

small community bound to do big things

UNITED MEDICAL INSTITUTE
("UMI")
CATALOG



2020

Effective Dates 01/01/2020-12/31/2020

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APPROVALS

United Medical Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at www.bppe.ca.gov. 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798. Telephone: 916-431-6959, or (888)370-7589, or Fax: 916-263-1897.

United Medical Institute is approved to offer our program to veterans and their dependents

United Medical Institute is a member of the Society of Diagnostic Medical Sonography.

United Medical Institute is a member of California Association of Private Postsecondary Schools.



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.

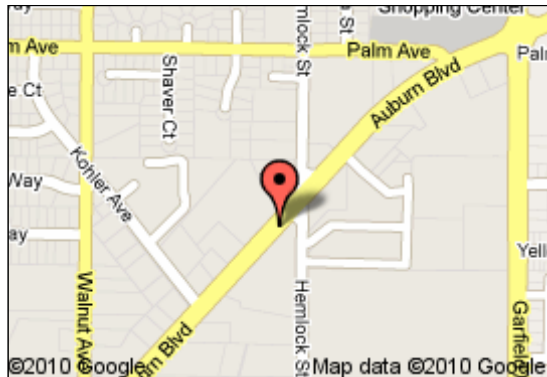
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or P.O. Box 980818, West Sacramento, CA 95798. Website: <http://www.bppe.ca.gov>. Telephone: 916-431-6959, or (888)370-7589, or Fax: 916-263-1897



SCHOOL LOCATION & GENERAL DESCRIPTION OF FACILITIES

The campus is located in a modern professional plaza. The campus houses 5 classrooms, an imaging lab, and a library. There are administrative and educational offices, a reception area, and separate student and faculty lounges. The imaging lab is equipped with ultrasound scanners capable of performing general and specialized procedures and color-flow imaging. Standard equipment includes campus Wifi for students, a film library of case studies, a physical and online library of texts, reference books, journals, computers, printer, Internet and audio and video aides, all physical copies of materials remain on campus and are not checked-out. All class sessions are held at 5280 Auburn Blvd., Sacramento, CA 95841.

School Location:



UNITED MEDICAL INSTITUTE

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MISSION AND GOALS

Mission

The mission of United Medical Institute is to empower students to develop and achieve their personal, educational, and career potentials in becoming competent and ethical healthcare professionals.

In pursuit of its mission, UMI provides education and services supportive of students' efforts to succeed academically, professionally, and personally. The students' educational experience is grounded in UMI's comprehensive program curriculum that integrates theory and intensive hands-on training using the industry's most relevant and appropriate technology, and in personalized coaching and guidance by dedicated faculty, who are expert-level medical professionals and teachers.

Institutional Goals

- To provide quality educational opportunities for students.
- To facilitate student development of problem-solving and critical thinking skills.
- To help students to develop learning skills, to demonstrate good citizenship, and to engage in activities supporting community.
- To prepare graduates to be highly qualified and ethical entry level professionals.
- To support UMI's community and region in meeting the needs for qualified healthcare professionals.
- To create an educational and professional environment supportive and appreciative of cultural diversity among students, faculty, and staff.

Schoolwide Learner Outcomes

United Medical Institute's graduates will be able to demonstrate:

- Effective oral and written communication skills.
- The ability to work effectively in teams.
- Critical thinking and problem solving.
- Commitment to lifelong learning and professional development.
- Technological and information literacy.
- Appreciation and respect for human and cultural diversity.

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 medical field

HISTORY

United Medical Institute was founded in 2006 by an immigrant doctor to offer training programs in medical and healthcare careers. Since 2009, the Diagnostic Medical Sonography program has been the core of UMI's education curricula.



In 2018, United Medical Institute has welcomed a new owner, President and CEO Dr. Inna Lisker who has brought with her high academic credentials, decades of leadership and academic experience in career and higher education, as well as her pledge to continue to provide an empowering educational environment for students who are committed to their educational and career goals.

School Leadership

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

SCHOOL POLICIES AND RULES

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 will be made available with the revision dates clearly stated.

It is the responsibility of each student, faculty member, administrator, and a staff member to be familiar with UMI's policies.

Drug and Alcohol Abuse Prevention

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

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

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

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

Breaks

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

No Weapons Policy



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, tapes, 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 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

Use of cell phones and other smart devices for personal purposes are not permitted during class and laboratory sessions. Cell phones must be silenced in class and clinical settings at all times, unless the instructor permits restricted use of cell phones for specific educational purposes or projects. Students may use their cell phones on campus before or after class and during breaks. 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 an explicit permission by UMI's administration to do so. This policy is in order to protect the privacy of all students, faculty, staff, as well as clinical site employees and patients in addition to protecting the confidentiality and intellectual property of all instructional material and curricula. Voice recording is permitted only during lecture with the instructor's permission and when being used for the educational purpose. Any student found in violation of this policy will be subject to disciplinary actions at the discretion of the school administration.

