



small community bound to do big things

UNITED MEDICAL INSTITUTE (“UMI”)



CATALOG 2024

Effective Dates 01/01/2024 - 12/31/2024

Phone/ SMS: (916) 334-5118 | Email: info@unitedmedicalinstitute.edu

www.unitedmedicalinstitute.edu

California

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

Arizona

1921 S Alma School Rd # 303, Mesa, AZ 85210

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APPROVALS & ACCREDITATION

ACCREDITATION

United Medical Institute is accredited by the [Distance Education Accrediting Commission](#). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the [Council for Higher Education Accreditation \(CHEA\)](#).

Address: 1101 17th Street NW, Suite 808, Washington, D.C. 20036. Ph: 202.234.5100

LICENSE & APPROVAL

Arizona Campus

United Medical Institute is licensed by Arizona State Board for Private Postsecondary Education.

California Campus

United Medical Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798. Website: <http://www.bppe.ca.gov>. Telephone: (916) 574-8900 or (888)370-7589, or Fax: 916-263-1897.

MEMBERSHIP & AFFILIATIONS

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

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

LOCATION & GENERAL DESCRIPTION OF FACILITIES

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

School Location & Contact Information:

UNITED MEDICAL INSTITUTE

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

Website: www.unitedmedicalinstitute.edu

E-mail: info@unitedmedicalinstitute.edu

California Campus Location

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

Voice / SMS: 916-334-5118

Arizona Campus Location

1921 S Alma School Rd # 303, Mesa, AZ 85210

Voice / SMS: 916-334-5118

Classes are conducted remotely via Google Meet and in-person on-campus or at clinical affiliate sites

Hours of Operations:

Prospective Student

Admission Office: 9AM-3PM Tuesdays-Thursdays (Remotely)

[Inquiry Appointment](#) (Remotely)

Current Students and Graduates

Student Support: 9AM-6PM Mondays-Thursdays

Remotely and in-person during the on-campus sessions.

Administration

Administrative Office: 12:30PM-4:30PM Mondays & Wednesdays.

Remotely and in-person

The campus is closed to unauthorized visitors.

For general information or to schedule an appointment:

Email to info@unitedmedicalinstitute.edu

MISSION AND GOALS

Mission

The mission of United Medical Institute (UMI) is to equip students with the essential skills required to excel in diverse roles within the dynamic healthcare sector. UMI empowers both aspiring and established professionals in Diagnostic Medical Sonography and other healthcare fields to navigate technological advancements, foster leadership capabilities, and drive entrepreneurial innovation through practical application and high-quality distance education.

Institutional Goals

- I. Provide accessible and industry-relevant professional education through a blend of distance learning and hands-on training methods, tailored to meet the evolving needs of our students.
- II. Cultivate and strengthen school-industry partnerships to create diverse career pathways for our students and graduates, addressing the growing demand for skilled professionals within our communities.
- III. Actively engage in community service initiatives to contribute positively to the well-being and development of the communities we serve.
- IV. Continuously innovate and provide cutting-edge career development resources utilizing the latest in distance education and professional networking technologies, ensuring our students are well-equipped for success in their chosen fields.

Students We Serve

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

HISTORY

Founded in 2006, United Medical Institute (UMI) has maintained its commitment to excellence in medical education. Since 2009, our Diagnostic Medical Sonography program has stood as the cornerstone of UMI's academic offerings, providing students with a robust foundation in medical imaging. In 2018, Dr. Inna Lisker assumed the position of President and CEO, bringing extensive academic credentials and decades of leadership and higher education experience to UMI. Dr. Lisker is dedicated to maintaining an educational environment that empowers students to achieve their academic and career goals.

In the subsequent years, UMI has reached significant milestones. In 2023, UMI achieved initial institutional accreditation from The Distance Education Accrediting Commission (DEAC), expanded programs from California to Arizona, and secured approval for the Associate of Science and Bachelor of Science in Diagnostic Medical Sonography (DMS) degree programs. These accomplishments underscore UMI's ongoing commitment to providing quality education and expanding opportunities for our students.

School Leadership

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

SCHOOL POLICIES AND CODE OF CONDUCT

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

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

Drug and Alcohol Abuse Prevention

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

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

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

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

Breaks

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

No Weapons

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

School Property Damage

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

Visitors and Guests

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

Student Behavior

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

Cell Phones and Other Personal Communication and Digital Technologies

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

Electronic Recording

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

CODE OF CONDUCT & ACADEMIC INTEGRITY

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

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

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

Scholastic Integrity

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

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

Administration of Examination

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

Clinical / Lab / Class Participation and Attendance Records

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

STATEMENT OF NON-DISCRIMINATION

United Medical Institute is in compliance with all requirements imposed by or pursuant to Title VI and VII of the Civil

Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

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

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

devices and similar technologies, and helping students identify or locate additional resources.

Accessibility

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

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

SEXUAL HARASSMENT AND MISCONDUCT

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

DRESS CODE AND UNIFORMS

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

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

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

ADMISSIONS

GENERAL REQUIREMENTS

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

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

1. Prospective students must have graduated from high school or its equivalent; be at least 18 years old

(or provide parental consent). The following items are acceptable as proof of high school completion or its equivalent:

- High School Diploma
 - Evidence of passing the High School Equivalency Exam
 - Evidence of passing the GED
 - Documentation of High School Diploma on the DD214
 - Documentation of High School Diploma on a transcript from an accredited or Bureau approved institution
 - Documentation of completion of an associate or higher degree as equivalent
 - Any transcripts submitted for admission or any courses submitted for a transfer of credits from institutions outside of the United States or its territories must be evaluated by recognized credential evaluation services for the qualitative and quantitative equivalency to the courses for which transfer credit is to be awarded. Refer to National Association of Credential Evaluation Services (NACES: <https://www.naces.org>) or Association of International Credential Evaluators (AICE: <https://aice-eval.org>) for the list of evaluation services.
2. To be considered for enrollment, prospective students must complete a remote live information interview. Prospective students must attend the remote live interview with their camera on for identity verification among other reasons.
 3. Prospective students must complete a program application and pay the program application fee to be considered for enrollment. To complete the program application, prospective students will be asked to provide their government-issued picture ID for identity verification.
 4. To complete enrollment, prospective students must pay all applicable program enrollment payments as outlined on the enrollment agreement. Program payments are due at the time the enrollment agreement is executed (signed by the prospective student and by school administrator) or according to other arrangements acceptable to the school.
 5. Prospective students must complete a distance education questionnaire to determine if taking coursework at a distance would be a good fit. To participate in live remote synchronous classrooms, a student needs the following:
 - A desktop, laptop, or a tablet with camera, video and audio capabilities
 - Reliable Internet
 - A headphone set with a microphone
 6. Students are notified via email of their acceptance or denial of admission into the program.
 7. Enrollment Period: Students may enroll in the program up to one calendar week prior to the program's start date.

PROGRAM-SPECIFIC REQUIREMENTS

DMS Programs

1. Prospective students must complete the Wonderlic Scholastic Level Exam and score 16 or higher.
2. Clinical Externship Requirements: To qualify for Clinical 3, students must obtain and provide evidence of the following by no later than the scheduled date of Clinical 3:
 - CPR Card: the school conducts CPR training twice a year by a third-party provider. Students may obtain CPR training and a certificate with any provider of their choice. Cost of CPR training is not included in the program tuition and fee. Failure to obtain a CPR card by the due date will make the student not eligible for Clinical 3 and may result in termination from the program.
 - Immunization: Students must provide documentation of immunization listed in [Insert C of the Catalog](#). Individual clinical sites may have additional immunization / vaccination requirements.

Cost of immunization is not included in the program tuition and fee. Students may decline immunization / vaccination; in this case, the student will be responsible for securing a clinical 3 site that must be approved by the UMI clinical administrator. Failure to timely secure a clinical site may result in the student's enrollment interruption and may lead to termination from the program.

- **Health Screening / General Release from Primary Doctor:** Students must provide documentation of general release from the primary doctor. Cost of immunization is not included in the program tuition and fee. Failure to obtain and provide general release documents may result in termination from the program.
- **Background Check (Criminal & Drug Screening):** Most sites and prospective employers will require a criminal background check and drug screening. The school will cover the expenses associated with the initial background check and drug screening if a clinical 3 site requires it. Students are responsible for any consequence / repeated drug screening or background checks if the initial screening came inconclusive. Students who are unable to pass criminal background check and/or drug screening by clinical 3 scheduled date will not be placed with a school's affiliate. Please note that even if the student is able to secure a clinical site that is willing to accept the student, a successful employment outcome upon program completion is highly unlikely.
- **Student Professional Liability Insurance:** Prior to Clinical 3, all students are required to obtain their individual Professional Liability Insurance. UMI recommends obtaining professional liability insurance coverage through the Society of Diagnostic Medical Sonography at <https://www.sdms.org> . UMI does not cover the cost, nor does it reimburse students for Professional Liability Insurance coverage. No student will be placed with a clinical 3 affiliate without a proof of insurance.

Diploma in Diagnostic Medical Sonography: Prospective students must complete Wonderlic Scholastic Level Exam and score 16 or higher.

Associate of Science in Diagnostic Medical Sonography: Prospective students must complete Wonderlic Scholastic Level Exam and score 16 or higher.

Bachelor of Science in Diagnostic Medical Sonography: Completion of all course requirements for the UMI DMS Diploma program or a completion of an Associate Degree program in Diagnostic Medical Sonography.

VISA SERVICES AND ENGLISH LANGUAGE

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

TRANSFER OF CREDITS; ADVANCED PLACEMENT AND CREDITS FOR EXPERIENTIAL LEARNING

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

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

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

UMI will not accept more than 75 percent of the credits required for a degree program, or a combination of transfer credit and experiential or equivalent credit (including challenge/test-out credits). Per UMI assessment, courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level.

UMI does not grant credits for experiential learning or achievement tests, or challenge examinations (without prior credit to accompany). Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.

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

[Transfer of Credits Worksheet](#) can help students estimate the number of transfer credits.

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

Students must be formally admitted to the program before submitting a transfer credit request.

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

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

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

STUDENT TUITION RECOVERY FUND DISCLOSURE-CALIFORNIA

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the

institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

UMI DISTANCE LEARNING ENVIRONMENT

METHODS OF DELIVERY

UMI uses a variety of methods to deliver engaging and flexible learning environments. Course and class formats may include any of the following:

- Remote synchronous: interactive live instructions via real-time video conferencing (e.g. Google Meet or Zoom)
- Remote asynchronous: flex time learning within established course schedule and timeline
- Remote simulation: laboratory activities conducted using simulation technology (e.g. Sonosim)
- In-Person residential: on-campus activities conducted in person
- In-Person off-site: in-person activities conducted off-campus (e.g. clinical site)
- Self-Paced Online: flex time learning within the established program timeline.

UMI REMOTE LIVE CLASSROOM POLICY & CHECKLIST

REQUIRED:

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

REMOTE SYNCHRONOUS CLASSROOM PARTICIPATION & ATTENDANCE:

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

TESTS AND EXAMS:

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

UMI GOOGLE CLASSROOM PORTALS

To supplement and to support the remote synchronous classroom environment, UMI integrates asynchronous online Google Classroom portals for class and program-related communication, submission

of assignments, grading, attendance, and tracking students' progress.

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

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

- Minimum for the duration of the term
 - students are assigned to a specific Google Classroom portal based on their class schedule;
 - students have access to each course's description, material, assignments, and course schedule;
 - students submit all assignments through the portal;
 - students may review their grades 24/7;
 - students receive faculty feedback and communicate via portal on matters concerning class participation and attendance.
- Minimum for the duration of the program
 - DMS PROGRAM PORTAL
 - CLINICAL PORTAL
 - CAPSTONE PORTAL
 - CAREER PORTAL
 - STUDY RESOURCE PORTAL
 - GEN ED PORTAL

SONOSIM SYSTEM REQUIREMENTS

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

System Requirements:

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

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

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

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

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

ONLINE CONTENT PORTALS

Some of the UMI courses may include content from online content providers such as Sophia Learning or

ACADEMIC STANDARDS AND POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

Students can view their progress in currently enrolled course(s) at any time in the Learning Management System. Students are also informed of their progress through progress reports sent out at the end of each 10-week term, at and between the formal SAP evaluation points.

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

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

Quantitative Evaluation: Rate of Progress

The Rate of Progress monitors a student's progress determined by the proportion of program hours completed against the program hours attempted. Maximum timeframe to complete a program is 150% of the total program length measured in clock hours (Diploma and AS) and in quarter credits (BS).

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

Qualitative Evaluation: Cumulative GPA

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

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

SAP Chart: Evaluation Points and Minimum Requirements

SAP Chart provides the intervals for SAP evaluation points and minimum standards for meeting

satisfactory academic progress. Failure to meet CGPA and/or Rate of Progress benchmarks at any of the evaluation points will jeopardize the student's ability to remain enrolled in and complete the program.

