver's license and limitations on career opportunities. A summary of federal penalties for drug offenses can be found [here](#), and the Federal Controlled Substances Act is available [here](#).

In addition to criminal prosecution, individuals who violate this policy may face disciplinary actions from SUI, which may include warnings, reprimands, disciplinary probation, suspension, or expulsion.

Health Risks

Abusing controlled substances can lead to severe health risks, including malnutrition, organ damage, hangovers, blackouts, fatigue, impaired learning, dependency, disability, and death. Drug and alcohol use can also harm the development of an unborn fetus. Other personal consequences include diminished self-esteem, depression, alienation from reality, and suicidal tendencies. Social issues may involve strained family relationships, chronic conflicts with authority, and the loss of academic and extracurricular opportunities.

For more information on the health risks of various drugs, please refer to the [DEA Drug of Abuse](#).

Drug and Alcohol Prevention and Treatment Programs

SUI offers referral services for drug and alcohol prevention and treatment. Students seeking assistance can refer to the resources listed in this catalog or consult Student Services or their Program Director for further guidance. Violators of the drug and alcohol policy will be subject to disciplinary action, which may include warning, reprimand, disciplinary probation, suspension, or expulsion.

Resources for Counseling, Treatment, and Rehabilitation

Several resources are available for counseling, treatment, and rehabilitation for those dealing with alcohol and drug dependence and abuse. These resources include:

- **National Council on Alcoholism and Drug Dependence**
www.ncadd.org
(800) NCA-CALL
- **California Department of Alcohol and Drug Programs**
www.adp.ca.gov
(800) 879-2772
- **Sacramento County Health and Human Services, Alcohol and Drug Services**
<http://publichealth.lacounty.gov/sapc/>
(800) 564-6600
- **Alcoholics Anonymous**
www.aa.org
(800) 923-8722
- **Cocaine Anonymous**
www.ca.org
(310) 559-5833
- **Narcotics Anonymous**
www.na.org
(800) 863-2962
- **Families Anonymous**
www.familiesanonymous.org
(800) 736-9805

Substance Abuse Policy

The safety and well-being of patients and clients cared for by our students is the foremost priority at Sacramento Ultrasound Institute (SUI). To maintain a safe and productive learning environment, SUI has implemented a substance abuse policy designed to minimize accidents and ensure the highest standards of care. The policy mandates that students undergo drug testing if there is reasonable suspicion of being under the influence of alcohol or illegal drugs, or if they are in possession of substances prohibited by federal law, unless prescribed by a licensed healthcare professional.

Students are strictly prohibited from attending class or clinical sites while impaired by alcohol, illegal drugs, inhalants, prescription medications, or over-the-counter drugs.

Conditions for Drug Screening

Students will be required to undergo drug screening, at the college's expense, in the following circumstances:

1. Observable signs of impairment, such as slurred speech, lack of coordination, incoherence, or odors of marijuana or alcohol
2. Possession of drugs, paraphernalia, or alcoholic beverages
3. Repeated, factual reports of substance misuse from multiple colleagues
4. Unusual or erratic behavior such as mood swings, hostility, anxiety, or sudden outbursts
5. Involvement in suspicious accidents
6. Apparent lapses in judgment or memory
7. Unusual lethargy

Testing Procedure

1. If a student denies being under the influence of unauthorized substances, a drug screen request will be initiated.
 - a. The student must consent to undergo drug screening by signing a consent form.
 - b. If the student refuses to consent, they will be immediately dismissed from the program.
2. Initiate the request for a drug screen, providing both verbal and written instructions, including timelines for the test.
3. Arrange for transportation to the testing center by Uber, accompanied by a SUI representative.
4. After the specimen is collected, the student will be returned by Uber to their point of origin or home.
5. The student will be excluded from all clinical activities pending the drug screen results.
6. The testing center will interpret the results within 24-48 hours.
7. Results will be sent to the Program Director and stored in a confidential, locked file. The results will only be shared with the Clinical Coordinator on a need-to-know basis.
8. Any positive drug screens will be reviewed by an independent Medical Review Officer, who will verify the results. The student may explain the positive result and provide the name of their prescribing physician for verification. If verified, the student will be placed on probation. Any subsequent substance abuse evidence will result in dismissal. The student may appeal through the Student Grievance Policy.
9. If the drug screen is positive and unexplained, the student will be dismissed from the program and reported to the relevant licensing authority, if applicable.
10. Students with a positive drug test will be referred to an independent counselor at their expense for evaluation.
11. A negative drug screen will result in the student's immediate reinstatement to clinical activities, with the opportunity to make up assignments. The student will remain subject to all relevant policies regarding safe behavior and client care.

Pre-Placement Drug Screening

Rationale

Healthcare professionals are entrusted with the safety and well-being of their patients. To protect those receiving care from SUI students and to comply with clinical partner requirements, drug screening is a mandatory component of both the admissions process and clinical placement. Clinical sites may impose additional requirements based on their internal policies or in alignment with Joint Commission standards.