Academic Integrity

UMI students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including failing grade in the course and expulsion from the school. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give 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 research and academic 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 may be immediately dismissed from the program.
- Digital personal devices, including, but not limited to, smart phones, tablets, cameras, recorders, as well as use of internet 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

All electronic devices must be turned completely off and displayed within the instructor's view during the administration of all forms of evaluation, exams, and tests, unless specifically authorized by the test administrator based on the test modality and format. All non-electronic personal belongings must be stored out of sight under the chair or desk. Talking is not allowed during administration of evaluations, exams, tests, or quizzes. Students who are not in compliance with this policy are subject to disciplinary actions at the discretion of the school administration.

Statement of Non-Discrimination

United Medical Institute affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the institution on the basis of race, color, religion, national origin, sex, gender identity, gender expression, ancestry, physical or mental disability, medical condition, pregnancy, age (over 40), marital status, political affiliation, sexual orientation, genetic information, covered veteran status, or any other classification prohibited by state or federal laws.

Please direct any inquiries regarding this policy to the school administrator whose responsibility is to enforce this policy.

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 class (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 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 for men
- All visible tattoos must be covered and multiple piercing removed.
- Headwear or caps/hats/scarfs or any other head covering is not allowed; for any exceptions due to religious or similar reasons, please contact the school administrator.
- Students must maintain proper hygiene: daily bathing/showering, clean hair, and clean teeth.

ADMISSION PROCESS

General Requirements

- Student must have graduated from high school or equivalent, and be at least 18 years of age.

The following items are acceptable as proof of high school completion or its equivalent:

- ✓ Evidence of passing the High School Equivalency Exam
 - ✓ Evidence of passing the GED
 - ✓ Documentation of High School Diploma on the DD214
 - ✓ Documentation of High School Diploma on a transcript from an accredited or Bureau approved institution.
 - ✓ Documentation of completion of an associates or higher degree as equivalent.
- Student must complete Wonderlic Scholastic Level Exam with a score of at least 19.
 - Student must pay all applicable fees, as per current published fee schedule, prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

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 instruction occurs in English. English language proficiency is documented by prior education documentation and score on the Wonderlic exam.

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 "C" grade or higher. Only credits from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA) are eligible for transfer.

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

Per UMI assessment and evaluation, a course transfer may require examination/course challenge. Based on the UMI evaluation of previously earned credits, a student may be given an opportunity to challenge



applicable courses in order to establish competency.

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

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
The transferability of credits you earn at United Medical Institute (“UMI”) is at complete discretion of an institution to which you may seek to transfer. Acceptance of diploma you earn in the Diagnostic Medical Sonography program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek 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 diploma will transfer.

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

Veteran Transfer of Credits

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

Student Tuition Recovery Fund Disclosure

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400,



Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

ACADEMIC STANDARDS AND POLICIES

Satisfactory Academic Progress (SAP)

All students are required to maintain satisfactory academic progress. Satisfactory progress is monitored on a course by course basis and computed on a cumulative basis at specific evaluation points. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA,



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

*Program Breakdown by Academic Year**

Program Name	First Academic Year: QC/CH	Second Academic Year: QC/CH
Diagnostic Medical Sonography	54.00/640	58.00/1320

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

Quantitative Component

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

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

Program Name	Program QC/CH	Evaluation Point I: AY I- End of MOD I: QC/CH	Evaluation Point II: AY I- End of AY I: QC/CH	Evaluation Point III: AY II- End Didactic: QC/CH	Evaluation Point IV: AY II-MTF Didactic
Diagnostic Medical Sonography	112/1960	28/280	54/640	80/1000	136/1980

Students are required to make quantitative progress toward program completion and meet minimum Qualitative and Quantitative benchmarks at every SAP evaluation point according to the SAP Chart. SAP Evaluation Points provide the minimum standard for meeting satisfactory academic progress. Failure to meet GPA and/or Rate of Completion benchmarks at any of the evaluation points will jeopardize the student’s ability to remain in and complete the program.

SAP Chart

PROGRAM	SAP Evaluation Point	Rate of Completion		GPA
		QC/CH Attempted	Minimum QC/CH Completed	Minimum GPA
DIAGNOSTIC MEDICAL SONOGRAPHY	Program Checkpoints			
SAP Evaluation I: AY I	MOD I	28/280	14/140	2
SAP Evaluation II: AY I	YEAR END	54/640	27/320	2
SAP Evaluation III: AY II	END DIDACTIC	80/1000	40/500	2
SAP Evaluation IV: AY II	MTF DIDACTIC	136/1980	80/1164	2
SAP PRG	MTF PRG Total including CE (150%)	168/2940	112/1960	2

Academic Progress Monitoring

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

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

- Course Failure: Course Advisement. At the end of each course, students who fail to successfully



complete a course are advised. The advisement will include a plan and a timeline for retaking the course.