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

SAP Charts

DIPLOMA-DMS

Evaluation Point	Cumulative GPA	Timeframe	Total Clock Hours Attempted	Minimum Clock Hours Completed	Total Quarter Credits Attempted	Minimum Quarter Credits Completed	Interval Weeks
SAP Evaluation I	2	End of Term 2	400.00	268.00	33.33	22.33	20
SAP Evaluation II	2	End of Term 6	1,210.00	810.70	87.65	58.73	40
SAP Evaluation III	2	End of Term 8	1,760.00	1,179.20	106.65	71.46	20
SAP Evaluation IV	2	MTF	2,640.00	1,760.00	159.98	106.65	40

AS-DMS

Evaluation Point	Cumulative GPA	Timeframe	Total Clock Hours Attempted	Minimum Clock Hours Completed	Total Quarter Credits Attempted	Minimum Quarter Credits Completed	Interval Weeks
SAP Evaluation I	2	End of Term 2	400.00	268.00	33.33	22.33	20
SAP Evaluation II	2	End of Term 6	1,210.00	810.70	87.65	58.73	40
SAP Evaluation III	2	End of Term 8	1,940.00	1,299.80	124.65	83.52	20
SAP Evaluation IV	2	MTF	2,910.00	1,940.00	186.98	124.65	40

BS-DMS

Evaluation Point	Cumulative GPA	Timeframe	Total Clock Hours Attempted	Minimum Clock Hours Completed	Total Quarter Credits Attempted	Minimum Quarter Credits Completed	Interval Months
SAP Evaluation I	2	End of Term 2	400.00	268.00	33.33	22.33	5
SAP Evaluation II	2	End of Term 6	1,210.00	810.70	87.65	58.73	10
SAP Evaluation III	2	End of Term 8	1,940.00	1,299.80	124.65	83.52	5
SAP Evaluation IV	2	End of Term 12	2,870.00	1,922.90	185.65	124.39	10
SAP Evaluation V	2	MTF	4,305.00	2,870.00	278.48	185.65	12

SAP Monitoring

Advisement, Warning, and Probation

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

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

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

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

Students have access to their progress reports at any time through UMI's Student Portal.

GRADING POLICY

Grading Scale and Definitions

Academic Grades

Academic Grades	Definition	Credit Attempted	Credit Completed	Grade Points	CGPA Count
A (90-100)	Pass	Yes	Yes	4	Yes
B (80-89)	Pass	Yes	Yes	3	Yes
C (70-79)	Pass	Yes	Yes	2	Yes
F (0-69)	Fail	Yes	No	0	Yes
CR ($\geq$ 76% / "2")	Credit	Yes	Yes	No	No
NC (< 76% / "2")	No-Credit	Yes	No	No	No

Administrative Grades & Codes

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

Incomplete Grade (I)

A grade of "I" is assigned when hours or coursework are not completed by the scheduled completion date. The student must request an "I" grade from faculty or UMI administration. Any incomplete course that occurs during the authorized absence period may be assigned a

grade of Incomplete ("I"). "I" grade must be resolved within no longer than 30 days from the grade notification. All Incomplete grades must be resolved prior to advancing to Clinical Externship 3. Should a student not be able to complete assignments on time, an "F" grade will replace the "I" grade. The student will be required to repeat the failed course. The student may also be required to withdraw from the program and to re-enter at the beginning of the next start date for the course retake.

Attendance Failure (AF)

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

Course Repeat (RPT)

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

Withdrawal Grade (W)

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

Withdrawal-No Attendance Grade (WNA)

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

Transfer Credit (TR)

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

Credit/No-Credit Grade (CR/NC)

CR/NC grade is awarded for the Clinical Externship course of the program. "CR" grade indicates a successful completion of the course (minimum 76% or "2" on Clinical Evaluation report); "NC" grade indicates failure to complete the course. CR/NC counts toward the program Maximum Time Frame (MTF) for SAP.

Remediation Audit (RAU)

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

transcript.

Review Courses, Non-Credit Courses

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

Grade Appeal Policy

1. The student is responsible for initiating contact with the instructor to discuss and resolve the grade dispute.
2. Should a resolution not be reached between the student and instructor, the student has the right to appeal to the Program Chair within 5 business days of last contact with the instructor and no more than 10 days after receiving the grade. The must be submitted using UMI Grade Appeal Form (<https://forms.gle/bs4r1gPjiQApFvkY8>)
3. The student is responsible for providing electronic copies of supporting documents she/he believes support the reason for the appeal.
4. The Program Chair will review all relevant materials pertaining to the appeal and may contact the student and/or the faculty with questions or clarifications. The Program Chair will arrive at a final decision within 10 business days from the date of submission of the appeal form. The decision of the Program Chair regarding the resolution of grade appeal is final.

ACADEMIC ASSESSMENT AND EVALUATION

Levels of programmatic academic assessment and evaluation:

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

Overall Course-Level Assessment & Evaluation

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

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

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

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

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

Course-Level Examinations

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

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

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

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

Clinical Externship Evaluation

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

Make-up Tests and Examinations

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

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

UMI does not have a program cumulative final examination.

ATTENDANCE POLICY

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

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

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

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

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

Penalties for Absences

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

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

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

Clinical Externship Attendance: Attendance during Clinical Externship is governed by the Externship Site’s attendance policy. The Externship Students are expected to fully adhere to the site’s attendance policy, violation of which may result in a dismissal from the site and from the program. In addition, Externship Students’ attendance is also governed by UMI 14 Consecutive Absences policy.

Attendance Recording

UMI monitors students' attendance with students “Absence Report.” Each student has access to their own class and cumulative program “Absence Report” records where students are expected to record their absences and tardies/leaving early. Instructors and school administrators monitor students’ absence reports and update / correct them as necessary.

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

Excused Absences

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

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

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

Typical Extenuating Reasons for Excused Absences:

Bereavement Leave: The leave can be requested for up to three (3) class sessions for immediate family

members such as the student's and spouse's parents and grandparents, child, or spouse.

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

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

Leave of Absence (LOA)

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

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

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

Absence Communication and Make-Up Policy

Communication regarding absences: Students must notify the faculty and/or school administration of any absences or tardies in writing (via email or the online class portal) 24 hours prior to the scheduled class start or as soon as it is practical for any unforeseen absences. If an absence is excused, a make-up

opportunity may be granted. An excused absence must meet qualifying criteria; supporting documentation may be required.

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

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

Attendance Monitoring

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

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

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

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

NON-ACADEMIC DISMISSAL & DISCIPLINARY ACTIONS

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

Type of Disciplinary Actions

UMI applies a progressive disciplinary action approach for violations of UMI school and program policies.

Depending on the severity and frequency of infraction, such actions may include:

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

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

Disciplinary Procedures

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

GRIEVANCES, APPEAL, AND DUE PROCESS

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

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

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, school policies, procedures, services and offices. Formal complaints must be filed using UMI's online formal complaint form (<https://forms.gle/AUdTWpQ13Dd1QDHG9>).

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

Filing a Formal complaint – Non Faculty Related

A. Informal Resolution

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

B. Filing a Formal complaint

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

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

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

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

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

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

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

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

C. Appeal/Due Process

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

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

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

Faculty-Related Formal complaints – Non Grade Related

A. Informal Resolution

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

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

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

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

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

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

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

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

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

C. Appeal

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

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

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

Students in California

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The

bureau may be contacted at P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov, (888) 370 - 7589.

Students in Arizona

Complaints to the Arizona State Board for Private Postsecondary Education

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details.

The State Board address is: 1740 W. Adams Street, #3008 Phoenix, AZ 85007. Phone: 602/542-5709. Website: www.ppse.az.gov

Complaints to DEAC may be directed to: 1101 17th Street NW, Suite 808, Washington, D.C. 20036, www.deac.org, (202) 234-5100

STUDENTS RECORDS AND INFORMATION

Student's Right to Privacy

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

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

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

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

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

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

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

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

Records of Student Advisements

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

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

Student Record Maintenance

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

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

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

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

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

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

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

COMMUNICATION AND STUDENT REPRESENTATION

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

New Students Orientation

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

Policy Communication

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

Student Representation

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

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

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

STUDENT SERVICES

New Student Orientation

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

Tutoring Service

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

Library Resources

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

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

Equipment and Material Resources

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

Career Development/Employment Assistance

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

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

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

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

Housing

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you require permanent or temporary housing, you may research such sites as www.rental.com, www.zillow.com, www.airbnb.com and similar. The estimated cost of rental housing as of 2022 is \$19,500 a year in Sacramento, CA (according to www.zumper.com) and \$18,000 in Mesa, AZ (according to www.rentcafe.com) Temporary housing (e.g. airbnb) starts at approximately \$35-40 per night.

Textbook Distribution

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

Issuance of Transcripts

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

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

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

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

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

Change of Contact Information, Change of Name

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

STUDENT SAFETY

Prescribed Medications

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

Options for Pregnant Students

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

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

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

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

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

Suspicious behavior

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

Limitations

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

Such occurrences will require a medical release.

Incident in Lab/Clinical Externship Reporting Procedure

- The student will notify the instructor immediately of an injury and the instructor will institute appropriate action.
- The Clinical instructor will notify the department supervisor and initiate an incident report provided by the health care institution.

- The student will make a treatment decision. If the student cannot make a treatment decision, an attempt will be made to reach the student's family or emergency contact person. If family members cannot be reached, the decision will be made based upon the professional judgment of medical professionals.
- If a health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the school.
- The student is responsible for all costs of medical treatment incurred.
- The Clinical facility will contact the program representative or school administrator to report the incident.
- The Clinical facility will submit a copy of the incident report to the program or school administration.
- The incident report will be placed in the student's program file.

Student Safety and Ethical Conduct

- All sonography students are required to follow the [Code of Ethics for the Profession of Diagnostic Medical Sonography](#).
- Each student will receive basic equipment instructions in the program clinical orientation prior to operating ultrasound equipment in the clinical and/or laboratory setting. Each student will follow the guidelines set forth in the orientation session.
- A student who does not follow the UMI or Clinical Site dress code will be suspended from the class.
- Students should NOT diagnose patients during examinations. A qualified clinical supervisor, technologist or a physician must be present in the room with the student for direct supervision of direct procedure performance. Students should report any malfunction of equipment to the supervisor on duty or to the faculty member.
- Students are allowed to operate the medical equipment only for competency practices or performance evaluations.
- Students are not allowed to attend class or lab assignments under the influence of alcohol, pain medicine, or any mind- altering drugs. If students are on prescribed pain medicine, the student must notify the instructor and submit a written note from the referring physician to the school admission office. Violation of this policy will lead to program dismissal.
- Students are not allowed to solicit money, tips, or drugs (prescribed or illegal) from any physician, fellow student, or healthcare worker while in a student capacity at a program clinical facility or in class.
- Negligence or carelessness in the performance of duty or any potentially hazardous acts to self, patient, fellow student, or healthcare personnel, faculty or administration will lead to immediate program dismissal.
- For all Laboratory Equipment, students are to report any suspicious wires, smells, electrical

malfunctions immediately. Do not attempt to fix the problem; inform the faculty of any concerns.

Health and Safety

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

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

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

Substance Abuse and Testing

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

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

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

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

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

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

Any student who is prescribed any medication that may produce the effects described above is required

to submit proof of prescription from a qualified physician or pharmacy.

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

GRADUATION REQUIREMENTS

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

Academic Requirements

- Completion of didactic courses with a grade point average of at least 70% (C).
- A student who earns a grade lower than a "C" in any core prerequisite course may not progress to the corresponding core course or core sequence until the course(s) has been satisfactorily repeated.
- Scoring at least 70% (C) on all core course-level final exams. Students who earn a passing overall grade for a core course but fail a final exam (score below 70%) will be assigned a grade of "I" (Incomplete) for the course and will be required to retake and pass the final exam within 14 days from grade notification. Failure to receive a passing score on the final exam within 14 days and to resolve the Incomplete grade will result in a failing grade for the entire course and will require a course repeat.
- Successful completion of the required laboratory performance/competencies check-offs for each laboratory course and the program as a whole, if applicable.
- Minimum satisfactory average score on clinical externship / internship evaluations.
- Completion of the Career Advancement Portfolio project.
- 80% overall cumulative attendance

Administrative Requirements

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

Selected Program Codes

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

CANCELLATION, WITHDRAWALS, AND REFUND

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment or the fifth calendar day after signing an enrollment agreement and receive a full refund of all monies paid to the institution. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement, but prior to the seventh calendar day as of the program start date, is entitled to a refund of all monies paid minus the application fee of \$75.00.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours in the current program term in your program through the last day of attendance.
3. Cancellation may occur when the student provides a written notice of cancellation via email sent to info@unitedmedicalinstitute.edu. Email must come from the valid student's email address on UMI's record.
4. The written notice of cancellation is effective as of the date stamp on the email received.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is canceled the school will refund the student any money due within thirty (30) days after the notice of cancellation is received.
7. **Students who reside in AZ:**
Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

WITHDRAWAL FROM THE PROGRAM

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

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

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

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

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

withdrawal.

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

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

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

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

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

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

Students who reside in AZ

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

REFUND CALCULATION & EXAMPLES

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

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

EXAMPLE 1: REFUND CALCULATION

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

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

EXAMPLE 2: REFUND CALCULATION

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

PROGRAM REINSTATEMENT

Program Reinstatement Request

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

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

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

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

Consideration for Re-Admitted Students

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

- *First Priority:* Qualified new applicants and the students returning from an authorized leave of

absence, who were in good academic standing prior to the leave.

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

LIST OF PROGRAMS OFFERED

DIPLOMA IN DIAGNOSTIC MEDICAL SONOGRAPHY

Total Clock Hours: 1,760 | Total Quarter Credits: 106.65

Standard Occupational Code: 29-2032

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

ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Total Clock Hours: 1,940 | Total Quarter Credits: 124.65

Standard Occupational Code: 29-2032

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

BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Total Quarter Credit Hours: 185.65

Standard Occupational Code: 29-2032

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

ACADEMIC PROGRAMS GENERAL INFORMATION

DIAGNOSTIC MEDICAL SONOGRAPHY OVERVIEW

UMI offers Diploma, Associate of Science, and Bachelor of Science programs in Diagnostic Medical Sonography. Each program allows graduates to work in the field upon graduation.

PROGRAM FORMAT & DELIVERY

UMI hybrid DMS programs are offered using a variety of methods of delivery.