Scope

Sacramento Ultrasound Institute (SUI) requires a drug screening as part of both program admission and clinical placement. Clinical affiliates may apply stricter standards, including additional drug testing or background checks, to ensure regulatory compliance.

Clinical Placement

Clinical placements are assigned by the program based on each student's educational needs. Once a placement is confirmed, students may not decline or opt out due to drug screening results. Failure to meet drug screening requirements will result in withdrawal from the program.

Drug Screening Process

1. Program faculty will inform students of the clinical site's drug screening policies and provide the required consent forms.
2. Students must complete the screening within the designated timeline. Late submissions may result in additional fees and require retesting.
3. A list of approved drug screening vendors will be provided. Only screenings from these vendors will be accepted.

Implementation

Students must successfully complete a ten (10) panel drug screen within 30 days prior to starting their clinical rotation. The results will remain valid throughout the student's enrollment, provided there is no interruption (e.g., withdrawal or leave of absence).

The Ten Panel Drug Screen includes testing for the following substances:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana Metabolites
- Opiates
- Phencyclidine (PCP)
- Propoxyphene Metabolite
- Methadone
- Methaqualone

Students are responsible for the full, non-refundable cost of the screening. SUI will determine the appropriate level of screening required. Clinical sites will not conduct drug testing unless otherwise coordinated by SUI.

Confidentiality

All drug screening records are considered educational records protected under the Family

Educational Rights and Privacy Act (FERPA). These records will be securely stored in locked files with restricted access.

Positive Results and Readmission

A positive drug screen is defined as the detection of any prohibited substance listed above. Students with a positive result will be withdrawn from the program and are not eligible for clinical placement.

Readmission following a positive result requires:

- A minimum six-month waiting period
- Submission of a new negative drug screen
- Proof of successful completion of a drug counseling and treatment program, at the student's own expense

Validity and Re-Screening

Drug screen results are valid for the duration of a student's continuous enrollment.

Students who experience a break in enrollment must repeat the drug screening.

Additionally, clinical sites may require a new screening as a condition of placement.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

Our Programs

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

Location:

All laboratory training takes place on campus at: 1765 Challenge Way Suite 200
Sacramento, CA 95815. Clinical Experience Sites will be assigned within a 125 radius of the SUI Campus.

Diagnostic Medical Sonography

Program Hours:	1,680	Delivery Method:	Blended
Program Length:	72 Weeks	Credential:	Diploma
Credits Awarded:	64 Semester	SOC Code:	29-3032

Program Overview

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

Courses

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

DMS Course Descriptions

(DMS200) Ultrasound Physics / 8 Credits

Prerequisites: None

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

(SUI003) Foundations of Sonography / 2 Credits

Prerequisites: DMS200

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

(SUI001) Sonographic Anatomy & Physiology / 7 Credits

Prerequisites: DMS200, SUI003

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

(DMS100) Abdomen & Small Parts / 10 Credits

Prerequisites: DMS200, SUI003, SUI001

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

(DMS500) Gynecology/Obstetrics / 10 Credits

Prerequisites: DMS200, SUI003, SUI001, DMS100

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

(DMS400) Arteria/Vascular / 10 Credits

Prerequisites: DMS200, SUI003, SUI001, DMS100, DMS500

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

(DMS600) Clinical Experience I / 2 Credits

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

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

(DMS601) Clinical Experience II / 7.5 Credits

Prerequisites: DMS200, SUI003, SUI001, DMS100, DMS500, DMS400, DMS600

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

(DMS602) Clinical Experience III / 7.5 Credits

Prerequisites: DMS200, SUI003, SUI001, DMS100, DMS500, DMS400, DMS600, DMS601

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

Cardiac Sonography

Program Hours:	1,720	Delivery Method:	Blended
Program Length:	72 Weeks	Credential:	Associate of Applied Science
Credits Awarded:	120 Quarter	SOC Code:	29-3031

Program Overview

The Cardiac Sonography program consists of 72 weeks of training excluding any holidays and scheduled breaks. The program includes lecture, laboratory, and clinical education. The program goal is to prepare competent entry-level cardiovascular technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the adult echocardiography.

The student receives eight hundred (800) hours of didactic and lab instruction and nine hundred and twenty (920) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum prepares students with the theoretical knowledge, skills, and responsibilities required to work in the allied-health medical field as an entry-level Cardiac Sonographer. Additionally, the program prepares students to take the ARDMS specialty exam.