- First SAP Violation: Program Academic Advisement. Student is placed under a program academic advisement. The advisement includes a plan and a timeline for retaking the courses to meet SAP by the following SAP evaluation point. The plan may include required remediation activities and/or remedial course(s) audit.
- Second Consecutive SAP Violation: Academic Warning. Student is advised and placed on program academic warning. A remediation plan is developed and student’s progress is closely monitored through the following SAP evaluation point.
- Third Consecutive SAP Violation: Program Dismissal Notice. Student is placed on program dismissal notice. Student may appeal to remain in the program. If the appeal is accepted, the student is put on academic probation and a formal academic plan is developed with specific progress checkpoints. Failure to meet expected progress outcomes at each of the checkpoints will result in program dismissal.
- Fourth Consecutive SAP Violation: Program Dismissal. Student is dismissed from the program. The Student may appeal to be reinstated in the program following the program reinstatement policy. For appeal process, refer to Grievances, Appeal, and Due Process policy in this catalog.

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

Grading Scale and Definition and Application to SAP

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

Incomplete Grade (I)

A grade of “I” is assigned when hours or coursework are not completed by 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. 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 attendance policy may be assigned an AF grade and required to repeat the course even if his/she 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 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 Clinical Externship course of the program. “CR” grade indicates a successful completion of the course (minimum 76%); “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 requirement may become in violation of UMI academic 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 transcript.

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: 25-35% Special assignments/Homework/Projects: 25- 35%
- Class Participation: 5-10%

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

Students must complete all didactic (in-school) 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%).

Course-Level Examinations

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

Students who receive a 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 will result in an "F" grade for the course and will require a course repeat.

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

Clinical Externship Evaluation

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

Make-up Tests and Examinations

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



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. Students are not permitted to keep graded tests and exams. Class sessions will be scheduled to review graded tests and final exams.

ATTENDANCE POLICY

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

UMI 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 always exclude such an absence from applicable penalties. Specific circumstances and explanation are described in the following sections.

Instructors monitor student attendance on a daily basis. Students must maintain a minimum attendance of 80%.

NOTE TO VA STUDENTS: Per CFR 21.4253(d)(5), a veteran or eligible person whose attendance falls below 80% shall be placed on attendance probation for one SAP evaluation period (please refer to SAP policy of this catalog). If the student's attendance does not improve to the required minimum by the conclusion of the attendance probationary period, the veteran benefits will be terminated.

Penalties for Absences

Class Attendance: 3 or more class sessions/days of unexcused absence in any one class may result in "AF"-Attendance Fail grade for the class, even if the student receives an overall passing grade for the course.

Consecutive Absences: Excused or Unexcused consecutive absences for more than 14 consecutive calendar days--including weekends but excluding official school holidays and breaks for didactic portion of the program; and excluding externship site officials 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 leave early when he/she is not in class during the class- scheduled time without authorization. Five (5) unauthorized tardiness and/or leaving early in any one class will be considered as one full day of unauthorized absence.

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 governed by UMI 14 Consecutive Absences policy stated above. Please refer to Clinical Externship section of this catalog for more information on



Externship policies.

Attendance Recording

Instructors record class attendance daily in the class digital gradebook. Sign In/Out in-class rosters may be used as a back-up attendance record. Instructor's signature is required on the in-class rosters.

Excused Absences

Extenuating Circumstances: UMI will determine if extenuating circumstances may warrant an absence 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.

When an absence occurs, the student is responsible for contacting the course instructor to obtain and review 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 administrator or designee when the plan may require a change in schedule for the student or for faculty. (Refer to the Make- up section of Attendance Policy)

Bereavement Leave: Three bereavement days are granted with no grade penalty for immediate family members. For this policy, immediate family members include: 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 or/and bacterial infections (e.g., flu, strep-throat, GI virus, etc.) should refrain from attending class/clinic 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. The 14 consecutive day absence policy may apply.

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 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 outlines the process requirements for LOA approval:

- The student must submit a request for the leave of absence in writing to program administrator or designee for approval. The letter should state the reason(s) for the request.
- Reasons for 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 LOA is granted.

- There must be reasonable expectation that the student will return from LOA as scheduled.
- A student returning from 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 LOA and may prolong further the student's timeline toward completion of the program.
- Failure to return from LOA on or prior to the scheduled returned date will result in dismissal from the program.

Should a student's circumstances be such that a leave of absence is needed, the student should submit an application for a leave of absence to an authorized school official. At the discretion of 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.

VA Students should refer to INSERT D: VA STUDENTS POLICIES for further information on how Leave of Absence may affect VA benefits.

Absence Communication and Make-Up Policy

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

Make-up policy: A student who missed lecture or laboratory class time due to excused absences may have a make-up opportunity in the form of assignments or special projects. A student may also be granted a 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.

Communication regarding absences: Student must notify the faculty and/or school administration of any absences or tardy in writing (text or email are acceptable) 24 hours prior to the scheduled class start or as soon as it is practical for any unforeseen absences. Only absences with the supporting documentation (e.g. physician's written medical release) are considered excused. Excused absences qualify for a make-up opportunity.

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: Student with excessive tardiness/leaving early and/or 3 or more class sessions/days of excused or unexcused absences in any one course will be formally advised by faculty or by program administrator.

Cumulative Module 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 program administrator (or designee) and placed under Attendance Warning.