- Remote synchronous: interactive live instructions via real-time video conferencing (e.g. Google Meet or Zoom)
- Remote asynchronous: flex time learning within established course schedule and timeline
- Remote simulation: laboratory activities conducted using simulation technology (e.g. Sonosim)

- In-Person residential: on-campus activities conducted in person
- In-Person off-site: in-person activities conducted off-campus (e.g. clinical site)
- Self-Paced Online: flex time learning within the established program timeline.

LICENSURE AND CERTIFICATION (ARDMS)

Credentials through the [American Registry of Diagnostic Medical Sonographers \(ARDMS\)](#) are required in the States of Oregon, New Mexico, North Dakota, and New Hampshire. General ultrasound sonographers are not required to be licensed in the remaining 46 states, including California and Arizona. Some employers may require or prefer the ARDMS or ARRT credentials.

UMI's primary goal is to prepare students for entry-level positions and also to help students meet educational and/or clinical ultrasound eligibility requirements for ARRT and ARDMS examination.

While enrolled in any of the UMI DMS programs, students are eligible to sit for the ARDMS SPI (Ultrasound Physics) exam, which is a prerequisite for any ARDMS specialty exam.

Diploma in Diagnostic Medical Sonography: UMI graduates from the Diploma program are eligible to sit for an ARDMS exam after 12 months (or equivalent) of additional full-time work experience. ([ARDMS Prerequisite 1](#)). Students who enroll in the DMS Diploma program after having earned their undergraduate degree or higher in any field are eligible to sit for an ARDMS credentialing exam upon graduation. ([ARDMS Prerequisite 3A](#))

AS in Diagnostic Medical Sonography: UMI graduates from the AS program are eligible to sit for an ARDMS exam after 12 months (or equivalent) of additional full-time work experience. ([ARDMS Prerequisite 1](#)). Students are also eligible to pursue [ARRT credentialing](#) upon program completion. Students who obtain ARRT certification are eligible to sit for the ARDMS credentialing exam with no additional work experience requirements ([ARDMS Prerequisite 5](#)). Students who enroll in DMS Diploma or AS programs after having earned their undergraduate degree or higher in any field are eligible to sit for an ARDMS credentialing exam upon graduation. ([ARDMS Prerequisite 3A](#))

BS in Diagnostic Medical Sonography: UMI graduates from the BS in DMS program are eligible to apply for ARRT credentialing and/or for an ARDMS credentialing exam upon graduation or prior to graduation upon completion of a minimum 1680 scanning hours. ([ARDMS Prerequisite 3B](#)).

UMI encourages the students and graduates to pursue ARRT and/or ARDMS credentials; however the school does not require nor does it bear responsibility for the ARRT or ARDMS exam preparation. Students should take the initiative of researching credentialing requirements and information on the ARDMS website at www.ardms.org and on the ARRT website at www.arrt.org.

PROGRAM SCHEDULE AND COURSE ROTATIONS

All DMS programs require students to follow a prescribed course schedule and sequence depending on their program start date. Class schedule is subject to change with a reasonable notice. The course sequence depends on a course rotation and on the start date of the program. Refer to each DMS program curriculum page for a sample of course sequence.

MAXIMUM STUDENT TO INSTRUCTOR RATIO

DIPLOMA IN DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM OVERVIEW

Format: Hybrid-Residential and Remote Synchronous / Asynchronous

Total Clock Hours: 1,760 | Total Quarter Credits: 106.65

Standard Occupational Code: 29-2032

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

PROGRAM DESCRIPTION

The Diploma program in Diagnostic Medical Sonography prepares graduates for entry-level employment as ultrasound technologists specializing in general sonography. Students receive comprehensive training in Abdominal, Small Parts, Gynecology, Obstetrics, and Vascular ultrasound, equipping them for roles in hospitals, imaging centers, physician offices, and clinics. This specialized program concentrates on the fundamental aspects of the field, providing a focused and targeted educational experience that maximizes preparation for professional practice. Emphasizing critical thinking, problem-solving, ergonomic practices, and ethical considerations, graduates emerge as skilled professionals ready to contribute to the healthcare field as ultrasound technologists.

PROGRAM OUTCOMES

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

Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.

Objective 2: Develop competence in performing entry to intermediate level diagnostic medical sonographic studies in general and vascular sonography.

Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

Program Outcomes	Domain	Program Objectives
PLO1: Utilize critical thinking, problem-solving, and emotional intelligence to exercise autonomy in making professional judgments and decisions related to patient care	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.

PLO2: Demonstrate knowledge of human anatomy, physiology, and basic pathology to acquire appropriate sonographic images under the guidance of a healthcare professional	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.
PLO3: Utilize the principles of ultrasound physics and instrumentation to optimize image quality and ensure patient safety in a supervised clinical setting	Psychomotor	Objective 2: Develop competence in performing entry level diagnostic medical sonographic studies in general and vascular sonography.
PLO4: Perform routine diagnostic medical ultrasound examinations using appropriate techniques and maintaining proper ergonomics, under the supervision of a qualified sonographer	Psychomotor	Objective 2: Develop competence in performing entry level diagnostic medical sonographic studies in general and vascular sonography.
PLO5: Demonstrate professionalism, ethical behavior, and respect for patient privacy while providing patient care and maintaining patient comfort during sonographic procedures	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO6: Communicate effectively and collaborate with healthcare professionals and patients through clear and concise oral and written communication	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO7: Engage in professional development activities and community service	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

PROGRAM FORMAT & DELIVERY

The program is delivered with a blended method of delivery combining a variety of settings:

Method of Delivery	Quarter Credit Hours	% Total QCH
Hybrid: In-Person -Residential On-Campus, Remote-Simulation	16	320
Hybrid: Remote-Asynchronous, Remote-Synchronous	13	130
In-Person-Off-Campus	26.65	800
Remote-Asynchronous	3	30
Remote-Synchronous	48	480
Total	106.65	1760

PROGRAM SUMMARY

TOTAL

Clock Hours	1760
QCR Hours	106.65
Total Terms	8
Total Weeks (Est)	80
Total Months (Est)	20
Total Years	2

PROGRAM CURRICULUM

NOTE: The sequence of program courses may change depending on the start date and course rotation.

Course Title	Course ID	AY	Term (10 weeks)	Total CLH	Total QCH	QCH-Lec	QCH-Lab	QCH-Extrn	QCH-Career Advancement Portfolio	Method of Delivery	Weeks
Intro to Sonography	DMS 100	AY1	TERM 1	40	4	4	0	0	0	Remote-Synchronous	10
Medical Terminology	AH 100		TERM 1 OR 2	10	1	1	0	0	0	Remote-Asynchronous, Remote-Synchronous	10
Anatomy & Physiology	BIO 110		TERM 1 OR 2	120	12	12	0	0	0	Remote-Synchronous, Remote-Asynchronous	10
Ultrasound Physics-SPI	PHY 210		TERM 1 OR 2	120	12	12	0	0	0	Remote-Synchronous	10
Clinical 1	DMS 190A		TERM 1 AND 2	100	3.33	0	0	3.33	0	In-Person (Clinical Site)	20
Career Advancement Portfolio 1	CAP 390	AY1-AY2	TERM 2	10	1	0	0	0	1	Remote-Asynchronous	10
Abdominal Ultrasound-Theory	DMS 200		TERM 3, 4, 5, OR 6	80	8	8	0	0	0	Remote-Synchronous	5
Abdominal Ultrasound -LAB	DMS 201			80	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Small Parts Ultrasound-Theory	DMS 210		TERM 3, 4, 5, OR 6	80	8	8	0	0	0	Remote-Synchronous	5
Small Parts Ultrasound-LAB	DMS 211			80	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
OB/GYN Ultrasound-Theory	DMS 220		TERM 3, 4, 5, OR 6	80	8	8	0	0	0	Remote-Synchronous	5
OB/GYN Ultrasound-LAB	DMS 221			80	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Vascular Ultrasound-Theory	DMS 230		TERM 3, 4, 5, OR 6	80	8	8	0	0	0	Remote-Synchronous	5
Vascular Ultrasound-LAB	DMS 231			80	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5

Course Title	Course ID	AY	Term (10 weeks)	Total CLH	Total QCH	QCH-Lec	QCH-Lab	QCH-Extrn	QCH-Career Advancement Portfolio	Method of Delivery	Weeks
Clinical 2	DMS 290	AY2	TERM 3, 4, 5, AND 6	160	5.33	0	0	5.33	0	In-Person (Clinical Site)	40
Career Advancement Portfolio 2	CAP 390		TERM 6	10	1	0	0	0	1	Remote-Asynchronous	10
Clinical 3B	DMS 390		TERM 7 AND 8	540	18	0	0	19	0	In-Person (Clinical Site)	20
Career Advancement Portfolio 3	CAP 390		TERM 8	10	1	0	0	0	1	Remote-Asynchronous	10
TOTAL											
Clock Hours	1760										
QCR Hours	106.65										
Total Terms	8										

ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM OVERVIEW

Format: Hybrid-Residential and Remote Synchronous / Asynchronous

Total Clock Hours: 1,940 | Total Quarter Credits: 124.65

Standard Occupational Code: 29-2032

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

PROGRAM DESCRIPTION

The Associate of Science (AS) Degree program in Diagnostic Medical Sonography prepares graduates for entry-level employment as ultrasound technologists specializing in general sonography. Students undergo comprehensive training in Abdominal, Small Parts, Gynecology, Obstetrics, and Vascular ultrasound, enabling them to pursue careers in hospitals, imaging centers, physician offices, and clinics. The program encompasses a robust curriculum that includes the integration of transferable general education courses, providing a well-rounded educational foundation. Emphasizing critical thinking, problem-solving, ergonomic practices, and ethical considerations, graduates of the AS degree program emerge as competent professionals ready to make a meaningful impact in the healthcare field.

PROGRAM OUTCOMES

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

Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.

Objective 2: Develop competence in performing entry to intermediate level diagnostic medical sonographic studies in general and vascular sonography.

Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

Program Outcomes	Domain	Program Objectives
PLO1: Utilize critical thinking, problem-solving, and emotional intelligence to exercise autonomy in making professional judgments and decisions related to patient care	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.
PLO2: Demonstrate knowledge of human anatomy, physiology, and basic pathology to acquire appropriate sonographic images under the guidance of a healthcare professional	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.

PLO3: Utilize the principles of ultrasound physics and instrumentation to optimize image quality and ensure patient safety in a supervised clinical setting	Psychomotor	Objective 2: Develop competence in performing entry level diagnostic medical sonographic studies in general and vascular sonography.
PLO4: Perform routine diagnostic medical ultrasound examinations using appropriate techniques and maintaining proper ergonomics, under the supervision of a qualified sonographer	Psychomotor	Objective 2: Develop competence in performing entry level diagnostic medical sonographic studies in general and vascular sonography.
PLO5: Demonstrate professionalism, ethical behavior, and respect for patient privacy while providing patient care and maintaining patient comfort during sonographic procedures	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO6: Communicate effectively and collaborate with healthcare professionals and patients through clear and concise oral and written communication	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO7: Engage in ongoing professional development activities, showcasing a commitment to continuous learning and community service both within and beyond the field of diagnostic medical sonography	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

PROGRAM FORMAT & DELIVERY

The program is delivered with a blended method of delivery combining a variety of settings:

Method of Delivery	Quarter Credit Hours	% Total QCH
Hybrid: In-Person -Residential On-Campus, Remote-Simulation	16	320
Hybrid: Remote-Asynchronous, Remote-Synchronous	13	130
In-Person-Off-Campus	26.65	800
Remote-Asynchronous	3	30
Remote-Synchronous	48	480
Self-Paced Online	18	0
Total	124.65	100.00%

PROGRAM SUMMARY

TOTAL	
Clock Hours	1940
QCR Hours	124.65
Total Terms	8
Total Weeks (Est)	80
Total Months (Est)	20
Total Years	2

PROGRAM CURRICULUM

NOTE: The sequence of program courses may change depending on the start date and course rotation.

Term 0 indicates that a course may be completed in any term throughout the program.