Program Objectives

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

Courses

Course Description	Course Code	Lecture Hours	Lab Hours	Clinical Hours	Total Credit Awarded
Ultrasound Physics	SUI004	100	30	0	11.0
Patient Care & Medical Law	MED105	40	0	0	4.0
Cardiac Anatomy & Physiology	CS 100	40	0	0	4.0
Cardiac Electrophysiology	CS110	40	10	0	4.5
Introduction to Echocardiography	CS200	72	0	0	7.0
Introduction to Echocardiography Lab	CS200.L	0	72	0	3.5
Echocardiography I	CS300	96	0	0	9.5
Echocardiography I Lab	CS300.L	0	96	0	4.5
Career Readiness	SUI010	30	0	0	3.0
Echocardiography II	CS400	72	0	0	7.0
Echocardiography II Lab	CS400.L	0	72	0	4.0
Clinical Education I	CS450	0	0	120	4.0
Clinical Education II	CS500	0	0	400	13.0
Clinical Education III	CS600	0	0	400	13.0
Echo Registry Review	CS610	30	0	0	3.0
Total		520	280	920	95
Transfer Credits					25
Total for clock hours and Credits	1720				120

CS Program Course Descriptions

(SUI004) Ultrasound Physics 11.00 Credits

Prerequisites: None

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

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

(MED105) Patient Care & Medical Law / 4.0 Credits**Prerequisites:** SUI004

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

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

(CS100) Cardiac Anatomy & Physiology / 4.0 Credits**Prerequisites:** SUI004, MED105

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

(CS110) Cardiac Electrophysiology / 4.5 Credits**Prerequisites:** SUI004, MED105, CS100

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

(CS200) Introduction to Echocardiography / 7.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110

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

(CS200.L) Introduction to Echocardiography Lab / 3.5 Credits

Prerequisites: SUI004, MED105, CS100, CS110

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

(CS300) Echocardiography I / 9.5 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L,

This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload/volume overload in relation to valvular pathology. This course will also cover prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension. This course also provides students with principal knowledge about the medications used to treat patients with heart disease. student will understand the major drug classifications in cardiology and common medications used in cardiac emergencies and stress Echo. Students will also gain knowledge about medical tests other than TTE used to aid with the diagnosis of heart disease with possible use of medication or contrast agent.

(CS300.L) Echocardiography I Lab / 4.5 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L,

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

parasternal views of the heart. Color and Spectral Doppler are introduced and practiced by the student.

(SUI010) Career Readiness / 3.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L

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

(CS400) Echocardiography II / 7.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010

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

This course also involves understanding the indications and utility of advances in echocardiography such as Intraoperative Echocardiography, Intravascular Echocardiography, Strain, Contrast Echocardiography, as well as 3D Echocardiography and any new/updated procedures or techniques. This course also covers cardiac embryology, common congenital heart diseases both in pediatric and adult population. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also discusses common surgical procedures in congenital heart disease. This course encourages quantitative and qualitative analysis of cardiac functions in relation to different congenital pathologies.

(CS400.L) Echocardiography II Lab / 4.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010

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

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

(CS450) Clinical Education I / 4.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010, CS400, CS 400L

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

(CS500) Clinical Education II / 13.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010, CS400, CS 400L, CS450

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

(CS600) Clinical Education III / 13.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010, CS400, CS 400L, CS450, CS500 This is the Third and final in a continuation of Clinical Education courses and the concentration is on performing complex echocardiographic views without assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms within the scheduled appointment time of the lab. Students are expected to be able to explain detailed clinical findings, write preliminary reports and process the echocardiogram through the PACs system. Students should be able to perform almost all scheduled echocardiograms each day without errors or omissions.

(CS610) Echocardiography Registry Review / 3.0 Credits

Prerequisites: SUI004, MED105, CS100, CS110, CS200, CS200.L, CS300, CS300.L, SUI010, CS400, CS 400L, CS450, CS500

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

MRI Technologist

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

Program Overview

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

Program Objectives

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

Courses

Code	Course Title	Lecture	Clinical	Total	Credits
PSYCH100	Applied Psychology in Health Care	48	0	48	3.0
ENG100	College Reading	48	0	48	3.0
MATH100	Mathematics for Health Sciences	48	0	48	3.0
AP100	Anatomy & Physiology	120	0	120	8.0
MRI100	Cross Sectional Anatomy	117	0	117	7.5
MRI102	Physics & Instrumentation	102	0	102	6.5
MRI101	Imaging & Procedures	102	0	102	6.5
MRI103	Patient Care & Management	90	0	90	5.5
CNL100	Clinical Externship I	0	500	500	11.0
CNL101	Clinical Externship II	0	500	500	11.0
Total for Program		675	1000	1675	65

MRI Technologist Course Descriptions

(PSYCH100) Applied Psychology in Health Care / 3.0 Credits

Prerequisites: None

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

(ENG100) College Reading / 3.0 Credits

Prerequisites: None

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

(MATH100) Mathematics for Health Sciences / 3.0 Credits

Prerequisites: None

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

(AP100) Anatomy & Physiology / 8.0 Credits

Prerequisites: None

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

(MRI100) Cross Sectional Anatomy / 7.5 Credits

Prerequisites: AP100

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

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

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

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

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

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

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

(CNL100) Clinical Externship I / 11.0 Credits**Prerequisites:** PSYCH100, ENG100, MATH100, AP100, MRI100, MRI102, MRI101, MRI103

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

(CNL101) Clinical Externship II / 11.0 Credits**Prerequisites:** PSYCH100, ENG100, MATH100, AP100, MRI100, MRI102, MRI101, MRI103, CNL100

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

Invasive Cardiovascular Technology

Program Hours:	1,580	Delivery Method:	Blended
Program Length:	72 Weeks	Credential:	Associate of Applied Science
Credits Awarded:	97 Quarter	SOC Code:	29-2031

Program Overview

The student receives seven hundred ninety (790) hours of didactic training and eight hundred ten (810) hours of clinical education, allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. In addition, the program prepares students to take the Registered Cardiovascular Invasive Specialist (RCIS) certification offered by the Cardiovascular Credentialing International (CCI). Upon completion of the program, an Associate of Applied Science is awarded. Normal completion time for this program is 72 weeks excluding any holiday and vacation times.