DISCIPLINARY ACTIONS AND PROCEDURES

The following guidelines are established in order to maintain a positive educational and professional environment. Not only are UMI students expected to adhere to the UMI standards of conduct, but they are also expected to promote and encourage their peers to do the same. Students are expected to assist staff and faculty in maintaining a positive environment and in upholding the school's principles.

Type of Disciplinary Actions

UMI applies 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 reserve the right to determine the severity of infractions.

Disciplinary Procedures

All disciplinary incidences 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 and may include suspension from lecture class, laboratory assignments, or both.

Suspension Release/Program Reinstatement Procedures: A student may appeal program suspension and/or dismissal according to the program Reinstatement Policy outlined in this catalog.

Program Suspension Make-up Appeal: Student may appeal to receive a make-up opportunity from program administrator or designee. If approved, the make-up policy stated in the catalog will apply.

GRIEVANCES, APPEAL, AND DUE PROCESS



We desire to work together to provide the best education possible for our students. When differences arise we try to resolve disagreements following these steps:

<i>Level of Due Process</i>	<i>Action Timeline (upon receiving documents)</i>
First Appeal: Program Administrator / Designee	7 days
Second Appeal: School President / Designee	14 days

First Appeal: If a student has a grievance or desires an appeal, the student must submit the grievance/appeal in writing to the program administrator /designee within seven working days of the occurrence. The program administrator will schedule an interview with the student to discuss the submitted grievance/appeal request. The decision of the program administrator shall be made within seven working days of receiving documentation or of the investigative interview. In the absence of a program administrator the role may be assumed by another program manager or school administrator.

Second Appeal: Should the aggrieved person be dissatisfied with the decision, he/she may petition the School President. To continue the grievance appeal, the Grievance Appeal Committee will then be formed to discuss and recommend appropriate action.

The potential committee member may include the school President, Program Administrator, Clinical Instructor, or School Staff and Faculty. The person with whom the student has a personal grievance cannot sit on the committee.

The committee will be charged to investigate the grievance, conduct investigative interviews, and render a decision within 14 working days of the submitted grievance appeal.

The decision of the Grievance Appeal Committee shall be binding and final for all purposes, so far as the United Medical Institute is concerned.

Questions regarding the school policy, including the situations that may require legal action, should be directed to the school administration.

If You Have a Complaint: Concerns about the school policy or operations should be expressed directly to an appropriate school or academic administrator. Please express school policy questions or complaints about specific individuals or classroom procedures to program administrator or school administration only if you cannot work it out between parties involved or if you feel the school administration should know about it.

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 and parents of UMI students with certain rights involving access and release of records that are



deemed personally identifiable.

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

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 or parent consent of release.

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

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

Records of Grades, Evaluation & Assessment All student course grades are maintained electronically in faculty digital gradebooks. All final course grades are submitted to the Registrar Office and electronic grade reports are issued and emailed directly to the student. A copy of all progress and final grade reports are also kept in student files.

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

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

Records of Student Advisements

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

During their active enrollment in the program, students are 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.

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 records are maintained on site at the administrative office for five years from the last date of attendance. Transcripts are maintained permanently. All permanent student records, which include transcripts, grades, clinical/lab evaluations, written communication, etc., are maintained in the designated locked file room on campus or in school archives. Only authorized school personnel have access to the student files.

Students may request to view their individual files. The 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 under any circumstance. Any content of the student's record can be released with a written consent from student. A "Release of Information" form is required to be completed and signed by the student who requests the program grades, transcripts, or general references be sent to another academic institution or employer.

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

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

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
 - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
 - b. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
 - c. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
 - d. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
 - e. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
2. A transcript showing all of the following:
 - a. The courses or other educational programs 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 college 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 complaints received from the student.

COMMUNICATION AND STUDENT REPRESENTATION

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

New Students Orientation

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

Policy Communication

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

Student Representation

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

Current UMI student-governing activities and initiatives include:

- UMI Student Council
- Student Peer-Mentorship Program

Student Council members act as UMI student representatives to partner with the school administration in addressing any concerns and developing improvement plans and activities to make the school community stronger. School administration communicates with the students and student council on a regular basis through student assemblies, council meetings, and ad-hoc meetings when needed, to update students and UMI community on any ongoing projects, changes, and initiatives that UMI undertakes and that affect students' experience.



STUDENT SERVICES

UMI Student Services Coordinator serves as the main liaison between the students and the school administration and faculty.

Accessibility for Disabled Students

United Medical Institute has handicapped parking spaces available. Students with disabilities who require assistance are encouraged to disclose this information to their admission advisor in order to determine a plan of action for support services.

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, but not limited to, school-wide student WiFi access to online resources, tablets, printer, as well as professional journals, books, and test- preparation materials. Students may access the on-campus library Monday-Thursday, 9AM-6PM. The library physical resources are for on-campus use only, there is no checking materials out. UMI also has an institutional subscription to an online library that is available through institutional log in credentials to all UMI students, alumni, faculty, and staff.

Equipment and Material Resources

Students have access to program-related equipment and 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 job search assistance to all graduates with the concentration on developing physical and online career portfolio, professional networking via LinkedIn, interview skills, resume preparation, and referrals to potential employers.