Course Title	Course ID	AY	Term (10 weeks)	Total CLH	Total QCH	QCH-Lec	QCH-Lab	QCH-Extrn	QCH-Career Advancement Portfolio	Method of Delivery	Weeks
Introduction to Ethics	PHIL 100	AY0	TERM 0	45	4.50	4.5	0	0	0	Self-Paced Online	10
Introduction to Psychology	PSY 100	AY0	TERM 0	45	4.50	4.5	0	0	0	Self-Paced Online	10
Personal Finance	ECON 100	AY0	TERM 0	45	4.50	4.5	0	0	0	Self-Paced Online	10
Public Speaking	COM 100	AY0	TERM 0	45	4.50	4.5	0	0	0	Self-Paced Online	10
Intro to Sonography	DMS 100	AY1	TERM 1	40	4.00	4	0	0	0	Remote-Synchronous	10
Medical Terminology	AH 100	AY1	TERM 1	10	1.00	1	0	0	0	Remote-Asynchronous, Remote-Synchronous	10
Anatomy & Physiology	BIO 110	AY1	TERM 1	120	12.00	12	0	0	0	Remote-Synchronous, Remote-Asynchronous	10
Clinical 1A	DMS 190A	AY1	TERM 1	40	1.33	0	0	1.33	0	In-Person (Clinical Site)	20
Clinical 1B	DMS 190B	AY1	TERM 2	60	2.00	0	0	2	0	In-Person (Clinical Site)	20
Ultrasound Physics-SPI	PHY 210	AY1	TERM 2	120	12.00	12	0	0	0	Remote-Synchronous	10
Career Advancement Portfolio 1	CAP 390	AY1	TERM 2	10	1.00	0	0	0	1	Remote-Asynchronous	90
Abdominal Ultrasound-Theory	DMS 200	AY1	TERM 3	80	8.00	8	0	0	0	Remote-Synchronous	5
Abdominal Ultrasound –LAB	DMS 201	AY1	TERM 3	80	4.00	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Clinical 2A	DMS 290A	AY1	TERM 3	40	1.33	0	0	1.33	0	In-Person (Clinical Site)	40
Small Parts Ultrasound-Theory	DMS 210	AY1	TERM 4	80	8.00	8	0	0	0	Remote-Synchronous	5
Small Parts Ultrasound-LAB	DMS 211	AY1	TERM 4	80	4.00	0	4	0	0	In-Person (on-campus), Remote-Simulation	5

Clinical 2B	DMS 290B	AY1	TERM 4	40	1.33	0	0	1.33	0 In-Person (Clinical Site)	40
OB/GYN Ultrasound-Theory	DMS 220	AY1	TERM 5	80	8.00	8	0	0	0 Remote-Synchronous	5
OB/GYN Ultrasound-LAB	DMS 221	AY1	TERM 5	80	4.00	0	4	0	0 In-Person (on-campus), Remote-Simulation	5
Clinical 2C	DMS 290C	AY1	TERM 5	40	1.33	0	0	1.33	0 In-Person (Clinical Site)	40
Vascular Ultrasound-Theory	DMS 230	AY2	TERM 6	80	8.00	8	0	0	0 Remote-Synchronous	5
Vascular Ultrasound-LAB	DMS 231	AY2	TERM 6	80	4.00	0	4	0	0 In-Person (on-campus), Remote-Simulation	5
Clinical 2D	DMS 290D	AY2	TERM 6	40	1.33	0	0	1.33	0 In-Person (Clinical Site)	40
Career Advancement Portfolio 2	CAP 390	AY2	TERM 6	10	1.00	0	0	0	1 Remote-Asynchronous	90
Clinical 3A	DMS 390A	AY2	TERM 7	270	9.00	0	0	9	0 In-Person (Clinical Site)	10
Career Advancement Portfolio 3	CAP 390	AY2	TERM 8	10	1.00	0	0	0	1 Remote-Asynchronous	90
Clinical 3B	DMS 390B	AY2	TERM 8	270	9.00	0	0	9	0 In-Person (Clinical Site)	10

BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

PROGRAM OVERVIEW

Format: Hybrid-Residential and Remote Synchronous / Asynchronous

Total Quarter Credit Hours: 185.65

Standard Occupational Code: 29-2032

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

PROGRAM DESCRIPTION

The UMI's Bachelor of Science in Diagnostic Medical Sonography program prepares students for a fulfilling career as a diagnostic medical sonographer. Along with a comprehensive education in diagnostic ultrasound imaging, the program emphasizes the development of professional skills and offers students the tools they need to succeed in a competitive job market. Throughout the program, students will develop skills in building a comprehensive career portfolio that includes networking, interviewing, creating a professional brand, and creating and optimizing a professional LinkedIn profile. Clinical rotations provide practical experience and opportunities to develop and showcase skills to potential employers. Graduates of the program are eligible to take credentialing exams, such as the Registered Diagnostic Medical Sonographer (RDMS), Registered Vascular Technologist (RVT), and/or Registered Diagnostic Cardiac Sonographer (RDCS) based on their clinical experience. These credentials demonstrate expertise and increase employment opportunities in hospitals, clinics, and private practice.

PROGRAM OUTCOMES

The overall goal of the Bachelor of Science in Diagnostic Medical Sonography program is to prepare competent sonographers with integrated learning experiences in cognitive, psychomotor, and affective domains, enabling them to provide high-quality patient care in General, Vascular, and/or Musculoskeletal sonography.

Program Objectives:

Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.

Objective 2: Develop competence in performing entry to intermediate level diagnostic medical sonographic studies in general sonography, vascular, ECHO, and musculoskeletal studies

Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

Program Outcomes are linked to Program Objectives

Program Outcomes	Domain	Program Objectives
PLO 1-BS: Utilize critical thinking, problem solving, and emotional intelligence to exercise autonomy in making professional judgments and decisions related to patient care.	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.
PLO 2-BS: Integrate knowledge of human anatomy, physiology, pathology, and pathophysiology to acquire appropriate sonographic images in correlation with clinical findings.	Cognitive	Objective 1: Equip students with knowledge, problem-solving and critical thinking skills for entry-level ultrasound technologist roles in General/Vascular Diagnostic Medical Sonography.
PLO 3-BS: Apply knowledge of ultrasound physical principles, biological effects, and instrumentation to optimize image quality and ensure patient safety.	Psychomotor	Objective 2: Develop competence in performing entry to intermediate level diagnostic medical sonographic studies in general sonography, vascular, ECHO, and musculoskeletal studies
PLO 4-BS: Perform diagnostic medical ultrasound exams utilizing appropriate techniques and ergonomics in various clinical settings.	Psychomotor	Objective 2: Develop competence in performing entry to intermediate level diagnostic medical sonographic studies in general sonography, vascular, ECHO, and musculoskeletal studies
PLO 5-BS: Provide patient care, comfort, and discretion while adhering to professional ethics and HIPAA guidelines.	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO 6-BS: Communicate effectively and collaborate in diverse social, academic, and professional contexts through both oral and written means.	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.
PLO 7-BS: Demonstrate a commitment to professional development and community service by engaging in continuous learning and community outreach activities.	Affective	Objective 3: Foster professionalism, effective communication, compassion, and ethics in patient care.

PROGRAM FORMAT & DELIVERY

The program is delivered with a blended method of delivery combining a variety of settings:

Method of Delivery	Quarter Credit Hours	% Total QCH
Hybrid: In-Person -Residential On-Campus, Remote-Simulation	16.00	320
Hybrid: Remote-Asynchronous, Remote-Synchronous	33.00	130
Hybrid: Remote-Synchronous, Remote-Simulation	20.00	0
In-Person-Off-Campus	42.65	800
Remote-Asynchronous	4.00	30
Remote-Synchronous	52.00	480
Self-Paced Online	18.00	0
Total	185.65	100.0%

PROGRAM SUMMARY

TOTAL	
QCR Hours	185.65
Total Terms	12
Total Months (Est)	36
Total Year	3

PROGRAM CURRICULUM

NOTE: The sequence of program courses may change depending on the start date and course rotation.

Term 0 indicates that a course may be completed in any term throughout the program.

Course Title	Course ID	AY	Term (10 weeks)	Total QCH	QCH-Lec/Seminar	QCH-Lab	QCH-Extrn/Intrn	QCH-Career Advancement Portfolio	Method of Delivery	Weeks
Introduction to Ethics	PHIL 100	AY0	TERM 0	4.5	4.5	0	0	0	Self-Paced Online	10
Introduction to Psychology	PSY 100	AY0	TERM 0	4.5	4.5	0	0	0	Self-Paced Online	10
Personal Finance	ECON 100	AY0	TERM 0	4.5	4.5	0	0	0	Self-Paced Online	10
Public Speaking	COM 100	AY0	TERM 0	4.5	4.5	0	0	0	Self-Paced Online	10
Intro to Sonography	DMS 100	AY1	TERM 1	4	4	0	0	0	Remote-Synchronous	10
Medical Terminology	AH 100	AY1	TERM 1	1	1	0	0	0	Remote-Asynchronous, Remote-Synchronous	10
Anatomy & Physiology	BIO 110	AY1	TERM 1	12	12	0	0	0	Remote-Synchronous, Remote-Asynchronous	10
Clinical 1A	DMS 190A	AY1	TERM 1	1.33	0	0	1.33	0	In-Person (Clinical Site)	20
Clinical 1B	DMS 190B	AY1	TERM 2	2	0	0	2	0	In-Person (Clinical Site)	20
Ultrasound Physics-SPI	PHY 210	AY1	TERM 2	12	12	0	0	0	Remote-Synchronous	10
Career Advancement Portfolio 1	CAP 390	AY1	TERM 2	1	0	0	0	1	Remote-Asynchronous	90
Abdominal Ultrasound-Theory	DMS 200	AY1	TERM 3	8	8	0	0	0	Remote-Synchronous	5
Abdominal Ultrasound –LAB	DMS 201	AY1	TERM 3	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Clinical 2A	DMS 290	AY1	TERM 3	1.33	0	0	1.33	0	In-Person (Clinical Site)	40
Small Parts Ultrasound-Theory	DMS 210	AY1	TERM 4	8	8	0	0	0	Remote-Synchronous	5
Small Parts Ultrasound-LAB	DMS 211	AY1	TERM 4	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Clinical 2B	DMS 290	AY1	TERM 4	1.33	0	0	1.33	0	In-Person (Clinical Site)	40
OB/GYN Ultrasound-Theory	DMS 220	AY1	TERM 5	8	8	0	0	0	Remote-Synchronous	5
OB/GYN Ultrasound-LAB	DMS 221	AY1	TERM 5	4	0	4	0	0	In-Person (on-campus), Remote-Simulation	5
Clinical 2C	DMS 290	AY1	TERM 5	1.33	0	0	1.33	0	In-Person (Clinical Site)	40

Course Title	Course ID	AY	Term (10 weeks)	Total QCH	QCH-Lec/Seminar	QCH-Lab	QCH-Extrn/Intrn	QCH-Career Advancement Portfolio	Method of Delivery	Weeks
Vascular Ultrasound-Theory	DMS 230	AY2	TERM 6	8	8	0	0	0	0 Remote-Synchronous	5
Vascular Ultrasound-LAB	DMS 231	AY2	TERM 6	4	0	4	0	0	0 In-Person (on-campus), Remote-Simulation	5
Clinical 2D	DMS 290	AY2	TERM 6	1.33	0	0	1.33	0	0 In-Person (Clinical Site)	40
Career Advancement Portfolio 2	CAP 390	AY2	TERM 6	1	0	0	0	1	1 Remote-Asynchronous	90
Health Services Policy	POL 302	AY2	TERM 7	5	5	0	0	0	0 Remote-Synchronous, Remote-Asynchronous	10
Cross-Sectional Anatomy	BIO 310	AY2	TERM 7	4	4	0	0	0	0 Remote-Synchronous	10
Clinical 3A	DMS 390	AY2	TERM 7	9	0	0	9	0	0 In-Person (Clinical Site)	10
Psychology of Motivation	PSY 315	AY2	TERM 8	5	5	0	0	0	0 Remote-Synchronous, Remote-Asynchronous	10
Advanced OB/GYN Ultrasound	DMS 320	AY2	TERM 8	4	4	0	0	0	0 Remote-Synchronous, Remote-Simulation	5
Advanced Vascular Ultrasound	DMS 330	AY2	TERM 8	4	4	0	0	0	0 Remote-Synchronous, Remote-Simulation	5
Career Advancement Portfolio 3	CAP 390	AY2	TERM 8	1	0	0	0	1	1 Remote-Asynchronous	90
Clinical 3B	DMS 390	AY2	TERM 8	9	0	0	9	0	0 In-Person (Clinical Site)	10
Organizational Communication	COM 313	AY2	TERM 9	5	5	0	0	0	0 Remote-Synchronous, Remote-Asynchronous	10
ECHO 1	DMS 340	AY2	TERM 9	4	4	0	0	0	0 Remote-Synchronous, Remote-Simulation	5
ECHO 2	DMS 341	AY2	TERM 9	4	4	0	0	0	0 Remote-Synchronous, Remote-Simulation	5
Ethical & Legal Issues in Healthcare	ETH 301	AY2	TERM 10	5	5	0	0	0	0 Remote-Synchronous, Remote-Asynchronous	10
Musculoskeletal Ultrasound	DMS 350	AY2	TERM 10	4	4	0	0	0	0 Remote-Synchronous, Remote-Simulation	5
DMS Internship A	DMS 490	AY3	TERM 11	8	0	0	8	0	0 In-Person (Clinical Site)	20
Career Advancement Portfolio 4	CAP 490	AY3	TERM 12	1	0	0	0	1	1 Remote-Asynchronous	48
DMS Internship B	DMS 490	AY3	TERM 12	8	0	0	8	0	0 In-Person (Clinical Site)	20

SPECIAL PROJECTS & ACTIVITIES

CLINICAL EXTERNSHIP SERIES-DMS 190, 290, 390

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

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

During the Clinical Externship course series, students will gain practical experience and knowledge in diagnostic medical sonography. From Clinical 1 to Clinical 3, they will observe and participate in sonographic examinations, develop patient care skills, improve communication abilities, learn medical terminology, and perform ultrasound procedures. The courses progressively advance students' skills, preparing them for more advanced clinical experiences and entry-level positions in the field.

General Requirements:

To participate in the Clinical Externship component of the program, students are required to be in an active student status (e.g. not on LOA) and to successfully complete all prerequisite courses, as applicable. To be eligible to progress to Clinical 3, students must meet all academic requirements and be current with their tuition payment contract.

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

Clinical 1 (DMS 190) and Clinical 2 (DMS 290) enrollments are concurrent with Terms 1 through 6 of the DMS Diploma, AS, and BS programs. Students are required to complete a minimum 4-6 clinical hours a week. Clinical 1 and 2 sessions are typically scheduled in the afternoon during weekdays and morning/afternoon on weekends (Saturdays). Clinical session schedule is subject to adjustments and change.

Clinical 3 (DMS 390) enrollment begins after the student completes Terms 1 through 6 and meets the Satisfactory Academic Progress requirements. Students are required to complete a minimum 20 hours a week at an assigned clinical site. Evening and weekend Clinical 3 sessions are unlikely; students must be prepared to complete Clinical 3 hours during normal business days and hours.