Our program is dedicated to developing skilled cardiovascular technologists who are not only proficient in their technical abilities but also committed to ethical practice and patient-centered care. Through collaboration with diverse healthcare teams and a strong focus on radiation safety, we ensure our graduates are prepared to meet the challenges of the evolving healthcare landscape

Program Objectives

Upon completion of the program, the student will

- Serve as entry-level cardiovascular technologists, mastering the knowledge, skills, and behaviors essential to the field.
- Recognize, respond, and anticipate emergent situations within best practice standards.
- Practice within ethical standards and legal guidelines
- Facilitate patient care, safety, and comfort.
- Demonstrate effective collaboration with interprofessional healthcare teams.
- Perform principles of radiation safety and techniques to minimize radiation exposure for both patients and the healthcare team.

Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
A&P100	Anatomy & Physiology	100	0	0	100	10.0
MDT200	Medical Terminology	30	0	0	30	3.0
MATH100	Mathematics for the Health Sciences	50	0	0	50	5.0
ENG100	English	50	0	0	50	5.0
CS100	Cardiovascular Anatomy & Physiology	40	0	0	40	4.0
CVIT101	Rhythm Analysis	30	0	0	30	3.0
CVIT201	Principles of Radiation	20	0	0	20	2.0
CVIT102	Aseptic Technique	20	0	0	20	2.0
CVIT103	Aseptic Technique Lab	0	60	0	60	3.0
CVIT200	Patient Care and Assessment	30	0	0	30	3.0
CVIT204	Pharmacology and Medication Administration	30	0	0	30	3.0
CRD300	Career Readiness	30	0	0	30	3.0
CVIT202	Invasive Procedures I	60	0	0	60	6.0
CVIT203	Invasive Procedures Lab	0	80	0	80	4.0
CVIT205	Invasive Clinical Rotation I	0	0	150	150	5.0
CVIT210	Invasive Procedures II	60	0	0	60	6.0
CVIT215	Invasive Clinical Rotation II	0	0	360	360	12.0
CVIT250	Invasive Procedures III	60	0	0	60	6.0
CVIT255	Invasive Clinical Rotation III	0	0	300	300	10.0
CVIT299	Capstone	20	0	0	20	2.0
Total for Program		630	140	810	1580	97

ICVT Program Course Descriptions

(A&P100) Anatomy & Physiology / 10.0 Credits

Prerequisites: None

This course is designed to provide students with a solid foundation in human anatomy and physiology, with a focus on understanding the structure and function of key organ systems. The first part of the series will delve into the anatomy and functioning of the skeletal, muscular, and nervous systems. Students will explore how these organ systems interact to facilitate the body's overall movement and response to stimuli. Additionally, they will learn the basics of the endocrine system and its vital role in maintaining homeostasis and coordinating bodily functions.

The course focuses on the cardiovascular, respiratory, digestive, urinary, and reproductive systems, discussing in detail their structure and functioning. Students will gain a comprehensive understanding of how these systems interact to support the body's internal environment and survival. They will also revisit the endocrine system and learn how it intricately regulates these systems, ensuring the body's smooth operation and balanced internal environment.

(MDT200) Medical Terminology / 3.0 Credits

Prerequisites: None

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, students learn common abbreviations applicable to each system.

(MATH100) Mathematics for Health Sciences / 5.0 Credits

Prerequisites: None

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

(ENG100) English / 5.0 Credits

Prerequisites: None

This course is designed to increase proficiency of comprehension skills, vocabulary development and reading rate, with a focus on healthcare-related contexts. This course provides students with the essential language skills needed to effectively communicate within the healthcare setting, prepare students to communicate clearly and professionally with patients and other healthcare professionals.

(CS100) Cardiovascular A&P / 4.0 Credits

Prerequisites: A&P100

This course will focus on anatomy and physiology of the cardiovascular system to include: gross cardiac anatomy, vascular anatomy, circulation, clotting cascade, atherogenesis, cardiac cell physiology, conduction system, action potentials, cardiovascular reflexes, cardiovascular hemodynamics, fluid dynamics, cardiac cycle, cardiac performance, fetal blood flow and development, and congenital abnormalities.

(CVIT101) Rhythm Analysis / 3.0 Credits

Prerequisites: MDT200, A&P100

This course introduces the principles of electrocardiography, ECG rhythm recognition, and cardiac device therapy to include: Cardiac Anatomy, Circulation, Cardiac Conduction System, cardiac action potentials, calculations and measurements, sinus rhythms, atrial rhythms, junctional rhythms, ventricular rhythms, and conduction delays.