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

Career Development Scholarships*

UMI Career Development Scholarships are intended to encourage students to start developing critical skills and components of their professional portfolio. UMI offers two types of scholarships:

Career Development Scholarship-Networking: Awarded to those students who excel in professional



networking and significantly contribute to creating new affiliations between UMI and clinical facilities for clinical externship and potential employment opportunities for UMI students and graduates. See administration for copy of the scholarship application and additional details.

Career Development Scholarship-SPI: Awarded to those students who successfully pass the ARDMS SPI exam prior to the scheduled start date of their clinical externship.

**Scholarship availability is announced quarterly. All UMI active students are eligible to apply.*

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. Estimated cost of housing in the area is \$13,000 a year.

Textbook Distribution

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

Issuance of Transcripts

Each student file will contain the student's academic progress record. Should a student need a copy of an official transcript, it will be available upon request. The first copy of an official transcript will be provided to the student at no charge; any additional copies of the official transcript will be provided at a fee of \$20.00 per copy. Transcripts, attendance, grade records or any other information contained in the student file will be released to the student or other indicated institution only upon receipt of a written and signed request form.

An official transcript is a transcript signed by an authorized school official. All requests for transcripts must be submitted by mail or email with an electronic signature using an official transcript request form. Payment must be made at the time of the request. Please allow 10 to 14 business days to process your request.

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 the 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.

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

OPTION 2: The student may take up to 180 days (approximately 6 months) for leave of absence from the didactic and clinical components of the program and be allowed readmission to the program. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The timing for this option is contingent upon availability of an externship opening for the student.

Suspicious behavior

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

Limitations

Any condition which might limit the student's ability to meet course objectives, jeopardize the student's health, or jeopardize the health of others must be reported to the program or school administrator. Such occurrences will require a medical release.

Incident in Lab/Clinical Externship Reporting Procedure

- The student will notify the instructor immediately of an injury and the instructor will institute appropriate action.
- The Clinical Externship (CE) instructor/sonographer 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 health care facility protocol is refused, the student must sign a waiver provided by the health care facility. Such a waiver must be copied and sent to the school.



- The student is responsible for all costs of medical treatment incurred.
- The CE facility will contact the Diagnostic Medical Sonography program representative or school administrator to report the incident.
- The CE facility will submit a copy of the incident report to the program or school administration.
- The incident report will be placed in the student's program file.

Student Safety and Ethical Conduct

- All 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 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 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.

Blood and Body Fluid Precaution

The U.S. Department of Health and Human Services, Public Health Service Centers for Disease Control (CDC) has established guidelines for the prevention of human immunodeficiency virus (HIV) transmission in health care settings. Each hospital that provides clinical experience for United Medical Institute students has developed policies, procedures, and/or protocols based on the CDC guidelines regarding the handling of blood and other body fluids by health care personnel.

United Medical Institute students shall observe all policies, procedures, and/or protocols that the institution/hospital has established when handling blood or other body fluids (if applicable). Failure to do so will constitute a major breach of SAFETY and will result in the student's failure in the program of study.



Substance Abuse and Testing

All students are required to pass a drug screening and criminal background check prior to the beginning of the Clinical Externship (CE). 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, the student will immediately go to a drug-screening location. 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 missed CE time and class 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 administrator prior to attending class and/or clinical assignments. The student may not attend any school-related activity if the drug/medicine is of any kind that would induce drowsiness, and/or prohibits the operation of equipment, and/or advises the student not to drive, and/or impairs sound judgment.

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

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

CLINICAL EXTERNSHIP

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 lecture and demonstrated in laboratory sessions.
- Written and laboratory performance testing.



- Practice in laboratory setting.
- Experience in clinical setting under the direct supervision of a qualified clinical staff.
- Documented time and case logs of cases in such categories as Observed, Assist, Perform.

To participate in the Clinical Externship component of the program, students are required to be in active student status (e.g. not on LOA), in good overall academic, attendance, behavioral, and tuition payment standing; and to successfully complete all prerequisite courses, as applicable.

Externship Placement

Students will have an option to complete some of their clinical externship hours during their didactic portion of the program. UMI partners with a nonprofit medical diagnostic ultrasound community clinic that provides ongoing opportunities to UMI students to complete a portion of their clinical externship (DMS 501 and DMS 502) at the clinic.

For the remaining clinical hours (DMS 503), UMI has developed affiliation agreements with several clinics and hospitals and continues to develop more such affiliations. Please note that the number of available hospital externship openings may be limited at time; the priority hospital placement option will be given to the students based on academic merit and overall performance in the program.

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.

UMI Career Development Scholarships are available for those students who excel in professional networking and facilitating a relationship building with new clinical affiliates and potential employers. Refer to Career Services section of the Catalog.

An externship site secured by students must be approved by UMI qualified faculty and an affiliation agreement must be completed between UMI and the externship site at the minimum for the duration of the student's externship. Some clinical sites may qualify for UMI's tuition-sharing benefits.