Required number of Clinical Hours

Clinical 1-DMS 190: 100 clinical hours

Clinical 2-DMS 290: 160 clinical hours

Clinical 3-DMS 390: 540 clinical hours.

TOTAL CLINICAL HOURS: 800

Clinical Course Descriptions

Clinical 1 (DMS190)

During Clinical 1 Externship, students will observe and participate in sonographic examinations under the supervision of a qualified faculty / sonographer. Students will develop basic knowledge and skills in patient care, communication, medical terminology, and ultrasound procedures. This course will provide an introduction to the clinical environment and prepare students for more advanced clinical experiences.

Prerequisites: concurrent enrollment or successful completion of Introduction to Sonography.

Clinical 2 (DMS290)

This Clinical 2 Externship course will provide students with more advanced training and experience in diagnostic medical sonography. Students will continue to work under the supervision of a qualified sonographer and will assist and perform a wide variety of diagnostic ultrasound procedures, as well as duties and tasks typical of an entry-level professional working in a clinical environment, including administrative, basic laboratory and equipment maintenance. Students will also develop skills in patient assessment, data analysis, and communication with healthcare providers. This course will help prepare students for more advanced clinical experiences and professional practice. Prerequisites: Successful completion of Clinical 1

Clinical 3 (DMS390)

During the Clinical 3 Externship, students will complete their basic training in diagnostic medical sonography by participating in a wide range of clinical experiences under the supervision of a qualified sonographer. Students will develop advanced skills in diagnostic imaging, patient care, communication, and professional practice. They will also learn to work effectively as members of a healthcare team and to apply evidence-based practice to improve patient care and outcomes. This course will help prepare students for entry-level positions in the field of diagnostic medical sonography. Prerequisite: Successful completion of Clinical 1 and Clinical 2; completion of or concurrent enrollment in the last 200-core-course term; maintaining satisfactory academic progress; current with tuition payments.

Clinical Course Outcomes

Students are assessed and evaluated based on [Clinical Rubric](#) consisted of four evaluation categories:

1. Patient Care & Management
2. Ultrasound Competencies & Scanning Skills:
3. Foundational Competencies & Skills:
4. Professionalism & Career Readiness:

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

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

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

Course outcomes are linked to the assessment categories

Upon completion of the course, you will be able to:

Course Learning Outcomes	Clinical 1-DMS 190	Clinical 2-DMS 290	Clinical 3-DMS 390
CLO1	Demonstrate patient care skills, empathy, and professionalism in their clinical practice.	Perform patient care responsibility with empathy and professionalism in their clinical practice.	Demonstrate collegiality and a high level of professionalism in their interactions with patients and healthcare professionals.
CLO2	Operate ultrasound equipment from various manufacturers, including knobology, physics, and trending technologies.	Apply the didactic and scanning laboratory skills while acquiring real-world involvement in the ultrasound unit.	Assist and perform ultrasound scanning and protocols under indirect supervision of the lead sonographer.
CLO3	Relate the knowledge learned in the classroom to their experience at a clinical site.	Perform a variety of duties necessary to function in a clinical facility.	Perform all essential duties necessary to function in an imaging clinical or department.
CLO4	Model the qualities and roles of a diagnostic medical sonographer.	Demonstrate professionalism, including adherence to ethical standards, in interactions with patients, colleagues, and healthcare professionals.	Demonstrate a high level of professionalism, ethical conduct, and respect in all interactions with patients, colleagues, and healthcare professionals.
CLO5	Exhibit professionalism and ethical behavior in their interactions with patients, colleagues, and healthcare professionals.	Exhibit effective communication skills and professionalism in the review of clinical cases with sonographers and physicians.	Display effective communication skills, professional behavior, and adherence to ethical standards when discussing clinical cases with sonographers and physicians and writing preliminary reports of ultrasound findings.

Clinical Externship Placement

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

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

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

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

student.

The place of the clinical assignments cannot be changed unless such a change is part of the initial plan with the student and/or approved by the school.

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

Priority Externship Placement for Students with SPI

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

UMI faculty members or guest lecturers periodically conduct SPI review sessions; all students preparing for the exam are encouraged to attend these sessions.

Externship policies and rules

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

Students are expected to adhere to all UMI and clinical affiliate's conduct and attendance rules and policies. Clinical attendance is monitored by the school as well as by the affiliated preceptor.

In addition to UMI's standard attendance policies, students are required to maintain a minimum 90% rate of clinical hours completion. This means that at any point in their program, students' cumulative clinical hours completed should not fall below 90% of the expected clinical hours for that stage of the program. Failure to maintain this standard may result in penalties ranging from a warning to probation, and if the rate of clinical completion falls below 80%, it could lead to program dismissal.

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

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

The place of the clinical assignments cannot be changed unless such a change is part of the initial plan with the student and/or approved by the school.

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

Clinical Supervision of Students

All clinical students are supervised by a clinical faculty and/or qualified clinical personnel who must be present during students' performance of an ultrasound procedure on a patient and who must review and provide students with feedback on each procedure. All diagnostic ultrasound scans performed by students during their clinical externship are required to be checked for accuracy by a clinical preceptor prior to sending them to the physician for interpretation.

Patient Confidentiality

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

CPR (Cardiopulmonary Resuscitation)

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

Health and Safety Requirements

By Clinical 3 scheduled start date, students must complete and provide documentation of Immunization and Health Screening Requirements listed in the [UMI Health and Safety checklist](#). UMI does not cover or reimburse for the cost of immunizations.

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

Student Professional Liability Insurance

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

Background Check

Clinical Affiliates may require pre-clinical criminal background check and drug- screening. UMI facilitates pre-clinical externship students' criminal and drug-screening with a background screening vendor. UMI covers the initial standard background check. Students are responsible for the cost of any additional background or drug screening, if needed.

Travel Disclosure

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

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

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

CAREER ADVANCEMENT PORTFOLIO PROJECT (CAP 390/490)

The Career Advancement Portfolio course focuses on developing essential professional competencies that can be applied across a variety of industries. Students will learn to create a professional portfolio that showcases their education, skills, personal branding, and career goals. They will also develop effective communication and networking skills to strengthen their professional relationships with peers and employers. The course will prepare students to market themselves effectively in various contexts, including job searches, career development, and personal growth.

Course Outcomes

Upon completion of the course, you will be able to:

1. Develop a comprehensive professional portfolio that showcases education, clinical / technical skills, communication abilities, and career goals.
2. Incorporate a personal brand into the professional portfolio that aligns with career goals and target audience.
3. Produce a comprehensive record of entry-level professional skills.
4. Demonstrate effective communication skills, both verbal and written, that are essential for success in the chosen professional field and incorporate them into the professional portfolio.
5. Create a professional social media profile that complements and strengthens the professional portfolio.
6. Utilize the professional portfolio to effectively market oneself during the job search process and job interviews.
7. Leverage effective networking skills that lead to lasting relationships with peers and employers and document these relationships in the professional portfolio.

Prerequisites

Concurrent enrollment in DMS Diploma, AS or DMS BS Program

Career Advancement Portfolio

Throughout the program, students will be assigned a career coach / mentor to guide them through the portfolio development process.

The purpose of the portfolio is to:

- Demonstrate and create a record of clinical / technical skills expected of an entry-level professional

- Demonstrate verbal and written communication skills expected in the profession
- Articulate their career goals and their plan to achieve them
- Create a comprehensive professional portfolio and professional social media profile
- Build a professional network with peers and employers

All components of the portfolio must be completed by the scheduled date of the program.

Completion timeline is expected to align with other portions of the program as follows:

Career Advancement Portfolio 1: end of Term 2

Career Advancement Portfolio 2: end of Term 6

Career Advancement Portfolio 3: end of Term 8

Career Advancement Portfolio 4: end of Term 12

All components submitted for Career Advancement Portfolio 1, 2, 3, and 4 stages must demonstrate a steady progression of related skills:

Career Advancement Portfolio 1: Introductory

Career Advancement Portfolio 2: Development

Career Advancement Portfolio 3: Competency

Career Advancement Portfolio 4: Mastery

PART I: Skill Demo Videos: One video per each Career Advancement Portfolio stage highlighting the technical skills (e.g. scanning, operating equipment, etc.)

PART II: Reflection Video Essays: One video per each Career Advancement Portfolio stage highlighting the student's ability to reflect on their training, experience, career goals, strengths and weaknesses as they go through the program and gain professional experience in the field.

PART III: LinkedIn Profile: specified minimum components must be completed in every stage for Career Advancement Portfolio 1, 2, 3, and 4 (as applicable).

PART IV: Career Coaching: One career coaching session (individual or group) per each Career Advancement Portfolio stage must be completed during the program.

In addition to developing the assets for the Career Advancement Portfolio, students will be completing online lessons related to career development, networking, and personal branding. The lessons may be completed at any time throughout the program. A recommended schedule of assignments is provided in the Career Advancement Portfolio course Google Classroom portal.

DMS INTERNSHIP (DMS 490)

The DMS Internship is an advanced clinical course designed for students who have successfully completed Clinical Externship (DMS 190, 290, 390) requirements. The course requirements can be fulfilled through paid or volunteer work. Students who are already working in the field of sonography will gain additional experience and hone their skills, while those who are not yet employed can use it to gain valuable practical experience. The DMS Internship is an important step towards becoming a competent and confident sonographer.

Internship Course Outcomes

Upon completion of the course, you will be able to:

- Demonstrate advanced technical and clinical skills in performing sonography examinations in a professional healthcare setting.
- Apply critical thinking and problem-solving skills to perform complex sonography exams independently or as part of a team.
- Communicate effectively with patients, healthcare professionals, and colleagues in a respectful and professional manner, while maintaining patient confidentiality and dignity.
- Demonstrate a commitment to lifelong learning and career advancement in the field of sonography by seeking new knowledge, skills, and technologies.
- Display a high level of professionalism, work ethic, and personal accountability in all aspects of the sonography profession, including patient care, safety, and ethical conduct.
- Develop a comprehensive understanding of the healthcare industry, its stakeholders, and the role of sonographers within the healthcare team.
- Apply legal and ethical principles, standards, and regulations governing the sonography profession, including HIPAA regulations and patient safety standards.

Prerequisites

Completion of a minimum 800 hours of Clinical Externship. Enrollment in DMS BS Program.

in UMI's Career Portal.

Transfer students and UMI alumni returning to complete a BS in DMS program are expected to present documentation of active employment or a volunteer position in the field as part of the BS in DMS admission process.

Students who enroll in the program while working in the field, will be able to use their work hours to meet DMS Internship requirements. Documentation and student evaluation from the supervisor will be required.

DMS COURSE DESCRIPTION

Course	Course Description
AH 100: MT	AH 100 Medical Terminology The course provides a thorough understanding of medical terminology, from its origins to vocabulary and uses for all types of systems. The course goes over terms covering topics from the planes of the body to internal organ systems and pathology. 1.00 QCR Prerequisites: None
BIO 110: AP	BIO 110 Anatomy & Physiology Anatomy & Physiology is a course providing an overview of the structure and function of the human body, including its organ systems and their interdependence. Topics include cellular biology, tissue types, homeostasis, and the physiological processes involved in maintaining health and wellness. 12 QCR Prerequisites: None
BIO 310: X-Sectional Anatomy	BIO 310 Cross-Sectional Anatomy Cross Sectional Anatomy is a course providing detailed knowledge of human anatomy through sectional imaging techniques, such as computed tomography (CT), magnetic resonance imaging (MRI), and ultrasound. Topics include anatomical landmarks, imaging planes, and the correlation between sectional images and 3D anatomy. 4.00QCR Prerequisites: BIO 110: Anatomy & Physiology or equivalent
CAP 390: Career Advancement Portfolio 1-3	CAP 390 Career Advancement Portfolio 1, 2, 3 This course focuses on developing essential professional competencies that can be applied across a variety of industries. Students will learn to create a professional portfolio that showcases their education, skills, personal branding, and career goals. They will also develop effective communication and networking skills to strengthen their professional relationships with peers and employers. The course will prepare students to market themselves effectively in various contexts, including job searches, career development, and personal growth. 3.00 QCR Prerequisites: Concurrent enrollment in DMS Diploma, AS or BS Program
CAP 490: Career Advancement Portfolio 4	CAP 490 Career Advancement Portfolio 4 This course focuses on developing essential professional competencies that can be applied across a variety of industries. Students will learn to create a professional portfolio that showcases their education, skills, personal branding, and career goals. They will also develop effective communication and networking skills to strengthen their professional relationships with peers and employers. The course will prepare students to market themselves effectively in various contexts, including job searches, career development, and personal growth. 1 QCR Prerequisites: Concurrent enrollment in DMS BS Program
COM 100: Public Speaking	COM 100 Public Speaking Sophia's Public Speaking course will take the learner through all of the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. 4.5 QCR Prerequisites: None

COM 313: Org Com	COM 313 Organizational Communication This course helps students to develop knowledge of different types of communication in organizations and the role communication plays within an organization. 5.00 QCR Prerequisites: Recommended COM 100 or equivalent
DMS 100: Intro to Sono	DMS 100 Intro to Sonography In this course, students study the fundamentals of ultrasound (US) in diagnostic medical sonography. This course will introduce students to the foundations of clinical sonography, essentials of patient care, ethics, patient's rights and HIPAA, as well as communications principles for healthcare professionals. The course also emphasizes the basic ultrasound imaging: principles, techniques, ultrasound terminology, knobology and scanning protocols. In addition, this course will introduce students to the 10- step process of a complete examination, including patient care and bedside manner, obtaining patient medical history, and completing an exam report using appropriate terminology. The ergonomics and musculoskeletal issues in the sonography field are also discussed. 4.00 QCR Prerequisites: None
DMS 190: CLN1	DMS 190-CLN1 Clinical 1 During Clinical 1 Externship, students will observe and participate in sonographic examinations under the supervision of a qualified faculty / sonographer. Students will develop basic knowledge and skills in patient care, communication, medical terminology, and ultrasound procedures. This course will provide an introduction to the clinical environment and prepare students for more advanced clinical experiences. QCR: 3.33 Prerequisites: concurrent enrollment or successful completion of Introduction to Sonography.
DMS 200: ABD US-Theory	DMS 200 Abdominal Ultrasound-Theory In this course students study the clinical ultrasound applications for the area of the abdomen and retroperitoneum. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the abdomen, as well as to sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. 8.00 QCR Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.
DMS 201: ABD US-Lab	DMS 201 Abdominal Ultrasound –LAB In this course students learn the scanning techniques and protocols related to abdominal ultrasound with an emphasis on the normal anatomy of the abdomen. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an abdominal examination and how to document the ultrasound findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the abdominal organs and structures on sonographic images. QCR: 4.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of Abdominal Ultrasound Theory course or permission from program director.
DMS 210: SP US-Theory	DMS 210 Small Parts Ultrasound-Theory In this course students study the clinical ultrasound applications for small parts with an emphasis on the analysis of sonography of the breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, spine and musculoskeletal system. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns, as well as sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. QCR: 8.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.