(CVIT201) Principles of Radiation / 2.0 Credits

Prerequisites: MDT200, A&P100

This course introduces the principles radiation production and radiation safety in the cardiac catheterization lab.

(CVIT102) Aseptic Technique / 2.0 Credits

Prerequisites: MDT200, A&P100

This course introduces the principles asepsis with a focus on the cardiac cath lab to include: hand hygiene, infection control, sterile environments, PPE, surgical attire, sterilization, establishing and maintaining a sterile field, surgical scrub, gowning and gloving, patient prep, clean versus aseptic environments, adding medications and sterile supplies to the sterile field, draping the patient, safety precautions, instrumentation, suturing, and post-procedural care, and therapeutic communication.

(CVIT103) Aseptic Technique Lab / 3.0 Credits

Prerequisites: MDT200, A&P100

This skills lab course applies the principles of asepsis with a focus on the cardiac cath lab to include hand hygiene, infection control, sterile environments, PPE, surgical attire, sterilization, establishing and maintaining a sterile field, surgical scrub, gowning and gloving, patient prep, clean versus aseptic environments, adding medications and sterile supplies to the sterile field, draping the patient, safety precautions, instrumentation, suturing, and post-procedural care, and therapeutic communication.

(CVIT200) Patient Care and Assessment / 3.0 Credits

Prerequisites: MDT200, A&P100

This course focuses on the patient using a holistic approach. The course will focus on the following topics: Therapeutic Communication, Quality Patient Care, Quality Control, Quality Assessment, Electronic Medical Records, Bloodwork and Labs, Timeout Procedures, IV Therapy, Informed Consent, Blood Pressure, Peripheral Pulses, Emergency Equipment, O2 Saturations, ABG's, and Respiratory Rate, and Allergies and Medications.

(CVIT204) Pharmacology and Medication Administration / 3.0 Credits**Prerequisites:** MDT200, A&P100

This course focuses on the principles of pharmacology and medication administration for the cardiac cath lab patient. Topics include: ACLS, Sedation, Antiarrhythmics, Med Calculations, Coagulation and Anti-Platelets, Anticoagulants, Thrombolytics & Reversal Agents, Antianginals, and Antihypertensives (Diuretics, Vasodilators, Cardioinhibitory Drugs).

(CRD300) Career Readiness / 3.0 Credits**Prerequisites:** None

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

(CVIT202) Invasive Procedures I / 6.0 Credits**Prerequisites:** CS100, CVIT101, CVIT102, CVIT103

This course will focus on the foundational knowledge of cardiac catheterization procedures. Topics will focus on: staffing, equipment, vascular access, hemostasis, closure devices, complications, angiographic views, coronary artery identification, contrast media, hemodynamics, heart failure, coronary artery disease, left and right heart procedures, and acute coronary syndrome.

(CVIT203) Invasive Procedures Lab / 4.0 Credits**Prerequisites:** CS100, CVIT101, CVIT102, CVIT103

This skills lab course provides an opportunity for students to apply the foundational theory and knowledge of the roles and responsibilities of the cardiovascular technologist, in a controlled, simulated setting, during procedures in the cardiac catheterization lab.

(CVIT205) Invasive Clinical Rotation I / 5.0 Credits**Prerequisites:** CS100, CVIT101, CVIT102, CVIT103

This course provides an opportunity for students to apply the foundational theory and knowledge of the roles and responsibilities of the cardiovascular technologist during diagnostic and interventional procedures in the cardiac catheterization lab, focusing on the scrub role.

(CVIT210) Invasive Procedures II / 6.0 Credits

Prerequisites: CVIT200, CVIT201, CVIT202, CVIT203, CVIT204

This course builds on the foundational principles and theory of invasive procedures in the cardiac catheterization lab, with a heavy focus on pathophysiology, including: valvular disease, cardiomyopathies, pericardial disease, hemodynamic support, valvuloplasty, and valve and shunt calculations.

(CVIT215) Invasive Clinical Rotation II / 12.0 Credits

Prerequisites: CVIT200, CVIT201, CVIT202, CVIT203, CVIT204, CVIT205

This course provides an opportunity for students to apply the foundational theory and knowledge of the roles and responsibilities of the cardiovascular technologist during diagnostic and interventional procedures in the cardiac catheterization lab, focusing on the scrub role.

(CVIT250) Invasive Procedures III / 6.0 Credits

Prerequisites: CVIT210

This course focuses on pathophysiology and treatments for aortic, peripheral, renal, and cerebrovascular disease.

(CVIT255) Invasive Clinical Rotation III / 10.0 Credits

Prerequisites: CVIT205, CVIT215

This course provides an opportunity for students to continue to build on the roles and responsibilities of the cardiovascular technologist during diagnostic and interventional procedures in the cardiac catheterization lab, focusing on the circulator and monitor roles.

(CVIT299) Capstone / 2.0 Credits

Prerequisites: CVIT210, CVIT215

This course integrates professionalism, lifelong learning, and scope of practice within the specific discipline in cardiovascular technology.