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

Externship policies and rules

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

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



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

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

Travel Disclosure

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

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

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

Externship Expectations

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

Externship Schedule

Externship students must be prepared for minimum 24 hours a week of work schedule. Evening or weekend externships are unlikely to be available; students must be prepared to complete their externship during normal business hours.

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

Priority Externship Placement for Students with SPI

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

UMI Faculty members periodically conduct SPI review sessions via ZOOM (teleconference); all students preparing for the exam are encouraged to attend these sessions.

Clinical Supervision of Students

All UMI externship students are supervised by a qualified clinical personnel who must be present during



students' performance of an ultrasound procedure on a patient; and who must review and provide student with a feedback on each procedure.

Clinical Grades and Evaluation

- Clinical Externship is assigned CR (Credit)/NC (No-Credit) grades in transcript.
- Clinical Externship Students are evaluated at the end of each of the three phases of Clinical Externship module: at cumulative 100-hour mark; 250-hour mark; and 960-hour mark.

To progress from one evaluation phase to the next, the student is required to maintain a minimum 76% score. Failure to perform at 76% or above may result in academic warning, probation and/or dismissal. Minimum overall passing score for the Clinical Externship module is 76%.

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 current CPR card for the phase II and III of Clinical Externship. UMI may arrange for a CPR trainer to offer CPR training on site. Whether facilitated by UMI or on their own, all students are required to submit a photocopy of their CPR card to be included in student file.

Health and Safety Requirements

Immunization and Health Screening Requirements: For protection and in compliance with state regulations, United Medical Institute requires all students to be properly immunized. Documentation of immunizations must be provided to the school for Phase II and III of Clinical Externship.

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

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

Background Check: Clinical Affiliates may require pre-clinical criminal background check and drug-screening. UMI facilitates pre-clinical externship students' criminal and drug-screening with a background screening vendor. The initial standard background check is covered by program tuition for the students who begin their program in 2020. The cost of any additional background or drug screening, if needed, will be the responsibility of the student.

GRADUATION REQUIREMENTS



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

Academic Requirements

- ❖ Completion of didactic courses with a grade point average of at least 70% (C).
- ❖ For Diagnostic Medical Sonography Program: A student who earns a grade less than a “C” in any Module I or Module II course(s) may not progress to the next module until the course(s) has been satisfactorily repeated.
- ❖ Scoring at least 70% (C) on all course-level final exams. Students who fail a final exam (score below 70%) will be assigned a grade of “I” (Incomplete) and will be required to retake and pass the final exam within 14 days from grade notification. Failure to receive a passing score on the final exam within 14 days and resolve the Incomplete grade may result in failing grade for the entire course and will require a course repeat.
- ❖ Successful completion of the required number of laboratory performance/competencies check-offs for each laboratory course and the program as a whole, if applicable.
- ❖ Minimum satisfactory overall performance in clinical laboratory and externship modules.
- ❖ Completion of all Clinical Externship Hours with evaluation score of 76% or above.
- ❖ Completing program exit review session.

Additional Requirements

- ❖ 80% overall cumulative attendance
- ❖ Resolution of all unexcused absences prior to the last day of the program.
- ❖ Returning all items that belong to the program /school, or making restitution for any lost or damaged program/school property such as library/classroom books, charts, models, etc.
- ❖ Payment of all outstanding fees, per enrollment contract.
- ❖ UMI does not require a cumulative final test for exam for the program.

CANCELLATION, WITHDRAWALS, AND REFUND

Student’s Right To Cancel

- You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 5280 Auburn Blvd., Sacramento, CA 95841. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.



- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed
- \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

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 the program period through the last day of attendance. The refund will be less a registration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the program the tuition is considered earned and the student will receive no refund.

Program Periods: One (1) Didactic 1,000 hours | Two (2) Clinical 960 hours.

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

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

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

The amount owed equals the hourly charge for the program period (total institutional charges, minus non-refundable fees, divided by the number of hours in the program period), multiplied by the number of hours scheduled to attend in the program period, prior to withdrawal.

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

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

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

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



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

VA Refund Policy, CFR 21.4255

The school policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws at any time prior to completion is: 100% tuition refund minus \$10 registration fee.

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 re-admission 30 days prior to the start of the next registration period. The student must schedule a re-admission 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, pass a drug screen prescribed by the faculty, and/or written and performance assessment tests. Should the student not meet the prescribed criteria, program reinstatement will be denied. The student can appeal according to the process outlined in Grievances and Due Process Policy.

Consideration for Re-Admitted Students

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

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

DIAGNOSTIC MEDICAL SONOGRAPHY



Total Clock Hours: 1,960

Standard Occupational Code: 29-2032

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

Program Description

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

Program Goals and Objectives

Specific to UMI's Diagnostic Medical Sonography program, the main goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to offer students integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care in keeping with the service excellence philosophy of United Medical Institute.