DMS 211: SP US-Lab	DMS 211 Small Parts Ultrasound-LAB In this course students learn the scanning techniques and protocols related to breasts, thyroid, parathyroid, scrotum, prostate neonate head, hip, spine and musculoskeletal system with an emphasis on normal sonoanatomy. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of cross-sectional anatomy, practice scanning skills and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the normal appearance of the superficial organs and structures on sonographic images. QCR: 4.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of Small Parts Ultrasound Theory course or permission from program director.
DMS 220: OBGYN US-Theory	DMS 220 OB/GYN Ultrasound-Theory In this course, students study clinical applications of ultrasound in the specialties of gynecology and obstetrics are discussed. The students are introduced to the related symptoms, and to the pathophysiological changes in non-pregnant women, as well as in pregnant women. Fetal development through pregnancy is also studied, with an emphasis on the parameters of fetal growth and its development with the parameters used for sonographic evaluation of gestational age. Students also study sonographic scanning techniques and protocols. QCR: 8.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.
DMS 221: OBGYN US-Lab	DMS 221 OB/GYN Ultrasound-LAB In this course students learn the scanning techniques and protocols related to gynecology and obstetrics with an emphasis on sonoanatomy and pathophysiology of the female reproductive system. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination in non-pregnant women and in pregnant women during the first, second and third trimesters and how to document the ultrasound findings. QCR: 4.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of OBGYN Ultrasound Theory course or permission from program director.
DMS 230: VSC US-Theory	DMS 230 Vascular Ultrasound-Theory In this course, students study ultrasound applications for the vascular system with an emphasis on the anatomy and pathophysiology of the cerebrovascular and periferovascular systems. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the vascular system. Students also study sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. QCR: 8.00 Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation.

DMS 231: VSC US-LAB	DMS 231 Vascular Ultrasound-LAB In this course students learn the scanning techniques and protocols related to intracranial and extracranial circulation, upper and lower arterial and venous vascular evaluation with an emphasis on normal sonoanatomy. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination and how to document findings. Students will use the laboratory to further their knowledge of anatomy and physiology, Doppler and hemodynamics principle and appropriate use of the ultrasound system and knobology. The students will also learn how to analyze the physiologic studies and advanced vascular ultrasound procedure. 4.00 QCR Prerequisites: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principles and Instrumentation; concurrent enrollment or successful completion of Vascular Ultrasound Theory course or permission from program director.
DMS 290: CLN2	DMS 290-CLN2 Clinical 2 This Clinical 2 Externship course will provide students with more advanced training and experience in diagnostic medical sonography. Students will continue to work under the supervision of a qualified sonographer and will assist and perform a wide variety of diagnostic ultrasound procedures, as well as duties and tasks typical of an entry-level professional working in a clinical environment, including administrative, basic laboratory and equipment maintenance. Students will also develop skills in patient assessment, data analysis, and communication with healthcare providers. This course will help prepare students for more advanced clinical experiences and professional practice. QCR: 5.33 Prerequisites: Successful completion of Clinical 1
DMS 320: Adv OBGYN US	DMS 320 Advanced OBGYN Ultrasound This comprehensive course delves into the advanced clinical applications of ultrasound in the fields of gynecology and obstetrics. Students will explore the crucial role of ultrasound in assessing genetics, birth defects, fetal aneuploidy, fetal syndromes, and multiple gestations. Additionally, they will analyze the significance of doppler sonography in OB/GYN, the role of sonography in fetal procedures, and the importance of fetal surveillance. By the end of this course, students will have gained a profound understanding of the advanced techniques used in OB/GYN ultrasound and their vital contributions to patient care. 4.00 QCR Prerequisites: SPI class and OBGYN Ultrasound
DMS 330: Adv VSC US	DMS 330 Advanced Vascular Ultrasound In this course, students study advanced ultrasound applications for the vascular system, emphasizing the pathophysiology of arterial disease, venous disorder, graft surveillance, pre and post-procedure mapping, bypass surgery, arterial angioplasty, and stenting and intraoperative monitoring. Students will also analyze the factors that influence the Doppler spectrum, interpretation of the Doppler signal, report writing, and how to face the most common encounter problems in the vascular unit. 4.00 QCR Prerequisites: SPI class and Vascular Ultrasound
DMS 340-ECHO1	DMS 340 ECHO 1 This course provides a comprehensive introduction to the principles and techniques of echocardiography. Participants will learn to perform cardiac ultrasound scans, including transthoracic, transesophageal, and stress echocardiography. The course covers cardiac anatomy and physiology and diagnosing and managing common cardiac conditions and pathologies. Hands-on simulation training and case studies are included. The course is designed for general sonography and related healthcare professionals who want to incorporate echocardiography into their practice. 4 QCR Prerequisites: General or vascular ultrasound training or experience

DMS 341: ECHO2	DMS 341 ECHO 2 This course is designed for general sonography professionals seeking to expand their skills and knowledge in echocardiography. Participants will learn advanced techniques in cardiac ultrasound imaging, including 3D and strain imaging, and the diagnosis and management of complex cardiac conditions and pathologies. The course also covers the use of echocardiography in the evaluation of cardiovascular function and hemodynamics. Case studies and simulation training are included. 4.00 QCR Prerequisites: ECHO 1
DMS 350: MSK	DMS 350 Musculoskeletal Ultrasound The MSK ultrasound course provides a comprehensive introduction to the principles, techniques, and applications of ultrasound in musculoskeletal imaging of the upper and lower extremities. Participants will learn how to perform and interpret ultrasound scans of the shoulder, elbow, wrist, hand, hip, knee, ankle, and foot. as well as acquire hands-on experience through simulation. 4.00 QCR Prerequisites: Formal training in basic General / Vascular ultrasound. UMI courses: Intro to Sonography, Ultrasound Physics, Abdominal, Small Parts, OBGYN, Vascular Ultrasound; Clinical 1, 2, 3.
DMS 390: CLN3	DMS 390-CLN3 Clinical 3 During Clinical 3 Externship, students will complete their basic training in diagnostic medical sonography by participating in a wide range of clinical experiences under the supervision of a qualified sonographer. Students will develop advanced skills in diagnostic imaging, patient care, communication, and professional practice. They will also learn to work effectively as members of a healthcare team and to apply evidence-based practice to improve patient care and outcomes. This course will help prepare students for entry-level positions in the field of diagnostic medical sonography. 18 QCR Prerequisites: Successful completion of Clinical 1 and Clinical 2; completion of or concurrent enrollment in the last 200 core course term; maintaining satisfactory academic progress; current with tuition payments.
DMS 490-INT	DMS 490-INT DMS Internship The Clinical Internship is an advanced clinical course designed for students who have successfully completed Clinical Externship requirements (DMS 190, 290, 390). The course requirements can be fulfilled through paid or volunteer work. Students who are already working in the field of sonography will gain additional experience and hone their skills, while those who are not yet employed can use it to gain valuable practical experience. The Clinical Internship is an important step towards becoming a competent and confident sonographer. 16 QCR Prerequisites: Formal enrollment in BS DMS program, completion of UMI DMS 190, 290, and 390.
ECON 100: Personal Finance	ECON 100 Personal Finance This course is designed to prepare students for success with their personal finances by providing a background on economic principles and the important elements of a financial plan. Students will learn how to manage their money, grow their money through investments, and protect their assets for a secure financial future. Students will practice their employability skills as they create, analyze, and communicate a financial plan and budget using the latest technology tools, designed for efficiency and productivity. 4.5 QCR Prerequisites: None
ETH 301: Healthcare Ethics	ETH 301 Ethical & Legal Issues in Healthcare In this course students learn to apply ethical frameworks and to apply them in healthcare; identify and explain ethical and legal issues in healthcare management, electronic record keeping, patient privacy, health insurance, health reporting, and healthcare prevention. 5.00 QCR Prerequisites: Recommended PHIL 100 or equivalent

PHIL 100: Intro to Ethics	PHIL 100 Introduction to Ethics Sophia's Introduction to Ethics course explores philosophical approaches to understanding morality and evaluating moral actions. In this course, you will learn about a variety of normative ethical theories, and apply these theories to real world ethical issues. With an understanding of the strengths and weaknesses of major approaches to ethics, you will build the critical thinking skills necessary to justify ethical positions. 4.5 QCR Prerequisites: None
PHY 210: US PHY-SPI	PHY 210 Ultrasound Physics-SPI Sonography Principles and Instrumentation is a course covering ultrasound technology and physics, including transducers, image formation, Doppler ultrasound, and image optimization. Students learn to apply these techniques in medical imaging, patient care, and report writing, preparing them for entry-level sonography positions or further study 12.00 QCR Prerequisites: Successful completion or concurrent enrollment in Intro to Sonography course or equivalent.
POL 302: Health Services Policy	POL 302 Health Services Policy The course provides students with an overview of the health care system; its organization and the various components that play a role in the assessment for, development of and implementation of health policy. 5.00 QCR Prerequisites: Recommended COM 100 or ECON 100 or PHIL 100 or PSY 100 or equivalent lower division general education courses.
PSY 100: Intro to Psychology	PSY 100 Introduction to Psychology Why do you think, behave, and make decisions in the way that you do? Psychology is a human and scientific endeavor that uncovers the mysteries of thought and behavior. In this course, you will explore concepts such as learning, motivation, development, emotion, and personality and how you can use that knowledge to make smarter decisions for your future. 4.5 QCR Prerequisites: None
PSY 315: Psych of Motivation	PSY 315 Psychology of Motivation In this course, students discusses motivation as it relates to psychological needs, neuroscience, emotions, personal control, personal growth and other factors. 5.00 QCR Prerequisites: Recommended PSY 100 or equivalent

TUITION AND COST OF ATTENDANCE

TUITION PAYMENT OPTIONS

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

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

Refer to [INSERT G: TUITION PAYMENT OPTIONS](#)

STUDENT LOAN REPAYMENT RESPONSIBILITY

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

NOT INCLUDED IN PROGRAM TUITION AND FEE - OPTIONAL / AS NEEDED

- Test-out proctored exams for approved transfer credit courses-\$150 per test (not refundable)
- Optional: Additional set(s) of uniform - \$55.00 per set (est. third-party fee)
- Official Transcript: \$0 for active students when requested; \$0 first digital copy upon graduation; \$20.00 for each additional copy.
- As Needed: Background / Drug Screening. \$0 for the first screening per request from a clinical site. The student will be responsible for any repeat background/drug screening estimated up to \$160.00.
- Course Repeat: tuition amount for course repeat due to academic or attendance failure will be determined based on the course's number of quarter credit hours at a fee rate stated in the Catalog at the time of course repeat.

NOT INCLUDED IN PROGRAM TUITION AND FEES - IN-PERSON COST OF ATTENDANCE

Students will be required to participate in residential / on-campus laboratory classes and in-person clinical externship training conducted at a clinical site.

Residential Laboratory Sessions - Terms 3-6

Students will be required to attend a total of ten (10) 4-hour laboratory sessions in the last five weeks of each 10-week term, terms 3-6. Laboratory sessions may be scheduled on two days a week Mondays through Thursdays for 4 hours each or in one day for a total of 8 hours.

Students who are scheduled to progress to Term 3 will receive their laboratory session schedule 2-3 weeks prior to the beginning of term 3 and will be able to keep the same laboratory schedule in terms 4, 5, and 6. All students must be prepared to attend laboratory sessions during any of the sessions available as assigned:

- 8:00AM-12:00PM and/or
- 5:00PM-9:00PM

If space is available, requests for specific laboratory session schedules may be granted to accommodate students' work schedules with a formal request from the employer.

California students attend laboratory sessions at the UMI's Citrus Heights campus; Arizona students attend laboratory sessions at the UMI's Mesa campus.

Clinical Training

Clinical 1 & Clinical 2 (DMS 190 & DMS 290): During the program terms 1 through 6, students will be attending a minimum of 4 clinical hours a week at a designated clinical facility for a total minimum of 260 hours during the first 60 weeks of the program. California students will be attending Clinical 1 and Clinical 2 at a designated facility in Citrus Heights, California. Arizona students will be attending Clinical 1 and Clinical 2 at a designated facility in Mesa, AZ.

Clinical 3 (DMS 390): During Clinical 3 (DMS 390), terms 7-8 (est.), students will be assigned to one or more of the UMI clinical affiliates, where they are expected to complete a minimum 20 hours a week for a total of 540 clinical hours. Students are required to complete a minimum 20 weeks of in-person clinical training. Although every attempt is made to place students at a Clinical 3 site based on the students' reasonable preferences, all students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. It is not uncommon for a student to have to commute (or temporarily relocate) for an up to three (3)-hour drive in one direction.