Radiologic Technology

Program Hours: 2,824

Program Length: 96 Weeks

Credits Awarded: 151 Quarter

Delivery Method: Blended

Credential: Associate of Applied Science

SOC Code: 29-2034

Program Overview

Students receive nine hundred and sixty-four (964) hours of didactic and laboratory instruction and one thousand eight hundred sixty (1,860) hours of clinical education, allowing them to apply the lecture topics to practical use. The program is designed to facilitate the development of each student to meet the needs of the growing healthcare industry. The curriculum prepares students with entry-level competencies in the radiologic technology profession. In addition, the program prepares students to take the ARRT certification exam.

Program Objectives

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

Courses

Code	Course Title	Lecture	Lab	Clinical	Total	Credits
A&P100	Anatomy & Physiology	100	0	0	100	10.0
ENG110	English	50	0	0	50	5.0
MDT200	Medical Terminology	30	0	0	30	3.0
RT115	Radiographic Physics and Exposure I	60	0	0	60	6.0
MTH120	Mathematics for the Health Sciences	50	0	0	50	5.0
RT215	Radiographic Physics and Exposure II	50	0	0	50	5.0
RT235	Radiographic Positioning I	80	0	0	80	8.0
RT245	Radiographic Positioning Lab I	0	60	0	60	3.0
CRD300	Career Readiness/Prof. development	30	0	0	30	3.0
RT315	Radiologic Sciences & Patient Care	90	0	0	90	9.0
RT325	Radiologic Sciences & Patient Care Lab	0	20	0	20	1.0
RT335	Radiographic Positioning II	60	0	0	60	6.0
RT345	Radiographic Positioning Lab II	0	40	0	40	2.0
RT405	Radiographic Biology	40	0	0	40	4.0
RT415	Radiographic Pathology	50	0	0	50	5.0
EXT490	Clinical Externship I	0	0	180	180	6.0
RT505	Adv. Rad Imaging & Special Proc.	80	0	0	80	8.0
EXT590	Clinical Externship II	0	0	384	384	12.5
RT605	Radiographic Image Analysis	50	0	0	50	5.0
EXT690	Clinical Externship III	0	0	384	384	12.5
EXT790	Clinical Externship IV	0	0	480	480	16.0
RT805	Registry review	24	0	0	24	2.0
EXT890	Clinical Externship V	0	0	432	432	14.0
Total for Program		630	140	810	1580	151

Radiologic Technology Program Course Descriptions

(A&P100) Anatomy & Physiology / 10.0 Credits

Prerequisites: None

This course is designed to provide students with a comprehensive understanding of the human body, its structure, and functions of different systems as it relates to diagnostic imaging. Throughout the course, students will be introduced to the anatomy of various organ systems including the skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Students will also learn how each system interacts and relates with each other to keep the body's internal environment balanced.

(ENG110) English / 5.0 Credits

Prerequisites: None

This course is designed to increase proficiency of comprehension skills, vocabulary development and reading rate, with a focus on healthcare-related contexts. This course provides students with the essential language skills needed to effectively communicate within the healthcare setting, prepare students to communicate clearly and professionally with patients and other healthcare professionals.

(MDT200) Medical Terminology / 3.0 Credits

Prerequisites: None

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, students learn common abbreviations applicable to each system.

(RT115) Radiographic Physics and Exposure I / 6.0 Credits

Prerequisites: None

This course provides an overview of the principles of the interaction of radiation with living systems, and the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail, structural considerations, distortion, factors affecting biological response are discussed as well as the responsibilities of the radiographer for patient, personnel, and public safety. Radiation health and safety requirements are also incorporated. Upon completion of the course, the student will understand the concept of and demonstrate the ALARA principle in clinical activity.

(MTH120) Mathematics for the Health Sciences / 5.0 Credits**Prerequisites:** None

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

(RT215) Radiographic Physics and Exposure II / 5.0 Credits**Prerequisites:** RT115

This course is a continuation of Radiographic Physics and Exposure 1. In this course students will continue to explore the principles of the interaction of radiation with living systems, and the technical factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, image receptors, image processing, beam limitation, grids, contrast, density, detail, structural considerations, distortion, factors affecting biological response are discussed as well as the responsibilities of the radiographer for patient, personnel, and public safety. Radiation health and safety requirements are also incorporated. Upon completion of the course, the student will understand the concept of and demonstrate the ALARA principle in clinical activity.

(RT235) Radiographic Positioning I / 8.0 Credits**Prerequisites:** RT115

This is a comprehensive study of radiographic positioning of the chest, abdomen, upper and lower extremities, shoulder and pelvis girdle, spine and ribs with emphasis on associated anatomy and radiographic image evaluation. This provides the necessary foundation to perform standard radiographic procedures. Consideration is given to radiation protection and the production of images of optimal diagnostic quality.

(RT245) Radiographic Positioning Lab I / 3.0 Credits**Prerequisites:** RT115

Laboratory experience complements the didactic portion of the radiographic positioning course. It is designed to provide the student radiographer with hands-on radiographic positioning experience, leading to the development of clinical competencies. It serves as a foundation for advanced clinical skills, practice of routine radiographic positioning common to most health facilities, radiation protection for the patient, and the radiographer. The competencies developed in this lab will include chest, abdomen, upper and lower extremities, shoulder and pelvis girdle, spine and ribs. All bony and soft tissue anatomy areas will be stressed.