Program Educational Objectives

The program prepares graduates to:

- Employ diagnostic sonographic imaging techniques, critical thinking skills, effective communication skills, and professional judgment.
- Effectively apply ergonomically correct scanning techniques.
- Provide basic patient care and comfort while utilizing ethics, professionalism and HIPAA guidelines.
- Identify human gross and sectional anatomy relative to normal and abnormal sonographic imaging.
- Understand human physiology, pathology and pathophysiology.
- Apply ultrasound physical principles and instrumentation.
- Recognize sonographic biological effects.
- Properly apply sonographic instrumentation relative to imaging and image quality.
- Use appropriate ergonomic scanning techniques.
- Successfully complete educational requirements for the nationally recognized credential examinations.
- Develop a dedication to independent life-long learning and professional development.

Licensure and Certification (ARDMS)

Although general ultrasound sonographers are not required to be licensed in State of California, employers may require credentials offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). UMI's primary goal is to prepare students for the entry-level position and also to help students meet educational eligibility requirements for ARDMS examination, specifically for SPI and Prerequisite 1 option.



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

Program Curriculum
Residential mode of instruction.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM		Total	Total	Program Schedule and Duration	
		Clock Hours	Quarter Credits	Module	Weeks
DMS30	Anatomy and Physiology	90	9.0	MODULE I	20.0
DMS20	Medical Terminology	30	3.0		
DMS120/DMS130	SPI I & II	120	12.0		
DMS50	Introduction to Sonography	40	4.0		
DMS501	Clinical I	100	3.3	MODULE III	
DMS200	Abdominal Ultrasound	80	8.0	MODULE II	40.0
DMS201-Lab	Abdominal – LAB	100	5.0		
DMS210	Small Parts Ultrasound	80	8.0		
DMS211-Lab	Small Parts – LAB	100	5.0		
DMS300	OB/GYN Ultrasound	80	8.0		
DMS301-LAB	OB/GYN - LAB	100	5.0		
DMS400	Vascular Ultrasound	80	8.0		
DMS401-Lab	Vascular-UT LAB	100	5.0		
DMS502	Clinical II	160	5.3	MODULE III	
DMS503	Clinical III	700	23.3	MODULE III	29.2
TOTAL Didactic		1000	80.0	MODULE I & II	60.0
TOTAL Clinical		960	32.0	MODULE III	29.2
PROGRAM TOTAL		1960	112.0	ALL MODULES	89.2

Program Schedule

Program is 24 months in length and consists of 60 instructional weeks of in-school portion and 6-8 months of post-didactic Clinical Externship:

Module I: Foundational Courses: DMS30; DMS50, DMS120/DMS130



Lecture classes are typically scheduled Monday through Thursday (day or evening); DMS50 (Introduction to Sonography) is offered on Saturday morning.

Module II: Core Courses: DMS200/201, DMS210/211, DMS300/301, DMS400/401

Lecture classes are typically scheduled Monday & Tuesday; Laboratory classes Wednesday & Thursday (day or evening)

Module III: Clinical Externship (CE)

Each student must complete total of 960 hours of clinical externship. Evening or weekend schedule for the CE may not be available. Students must be prepared to complete clinical externship hours during the regular business hours of a typical medical facility.

Maximum Course Enrollment

Lecture: 25; Lab: 20

Course Description

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

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

DMS 50: Introduction to Sonography (4 QCH)

In this course, students study the fundamentals of ultrasound (US) in diagnostic medical sonography. This course will introduce students to the foundations of clinical sonography, essentials of patient care, ethics, patient's right and HIPAA, as well as to 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 sonography field are also discussed. Prerequisites: None

DMS 120: Sonographic Principle and Instrumentation I & II (12 QCH)

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

DMS 200: Abdominal Ultrasound (8 QCH)

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

**DMS 201: Abdominal Ultrasound Lab (5 QCH)**

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

DMS 210: Small Parts Ultrasound (8 QCH)

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

DMS 211: Small Parts Ultrasound Lab (5 QCH)

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

DMS 300: OB/GYN Ultrasound (8 QCH)

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

DMS 301: OB/GYN Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to gynecology and obstetrics with an emphasis on sonoanatomy and pathophysiology of the female reproductive system. The role of the diagnostic medical sonographer will be demonstrated in this section and will include understanding how to perform an ultrasound examination in non-pregnant woman and in pregnant women during the first, second and third trimester 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 measurement and assess the gestational age. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

DMS 400: Vascular Ultrasound (8 QCH)

In this course, students study ultrasound applications for the vascular system with the emphasis on the anatomy and pathophysiology of the cerebrovascular and periferovascular system. Students are also introduced to the interpretation of clinical laboratory tests, signs and symptoms related to normal and pathological sonographic patterns of the vascular system. Students also study sonographic scanning techniques, protocols and ultrasound-guided interventional procedures. Prerequisites: Module 1 Courses: Introduction to Sonography, Medical Terminology, Anatomy & Physiology and Sonography Principle and Instrumentation.