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

Student Housing

United Medical Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. If you require permanent or temporary housing, you may research such sites as www.rental.com, www.zillow.com, www.airbnb.com and similar. The estimated cost of rental housing as of 2022 is \$19,500 a year in Sacramento, CA (according to www.zumper.com) and \$18,000 in Mesa, AZ (according to www.rentcafe.com) Temporary housing (e.g. airbnb) starts at approximately \$35-40 per night.

DMS PROGRAM TUITION & FEE

Refer to the [INSERT G](#) to review your tuition payment options

Item Included in T&F	Type	Included in T&F	Description	Diploma	AS Degree	BS Degree	BS Degree-Completion*
Program Tuition	Program Tuition	Included in T&F	Prorated upon withdrawal based on program term. Refer to refund policy provision outlined in the Enrollment Agreement.	\$38,500.00	\$38,500.00	\$58,500.00	\$20,000.00
Program Application Fee	Registration / Application	Included in T&F	Non-Refundable through attendance at the first-class session or the seventh calendar day after enrollment or the fifth calendar day after signing an enrollment agreement, whichever is later.	\$75.00	\$75.00	\$75.00	\$75.00
General Technology Fee	Program Fee	Included in T&F	Non-Refundable after the cancellation period. Remote access to instructional materials, resources, library, credit evaluation. Remote access to student services. Live proctoring for regular course tests and exams. Technology access to LMS, Google Meet, TracPrac, UMI Google applications, Boast, Study.com, other resources as applicable.	\$2,500.00	\$2,750.00	\$3,000.00	\$1,500.00
Uniform Fee	Program Fee	Included in T&F	Non-Refundable after the cancellation period. One set of uniform scrubs	\$50.00	\$50.00	\$50.00	\$0.00
TOTAL PRG CHARGES				\$41,125.00	\$41,375.00	\$61,625.00	\$21,575.00
California Students Only: California State Mandated Student Tuition Recovery Fund Fee (STRF)	State Fee	Special Fee	California Campus: Non-Refundable after cancellation period. The CA Student Tuition Recovery Fund (STRF) Fee assessment is zero dollars and zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars.	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TUITION & FEE				\$41,125.00	\$41,375.00	\$61,625.00	\$21,575.00
Required Items Not Included in T&F-Estimated	Type	Not Included in T&F	Description	Diploma	AS Degree	BS Degree	BS Degree Completion (Est.)
Textbooks	Required	Not Included in T&F	Students purchase textbooks on their own.; may be ordered from any online booksellers such as Amazon (www.amazon.com). Estimated price for required textbooks is provided for the entire program.	\$1,200.00	\$1,200.00	\$1,800.00	\$800.00
CPR	Required	Not Included in T&F	Required prior to DMS 390-Clinical 3 / DMS 490-DMS Internship	\$50.00	\$50.00	\$100.00	\$50.00

Prof Liability Insurance	Required	Not Included in T&F	Required prior to DMS 390-Clinical 3 / DMS 490-DMS Internship. Pre-Clinical / Pre-Internship Individual Professional Liability insurance. UMI recommends purchasing insurance through the Society of Diagnostic Medical Sonography (SDMS).--approximately \$75 per year.	\$75.00	\$75.00	\$150.00	\$75.00
Immunization, vaccination	Required-	Not Included in T&F	Required prior to DMS 390-Clinical 3 / DMS 490-DMS Internship. Estimated cost with no insurance	\$300.00	\$300.00	\$300.00	\$300.00
Online Course Subscription	Required-Not Included in T&F	Not Included in T&F	If applicable: Lower division Gen Ed courses through Sophia Learning. \$99 per month (as of May 2023) subscription for any number of courses. Total cost depends on the student's pace in completing the courses.	\$0.00	\$495.00	\$495.00	\$495.00
TOTAL PROGRAM COST LESS STATE FEE				\$42,750.00	\$43,495.00	\$64,470.00	\$23,295.00

***BS Degree Completion tuition is calculated based on expected transfer credit from the 2023/2024 UMI Diploma Program. Tuition for those students transferring from other DMS Diploma or AS degree programs will be calculated on a case by case basis depending on transfer credit assessment and evaluation.**

T&F BY TERM-DMS DIPLOMA & ASSOCIATE OF SCIENCE

UMI charges flat Term T&F. Period of Attendance: 10-Week Term. Term 0 indicates a course can be taken in any term during the program. Refer to the [INSERT G](#) to review your tuition payment options.

DMS-DIPLOMA				
Application Fee				\$75.00
Program Fee				\$2,550.00
Program Tuition				\$38,500.00
AY	Term = 10 Weeks	Term QCH	Term CLH	Term Tuition
AY0	TERM 0**	0.00	0	\$0.00
AY1	TERM 1*	18.33	210	\$6,416.67
AY1	TERM 2*	15.00	190	\$6,416.67
AY1	TERM 3	13.33	200	\$6,416.67
AY1	TERM 4	13.33	200	\$6,416.67
AY1	TERM 5	13.33	200	\$6,416.67
AY2	TERM 6	14.33	210	\$6,416.67
AY2	TERM 7	9.00	270	\$0.00
AY2	TERM 8	10.00	280	\$0.00
Total		106.65	1760	\$38,500.00

DMS-AS DEGREE				
Application Fee				\$75.00
Program Fee				\$2,800.00
Program Tuition				\$38,500.00
AY	Term=10 Weeks	Term QCH	Term CLH	Term Tuition
AY0	TERM 0**	18.00	180	\$0.00
AY1	TERM 1*	18.33	210	\$6,416.67
AY1	TERM 2*	15.00	190	\$6,416.67
AY1	TERM 3	13.33	200	\$6,416.67
AY1	TERM 4	13.33	200	\$6,416.67
AY1	TERM 5	13.33	200	\$6,416.67
AY2	TERM 6	14.33	210	\$6,416.67
AY2	TERM 7	9.00	270	\$0.00
AY2	TERM 8	10.00	280	\$0.00
Total		124.65	1940	\$38,500.00

AVG. Tuition Rate per QCH	\$360.99
UMI Tuition	\$38,500.00
UMI Program Fee	\$2,550.00
UMI Total Prg T&F	\$41,050.00
**Not Included in Prg. T&F - Est. Third Party Fee	\$0.00
*Exact number of QCR depends on class rotation	

AVG. Tuition Rate per QCH	\$360.99
UMI Tuition	\$38,500.00
UMI Program Fee	\$2,800.00
UMI Total Prg T&F	\$41,300.00
**Not Included in Prg. T&F - Est. Third Party Fee	\$400.00
*Exact number of QCR depends on class rotation	

T&F BY TERM-DMS BACHELOR OF SCIENCE

UMI charges flat Term T&F. Period of Attendance: 10-Week Term. Term 0 indicates a course can be taken in any term during the program. Refer to the [INSERT G](#) to review your tuition payment options.

DMS-BS DEGREE					DMS-BS COMPLETION*	
Application Fee				\$75.00	\$75.00	
Program Fee				\$3,050.00	\$1,500.00	
Program Tuition				\$58,500.00	\$20,000.00	
AY	Term=10 Weeks	Term QCH	Term CLH	Term Tuition	Estimated Transfer Credits	Term Tuition
AY0	TERM 0**	18.00	180	\$0.00	18.00	\$0.00
AY1	TERM 1*	18.33	210	\$6,416.67	18.33	\$0.00
AY1	TERM 2*	15.00	190	\$6,416.67	15.00	\$0.00
AY1	TERM 3	13.33	200	\$6,416.67	13.33	\$0.00
AY1	TERM 4	13.33	200	\$6,416.67	13.33	\$0.00
AY1	TERM 5	13.33	200	\$6,416.67	13.33	\$0.00
AY2	TERM 6	14.33	210	\$6,416.67	14.33	\$0.00
AY2	TERM 7*	18	360	\$5,000.00	9.00	\$5,000.00
AY2	TERM 8*	23	410	\$5,000.00	10.00	\$5,000.00
AY2	TERM 9*	13	130	\$5,000.00		\$5,000.00
AY2	TERM 10*	9	90	\$5,000.00		\$5,000.00
AY3	TERM 11	8	240	\$0.00		\$0.00
AY3	TERM 12	9	250	\$0.00		\$0.00
Total		185.65	2,870.00	\$58,500.00	124.65	\$20,000.00

AVG. Tuition Rate per QCH	\$348.94	\$348.94
UMI Tuition	\$58,500.00	\$20,000.00
UMI Program Fee	\$3,050.00	\$1,500.00

UMI Total Prg T&F	\$61,550.00	\$21,500.00
**Not Included in Prg. T&F - Est. Third Party Fee	\$400.00	\$400.00
*Exact number of QCR depends on class rotation. Term tuition covers non-clinical courses.		

ADDITIONAL POLICIES & DISCLOSURES

Laboratory Simulation

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

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

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

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

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

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

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

Video & Audio Surveillance Notification

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

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

Required Disclosures

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

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

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

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

CATALOG UPDATE POLICY

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

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

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

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

duly authorized designee.

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

www.bppe.ca.gov.

INSERT A: FACULTY & ADMINISTRATION

UMI FACULTY & ADMINISTRATION

School Administration:

Inna Lisker, President, CEO, CAO

ilisker@unitedmedicalinstitute.edu

Hasan Mostaghimi, COO

hasanm@unitedmedicalinstitute.edu

Linda Izaguirre, Director of Student Services

lindai@unitedmedicalinstitute.edu

Edward Mostaghimi, Admissions

eddiem@unitedmedicalinstitute.edu

UMI FACULTY & ACADEMIC ADMINISTRATION

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

INSERT B: ACADEMIC CALENDAR

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

Typical weekly class schedule includes

- Live Remote Lectures: Monday through Thursday 8AM-12PM; some Saturdays.
- In-Person Lab: Two in-person sessions during these days/times: Mondays, Tuesdays, Wednesdays, Thursdays 8am-12pm OR 5pm-9pm.
- Clinical 1&2: Minimum 4 hours a week: during weekdays (M-Th) 12:30-4:30; Saturdays between 8am-4:30pm
- Clinical 3: determined by a clinical affiliate
-

CLASS SCHEDULE BY PROGRAM START DATE

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

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

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

SCHOOL HOLIDAYS & BREAKS			PROGRAM START DATE		
HOLIDAY	NO CLASSES	SCHOOL CLOSED	PRG START*	PROJECTED END DATE*	
WINTER BREAK	2023-12-18 - 2024-01-01	2023-12-25 & 2024-01-01	DMS-All Programs	DMS DPL / DMS AS	DMS BS
MLK	2024-01-15	2024-01-15	2024-02-12	2025-11-03	2026-11-04
MEMORIAL DAY	2024-05-27	2024-05-27	2024-04-22	2026-01-19	2027-01-20
INDEPENDENCE DAY / SUMMER BREAK	2024-07-01 - 2024-07-06	2024-07-04	2024-07-08	2026-03-30	2027-03-31
LABOR DAY	2024-09-02	2024-09-02	2024-09-16	2026-06-22	2027-06-23
THANKSGIVING	2024-11-28 - 2024-11-29	2024-11-28 & 2024-11-29	2024-11-25	2026-08-17	2027-08-18
WINTER BREAK	2024-12-23 - 2025-01-04	2024-12-25 & 2025-01-01	* Enrollment Period		

INSERT C: HEALTH & SAFETY CHECKLIST

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

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

STANDARD HEALTH SCREENING AND SAFETY CHECKLIST

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

INSERT D: PROGRAM ADVISORY COMMITTEE

DMS PROGRAM ADVISORY COUNCIL

Advisor Name	Organization	Title
Ziaulhaq (Zia) Yama, RDMS	Kaiser Permanente	Sonographer, Kaiser Permanente
Farideh Mousavi, BS. BA. ARDMS, RVT (VT), MSK	Community Based Education & Development College (CBD)	Community Based Education & Development College (CBD), Clinical Coordinator & Instructor
Carl Lucius Brunswick, Jr. M.B.A.	StrataTech Education Group	National Director of Career Services
Roman Boiko, MEd	Certified Career Coach	American Career College, Instructional Designer
Miriam Rodriguez, BS, RDMS	Universidad Central del Caribe	Universidad Central del Caribe, DMS Program Coordinator
Sajad Janmohamed, MD	Saha Health Care Community Center	Saha Health Care Community Center, Medical Director
Roya Tadayyon, RDMS	Sierra Nevada Memorial Hospital Foundation	Sierra Nevada Memorial Hospital Foundation, Sonographer
Grisel Rivera , Ed.D.	University of Puerto Rico	University of Puerto Rico / Professor for Healthcare and Education
Ana M Lucumi, ED, DNon	National University College	VP Student Affairs & Institutional Effectiveness
Ana M Lucumi, ED, DNon	National University College	VP Student Affairs & Institutional Effectiveness
Rajvir Sanghera, MBA, RDMS, RVT, VT	VP Student Affairs & Institutional Effectiveness	Sonographer
Gina Mikhaeel, RDMS	Radiology Medical Group	Sonographer
Whitney Spohn	Adventist Health	Sonographer
Mohammad S Dhamrah, RDMS, RVT, VT	Good Samaritan Hospital	Sonographer / Former DMS PD

INSERT E: UMI OWNERS & BOARD OF DIRECTORS

Persons with 20% or More Ownership or Interest

Name	Ownership %
Inna Lisker	100

UMI BOARD OF DIRECTORS / CORPORATE ADVISORS

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

INSERT F: STUDENT IDENTITY VERIFICATION

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

UMI applies the following methods of student identity verification:

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

Application and Admission:

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

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

New Students:

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

New and Continuing Students:

Every term, students receive access to UMI's Google Classroom portals and to the classroom video conference via the course Google Meet. Access is granted to the students by invitation only sent to their UMI student email account.