(CRD300) Career Readiness / 3.0 Credits**Prerequisites:** None

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

(RT315) Radiologic Sciences & Patient Care / 9.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245

The course covers the role of Radiologic Technologists in the healthcare delivery system, including the history, legal and ethical terminology, attitudes, and communication skills necessary for providing appropriate patient care. It also includes the scope of practice and radiation safety practices, including those for trauma, geriatric, neonatal, and pediatric patients. The course will involve discussions, applications, role-playing, and timed simulated procedure evaluations of commonly used medical procedures and techniques in radiology departments. In addition, the course will cover infection control procedures using standard precautions, including the use of portable equipment.

(RT325) Radiologic Sciences & Patient Care Lab / 1.0 Credit**Prerequisites:** RT115, RT215, RT235, RT245

The laboratory course of the Radiologic Sciences & Patient Care complements the didactic course by providing hands-on experience. During the course, students will acquire skills in assessing vital signs and blood pressure of patients. They will also learn about patient care, safety, effective communication, proper body mechanics, and ergonomics, with an emphasis on the importance of documentation and informed consent. In addition, the course will cover medical and surgical aseptic techniques, as well as the fundamental principles of pharmacology associated with venipuncture. The course also includes procedural techniques, anatomy and physiology of venipuncture sites, the use of instruments and related equipment, and administration of diagnostic contrast agents. Students will be required to perform a minimum of 10 successful venipuncture sticks.

(RT335) Radiographic Positioning II / 6.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245

This is a continuation of Radiographic Positioning I. Topics covered will include calvarium, facial area, sinuses, biliary tract, upper and lower gastrointestinal system with an emphasis on associated anatomy and radiographic image evaluation. Consideration is given to the essentials of contrast media, contrast reactions, and surgical procedures, and skills specific to these objectives are performed in a simulated environment.

(RT345) Radiographic Positioning Lab II / 2.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245

This is the continuation of Radiographic Positioning Lab I and will cover theoretical concepts and actual laboratory demonstration for the cranium, facial bones, paranasal sinuses, biliary tract, upper and lower gastrointestinal system, urinary system, trauma, and pediatric imaging. Students will develop and demonstrate appropriate positioning, technical and communication principles, as well as learn supplemental radiographic views and adjustments necessary to compensate for patients' pathological limitations in a simulated environment.

(RT405) Radiographic Biology / 4.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345

This course provides a basic understanding of the biological effects of ionizing radiation and its interaction with living systems (molecules, cells, tissues and whole body). Throughout the course, students will explore biological and physical factors affecting radiation responses (acute and chronic), the kinetics of cell survival and the principles of radiation protection including the responsibilities of a radiographer for patients, personnel and the public.

(RT415) Radiographic Pathology / 5.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345

The course provides an overview of the disease process, common diseases and their appearance on medical images. Students will learn the classification, etiology, imaging considerations and treatment of diseases commonly encountered in imaging facilities, along with a better understanding of the technologist's role in the detection and management of disease processes.

(EXT490) Clinical Externship I / 6.0 Credits**Prerequisites:** RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345

This course is the first clinical practice experience designed for sequential development, application, critical analysis, and integration of the concepts and theories presented in the didactic courses. Using competency-based assignments, the student first observes and then performs - under direct supervision - patient care and radiographic procedures. The course focuses on introducing students to advanced radiographic procedures, clinical education settings, patient-centered clinical practice, professional development, and collaborative working relationships with other healthcare professionals. Competency and outcomes measurement ensure the well-being of the patient pre-, during, and post-procedure. Students perform under direct supervision following the policy and procedures in the Radiology Technology Student Handbook.

(RT505) Advanced Rad Imaging & Special Procedures / 8.0 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490

This course covers advanced topics and techniques in diagnostic imaging including computed tomography (CT), mammography, bone densitometry, nuclear medicine, magnetic resonance imaging (MRI), ultrasound and interventional procedures. Students will learn about the different types of advanced imaging modalities, and their applications in clinical practice, as well as advantages and limitations in diagnosing various medical conditions. The course will also cover the specifics of each imaging modality, including patient preparation, imaging protocols, image interpretation, and potential complications.

(EXT590) Clinical Externship II / 12.5 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490

This course is a continuation of EXT490 and provides the student with clinical experience under the supervision of clinical staff to gain practical experiences designed for sequential development, application, critical analysis, and integration of the concepts and theories presented in the didactic courses. Using competency-based assignments, the student first observes and then performs - under direct supervision - patient care and radiographic procedures. The course focuses on introducing students to advanced radiographic procedures, clinical education settings, patient-centered clinical practice, professional development, and collaborative working relationships with other healthcare professionals. Competency and outcomes measurement ensure the well-being of the patient pre-, during, and post-procedure. Students perform under direct supervision following the policy and procedures in the Radiology Technology Student Handbook.

(RT605) Radiographic Image Analysis/ 5.0 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490, EXT590

This course is designed to introduce students to the fundamentals of radiographic image analysis. Students will learn to perform basic interpretation of radiographic images, identify normal and abnormal anatomy, and develop an understanding of the radiographic image elements. Students will also learn to identify common radiographic artifacts and equipment malfunctions that affect image quality.

(EXT690) Clinical Externship III/ 12.5 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490, EXT590

This course is a continuation of EXT590 and provides the student with clinical experience under the supervision of clinical staff to gain practical experiences designed for sequential development, application, critical analysis, and integration of the concepts and theories presented in the didactic courses. Using competency-based assignments, the student first

observes and then performs - under direct supervision -patient care and radiographic procedures. The course focuses on introducing students to advanced radiographic procedures, clinical education settings, patient-centered clinical practice, professional development, and collaborative working relationships with other healthcare professionals. Competency and outcomes measurement ensure the well-being of the patient pre-, during, and post-procedure. Students perform under direct supervision following the policy and procedures in the Radiology Technology Student Handbook.

(EXT790) Clinical Externship IV/ 16.0 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490, RT505, EXT590, RT 605, EXT690

This course is a continuation of EXT690 and provides the student with clinical experience under the supervision of clinical staff to gain practical experiences designed for sequential development, application, critical analysis, and integration of the concepts and theories presented in the didactic courses. Using competency-based assignments, the student first observes and then performs - under direct supervision -patient care and radiographic procedures. The course focuses on introducing students to advanced radiographic procedures, clinical education settings, patient-centered clinical practice, professional development, and collaborative working relationships with other healthcare professionals. Competency and outcomes measurement ensure the well-being of the patient pre-, during, and post-procedure. Students perform under direct supervision following the policy and procedures in the Radiology Technology Student Handbook.

(RT805) Registry Review/ 2.0 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490, EXT590

The objective of this course is to prepare students for the ARRT® registry exam. The course will cover the core curriculum of the program, addressing the ARRT® exam content specifications. Additionally, students will take mock registry exams to gain practical experience and assess their preparedness. The course will also provide effective studying strategies to help students succeed in the ARRT® registry exam.

(EXT890) Clinical Externship V/ 14.0 Credits

Prerequisites: RT115, RT215, RT235, RT245, RT315, RT325, RT335, RT345, RT405, RT415, EXT490, RT505, EXT590, RT 605, EXT690, EXT790

This course is a continuation of EXT790 and provides the student with clinical experience under the supervision of clinical staff to gain practical experiences designed for sequential development, application, critical analysis, and integration of the concepts and theories presented in the didactic courses. Using competency-based assignments, the student first observes and then performs - under direct supervision -patient care and radiographic procedures. The course focuses on introducing students to advanced radiographic procedures, clinical education settings, patient-centered clinical practice, professional development, and collaborative working relationships with other healthcare professionals.

Competency and outcomes measurement ensure the well-being of the patient pre-, during, and post-procedure. Students perform under direct supervision following the policy and procedures in the Radiology Technology Student Handbook.

Questions about this Catalog?

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

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento,
CA 95798-0818

www.bppe.ca.gov

P: 888.370.7589 F: 916.263.1897

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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Faculty

Full-Time

Name	Education	Position
Abdul Noori RDCS, RCIS	MD - Sina Balkh Medical College	CS/CVT Program Director
Fred Schindler RT MR CT	AS Radiology - University of Akron	MRI Program Director
Heather Monarrez RDCS, RDMS, RVT	MS - Walden University	DMS Program Director
Lee Ann Johnson MH Ed, RCIS	Masters, Adult Education - Capella University	CS/ICVT Assistant Program Director
Melissa Mesorana BA, RDMS	BA - Psychology - Huston Tillotson University; AAS - DMS- Del Mar	DMS Clinical Coordinator
Suhad Alkhalidi RDMS	MD - Al-Mustansiriya University	DMS Faculty
Tamara Spiva RDMS	Diploma, RDMS - SUI	DMS Faculty
Bianca Bae	MS, Human Resource Development - University of Bucharest	RT Program Director

Part-Time

Name	Education	Position
Abigail Schmidt	MS, Sociology - SJSU	Gen. Ed. Faculty
Gayane Mkhitarian	MD - Yerevan State Medical University	Gen. Ed. Faculty
Daniel Lebowitz	MS, Mathematics- Oregon State University	Gen. Ed. Faculty
Diana Mayo Gallo	BS, RT - Gurnick Academy	RT Faculty
Edin Mandzukic	Diploma, RCIS - Carnegie Institute	ICVT Faculty
Sharon Shashahani	Diploma, DMS - UC Irvine	CS Faculty

Staff

Sima Dermishyan	Chief Executive Officer
Samuel Yarmagyan	Chief Operating Officer
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Armine Kocharyan	Campus Director
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Renee Lease	Financial Aid Director
Candice Brooks	Student Services Director
Holly Jones	Registrar
Kevin Reems	Admissions Counselor
Salina Valenzuela	Financial Aid Advisor
Diane Fox	Financial Aid Advisor
Sima Yarmagyan	Administrative Assistant