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

Access to Clinical Portal -TracPrac

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

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

INSERT G: TUITION PAYMENT OPTIONS

United Medical Institute does not participate in Federal or State student financial aid programs. In addition to student personal financing, such as personal loans or savings, UMI offers students the following financial options:

OPTION 1: MERITIZE LOAN

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

- ❖ Maximum loan amount: Program Tuition and Fee less STRF and Application Fee. (Refer to [TUITION & COST OF ATTENDANCE](#) section of the Catalog for details)
- ❖ Cost of books, living and other non-tuition expenses are not included in the maximum loan amount
- ❖ Meritize offers up to 120-month loan terms
- ❖ Loan eligibility, # and amount of payments; APR; payment deferment, and loan fees are determined by Meritize
- ❖ Funds are disbursed directly to the school

Terms and Conditions apply. Meritize branded loan products are educational loans issued by Meritize Lending, LLC**. Meritize reserves the right to modify or discontinue products and benefits at any time without notice. To qualify, a borrower must be a U.S. citizen, permanent resident or hold an Employment Authorization Document and meet Meritize's underwriting requirements. If approved for a loan the actual loan amount, term, payment, and APR amount of loan that a customer qualifies for may vary based on credit determination, state law and other factors. Visit [Meritize](https://apply.meritize.com) website for additional information.

OPTION 2: UMI PAYMENT PLAN

UMI payment plan is reserved for those students who are unable to qualify for a Meritize loan.

- ❖ Eligibility is guaranteed with enrollment, no credit check required
- ❖ Minimum Tuition Down Payment is required with UMI Payment Plans to complete your enrollment and secure your spot
- ❖ A co-signer is required
- ❖ UMI will initiate a tuition payment contract through [TFC Tuition Financing](#), UMI's tuition processing vendor.
- ❖ Your first regular monthly tuition payment will be due 30 days from the first day of your program.

UMI PLAN ENROLLMENT PAYMENT PLAN	DMS DIPLOMA	DMS AS DEGREE	DMS BS DEGREE COMPLETION (with transfer)	DMS BS DEGREE
PROGRAM T&F	\$41,125.00	\$41,375.00	\$21,575.00	\$61,625.00
PAID APPL	\$75.00	\$75.00	\$75.00	\$75.00
PAID STRF (IF APPL)	\$0.00	\$0.00	\$0.00	\$0.00
T&F BALANCE LESS APPL & STRF	\$41,050.00	\$41,300.00	\$21,500.00	\$61,550.00
UMI PAYMENT PLAN BREAKDOWN	DPL	AS	BS-DEGREE COMPL	BS-FULL
TUITION DOWN PAYMENT	\$3,850.00	\$3,850.00	\$2,000.00	\$5,850.00
UMI PAYMENT PLAN BALANCE	\$37,200.00	\$37,450.00	\$19,500.00	\$55,700.00
Number of Monthly Payments	20	20	20	36
APR (Interest)	3.50%	3.50%	3.50%	4.50%
Monthly Payment	\$1,917.49	\$1,930.37	\$1,005.13	\$1,656.90
Principal Paid	\$37,200.00	\$37,450.00	\$19,500.00	\$55,700.00
Total Interest	\$1,149.80	\$1,157.40	\$602.60	\$3,948.40
Total Payments through TFC	\$38,349.80	\$38,607.00	\$20,102.60	\$59,648.40

OPTION 3: COMBO OPTION: MERITIZE & UMI PAYMENT PLAN

A combo plan can be structured with a different breakdown between Meritize and UMI Payment Plan (TFC).

Meritize loan approval is required prior to setting up the TFC plan. Apply for a Meritize loan first. Check your loan options in minutes without impacting your credit score at <https://apply.meritize.com>.

An amount of the Meritize loan for which you qualify will determine the amount you will need through a TFC plan. Review examples of how your COMBO PLAN may be structured.

*The examples include principles, interest paid, and monthly payment amounts for the TFC plans only. Terms, conditions, Interest rates, and fees for the Meritize loan are determined by Meritize. The Meritize interest rate, fees, and total loan repayment amounts are not included in these examples.

EXAMPLES: DIPLOMA COMBO PLAN EXAMPLES

EXAMPLES	EXAMPLE 1	EXAMPLE 2	EXAMPLE 3
MERITIZE LOAN	\$11,050.00	\$21,050.00	\$31,050.00
UMI PLAN BALANCE	\$30,000.00	\$20,000.00	\$10,000.00
TUITION DOWN PAYMENT	\$0.00	\$0.00	\$0.00
Number of Monthly Payments	20	20	20
APR (Interest)	3.50%	3.50%	3.50%
Monthly Payment	\$1,546.36	\$1,030.91	\$515.45
Principal Paid	\$30,000.00	\$20,000.00	\$10,000.00
Total Interest	\$927.20	\$618.20	\$309.00
Total Payments through TFC	\$30,927.20	\$20,618.20	\$10,309.00

INSERT H: SONOSIM SYSTEM REQUIREMENTS

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

System Requirements:

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

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

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

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

SonoSim System Requirements

For Uninterrupted Learning

Optimize your ultrasound training experience by ensuring computers used to access SonoSim meet the following minimum technical specifications:



Operating System*	64-bit Windows 10 or newer macOS 11 or newer (2017 model or newer)
Disk Storage	At least 2 GB free, up to a minimum of 5GB required depending on cases installed
Memory	Minimum 4 GB RAM; Recommended 8 GB RAM
Minimum Screen Resolution	1024x768
Input Ports	One USB port, directly accessible or via USB-C adapter**
Internet Connection	Broadband internet connection is required. Speed Requirements: Minimum 1 MBPS; Recommended 10 MBPS or higher
Internet Browser	The three latest versions of the following browsers are supported: Google Chrome, Mozilla Firefox, Apple Safari, & Microsoft Edge

*Please note that most elements of the SonoSim Ecosystem are available on most internet-connected devices through a web browser, but the SonoSimulator® software is not supported on ChromeBooks, tablets, or mobile devices.

** If you have a laptop with only USB-C ports, a USB-C to USB adapter is required. Please do not attempt to install with any sort of hub adapter, and for Macs we recommend an Apple-manufactured adapter.

INSERT I: TEXTBOOKS AND MATERIALS

REQUIRED TEXTBOOKS & MATERIALS

Title	Price-Low	Price-High	Type	Format	Required in These Courses	Course ID	Program	Comments
Study.com Online Content	\$0.00	\$0.00	Online Class Resource	Online Class Resource	Anatomy & Physiology, Medical Terminology, Ultrasound Physics-SPI, Health Services Policy, Ethical & Legal Issues in Healthcare , Organizational Communication, Psychology of Motivation, Career Advancement Portfolio 1, Career Advancement Portfolio 2, Career Advancement Portfolio 3, Career Advancement Portfolio 4, DMS Internship A, , DMS Internship B	BIO 110, AH 100, PHY 210, POL 302, ETH 301, COM 313, PSY 315, CAP 390, CAP 390, CAP 490, DMS 490, DMS 490	DPL, AS, BS	Authorized access through UMI Google Classroom portal.
Kremkau, F. (2020) Sonography Principles and Instruments (10 Ed). St. Louis, MI. Elsevier. PRINT ISBN: 978-0323597081; E-BOOK ISBN-9780323597104.	\$96.00	\$123.00	Required Textbook	Print, E-Book	Ultrasound Physics-SPI	PHY 210	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Hagen-Ansert, S. (2023). Textbook of Diagnostic Sonography (9th ed.). St. Louis, MI. Elsevier https://www.elsevier.com eBook 978-0-323-82649-5; Hardcover 978-0-323-82646-4	\$300.00	\$374.00	Required Textbook	Print, E-Book	Abdominal Ultrasound-Theory, Intro to Sonography, Abdominal Ultrasound –LAB, OB/GYN Ultrasound-Theory, OB/GYN Ultrasound-LAB, Small Parts Ultrasound-Theory, Small Parts Ultrasound-LAB, Vascular Ultrasound-Theory, Vascular Ultrasound-LAB, Advanced OB/GYN Ultrasound, Advanced Vascular Ultrasound	DMS 200, DMS 100, DMS 201, DMS 220, DMS 221, DMS 210, DMS 211, DMS 230, DMS 231, DMS 320, DMS 330	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Hagen-Ansert, S. (2023). Workbook for Diagnostic Sonography (9th ed.). St. Louis, MI. Elsevier https://www.elsevier.com eBook Paperback ISBN: 9780323826501; eBook ISBN: 9780323826532	\$90.00	\$90.00	Workbook	Print	Abdominal Ultrasound-Theory, Intro to Sonography, Abdominal Ultrasound –LAB, OB/GYN Ultrasound-Theory, OB/GYN Ultrasound-LAB, Small Parts Ultrasound-Theory, Small Parts Ultrasound-LAB, Vascular Ultrasound-Theory, Vascular Ultrasound-LAB, Advanced OB/GYN Ultrasound, Advanced Vascular Ultrasound	DMS 200, DMS 100, DMS 201, DMS 220, DMS 221, DMS 210, DMS 211, DMS 230, DMS 231, DMS 320, DMS 330	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Curry, R & Bates, B. (2020) Sonography: Introduction to Normal Structure and Function (5th Ed). St. Louis; MI. Elsevier. PRINT ISBN:	\$132.00	\$165.00	Required Textbook	Print, E-Book	OB/GYN Ultrasound-LAB, Vascular Ultrasound-LAB, Abdominal Ultrasound –LAB, Small Parts Ultrasound-LAB	DMS 221, DMS 231, DMS 201, DMS 211	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers

Title	Price-Low	Price-High	Type	Format	Required in These Courses	Course ID	Program	Comments
9780323661355; E-BOOK ISBN: 9780323790819.								
Curry, R. & Bates, B. (2020). Workbook and Lab Manual Sonography. Introduction to Normal Structure and Function. (5th Ed). St. Louis; MI. Elsevier. PRINT ISBN: 9780323709477 ; E-BOOK ISBN: 9780323710534.	\$67.00	\$85.00	Workbook	Print	OB/GYN Ultrasound-LAB, Vascular Ultrasound-LAB, Abdominal Ultrasound –LAB, Small Parts Ultrasound-LAB	DMS 221, DMS 231, DMS 201, DMS 211	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Deane, A.T.T.H.C. R. ([Insert Year of Publication]). Vascular Ultrasound (4th ed.). Elsevier Health Sciences (US). https://pageburst1s.elsevier.com/books/9780702081897 Hardcover: 978-0-7020-4656-8; eBook: 978-0-7020-8188-0	\$63.00	\$63.00	Required Textbook	Print, E-Book	Vascular Ultrasound, Advanced Vascular Ultrasound	DMS 231, DMS 330	DPL, AS, BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Sophia Learning Subscription	\$297.00	\$600.00	Online Class Resource	Online Class Resource	Introduction to Ethics, Personal Finance, Introduction to Psychology, Public Speaking	PHIL 100, ECON 100, PSY 100, COM 100	AS, BS	Purchase Sophia student subscription through https://www.sophia.org . Total cost depends on a pace with which a student completes each course.
Kelley, L. L., & Petersen, C. (2019). Sectional Anatomy for Imaging Professionals - Elsevier eBook on VitalSource (4th ed.) Paperback: 978-0-323-67556-7; Paperback: 978-0-323-41487-6; eBook: 978-0-323-59537-7	\$89.00	\$134.00	Required Textbook	Print, E-Book	Cross-Sectional Anatomy	BIO 310	BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Kelley, L. L. (2019). Workbook for Sectional Anatomy for Imaging Professionals - Elsevier eBook on VitalSource (4th ed.) Paperback: 978-0-323-56961-3;	\$43.00	\$65.00	Workbook	Print	Cross-Sectional Anatomy	BIO 310	BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers

Title	Price-Low	Price-High	Type	Format	Required in These Courses	Course ID	Program	Comments
eBook: 978-0-323-62552-4								
Riley, L.W.A.H. S. (2022) Musculoskeletal Ultrasound. Elsevier Health Sciences (US). https://pageburstls.elsevier.com/books/9780702082009	\$56.00	\$56.00	Required Textbook	Print, E-Book	Musculoskeletal Ultrasound	DMS 350	BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Otto, C. (2018). Textbook of Clinical Echocardiography (6th ed.). Elsevier Health Sciences (US). https://pageburstls.elsevier.com/books/9780323480482	\$179.00	\$179.00	Required Textbook	Print, E-Book	ECHO 1, ECHO 2	DMS 340, DMS 341	BS	Purchase from Elsevier (https://www.elsevier.com) or any online book sellers
Estimated Total	\$1,412.00	\$1,934.00						

TEXTBOOK CHANGES AND UPDATES

UMI Faculty review textbooks and other resources at least once a year. Textbooks may be updated for the latest edition or changed to a different textbook if it is deemed a better and more effective resource. Any textbook updates and changes are communicated to the students at least a few weeks prior to the term when such changes are implemented.

TEXTBOOK PRICES

The prices listed reflect the information taken from the publisher's website at the time the list is updated and may change without notice. The publisher may also have coupons and/or other discounts and special offers available. Students are not required to purchase textbooks from the publisher. Look for best prices on Amazon or other book sellers when available.

REFERENCE BOOKS AND OTHER RESOURCES

Reference books and resources are listed in each course syllabus. Unless otherwise stated, such reference books are optional and students are not required to purchase them. Many resources are available online.