DMS 401: Vascular Ultrasound Lab (5 QCH)

In this course students learn the scanning techniques and protocols related to intracranial and extracranial circulation, upper



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

DMS 501: Clinical Externship I (3.33 QCH)

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

DMS 502: Clinical Externship II (5.33 QCH)

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

DMS 503: Clinical Externship III (23.33 QCH)

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

Program Tuition & Cost

Estimated Program Cost	
Registration Fee (non-refundable)*	\$100.00
Student Tuition Recovery Fund (non- refundable)*	\$0.00
Program Tuition	\$35,800
Program Period I: Didactic	\$33,300
Program Period II: Clinical	\$2,500
Total Program Cost***	\$35,900

*VA students refer to VA Refund Policy CFR 21.4255

**STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

***Estimated Charges for a period of attendance- Program Periods: One (1} Didactic 1,000 hours; Two (2} Clinical 960 hours.



Students have an option to pay program tuition in monthly tuition payment installments over the program timeline (24 months).

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

Included in Tuition*

- One set of uniform scrubs.
- Required pre-clinical initial background criminal and drug screening.
- General Liability Insurance coverage for student and clinical site.

*For students beginning the program in 2020

Not included in Tuition-Required

Beginning of the program / Didactic (in-school) Modules:

- Required: Textbooks (purchased by the student) may be ordered on Amazon at www.amazon.com. Estimated price for new books is \$1,200.

Prior to Clinical Externship Module:

- Required: Pre-clinical CPR training – approximately \$50-60.00
- Required: Pre-clinical Individual Professional Liability insurance. UMI recommends purchasing insurance through [Society of Diagnostic Medical Sonography \(SDMS\)](#).

The total charges for the two periods of attendance include the cost of the entire program and payments to third parties is estimated at \$37,170.00.

Not included in Tuition - Optional / As Needed

- Optional: Additional set(s) of uniform - \$55.00* per set
- Official Transcript: \$20.00 each after first copy at no cost.
- As Needed: Repeat background/drug screening current vendor charge is up to \$160.00.
- Transportation, gas, housing

All newly enrolled students must pay tuition down payment at the time of enrollment. The first monthly tuition installment is due according to the payment option and contract and typically due 30 days from after the program start date.

Student Loan Repayment Responsibility

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

VA Student Responsibility Disclosure

In order to avoid overpayment of personal VA benefits all students receiving stipend or monthly VA allowance are obligated to inform VA of absences, vacations, time off, leave of absence, or program withdrawal. UMI does not bear responsibility for the individual VA student benefits. All questions



concerning this issue should be addressed directly to the Veteran Affairs Administration.

ADDITIONAL POLICIES & DISCLOSURES

Laboratory Simulation

All students will be required to participate in the laboratory simulation classes on the 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 percussions taken as it is required for the specific procedure performed. Unless there is an extenuating and authorized circumstance for a specific instance of non-participation, students who fail to participate may be dismissed from the program.

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

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

Video & Audio Surveillance Notification

While on UMI premises, individuals enter an area 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 with 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 has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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

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



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

CATALOG UPDATE POLICY

The catalog is released once a year; students are encouraged to consult with advisors and visit the United Medical Institute website for the most current information.

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 the 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 the United Medical Institute and this catalog are updated at least annually. More current or complete information may be obtained from the appropriate school department or administrative office. Updated policies are added to this catalog in the form of an addendum and/or a revised electronic copy with revision dates clearly stated. The addendum may include: updated information about new and modified requirements, regulations, policies, procedures, dates, fees and deadlines (if applicable) and added to the end of this Catalog. Updated Catalog is published annually in January or February. A revised copy of the catalog may be published on 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 United Medical Institute or of the school President. The UMI, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. 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.



UNITED MEDICAL INSTITUTE

We are a small community bound to do big things



INSERT A: FACULTY & ADMINISTRATION

ACADEMIC AND PROGRAM ADMINISTRATION

Chief Academic Officer: Inna Lisker, MBA, PhD: President/CEO

BS, University of Illinois, Urbana-Champaign; MBA, University of California, Irvine; PhD, Capella University; Graduate Certificate in Legal Studies, Harvard Extension School.

DMS Program Chair / Faculty: Angeles Perez-Agosto, MBA, RDMS, RVT, RMSKS

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.

TEACHING FACULTY

Ali Al Haidary, M.D. Faculty

MBBS/MD, Baghdad University College of Medicine.

- Teaches DMS Prerequisite Courses (Module I): Anatomy & Physiology, Sonography Principles and Instrumentation (Ultrasound Physics) I&II, Medical Terminology

Zia Yama, M.D., RDMS – Faculty

MBBS/MD, Nangarhar University, Afganistan

Certificate in Diagnostic Medical Sonography, Cosumnes River College, CA

- Teaches DMS Core Courses (Module II): Theory and Lab

Naseer Hekmatjo, M.D. – Faculty / Clinical Administrator

MBBS/MD, Nangarhar University Faculty of Medicine, Afghanistan.

- Teaches DMS Prerequisite Courses (Module I): Anatomy & Physiology, Sonography Principles and Instrumentation (Ultrasound Physics) I&II, Medical Terminology; DMS Core Courses (Module II): Lecture/Theory

Rajvir Sanghera, MBA, RDMS, – Faculty

Diploma in Diagnostic Medical Sonography, United Medical Institute, Sacramento, CA;

MBA, K C College of Engineering and IT, Punjab (India).

- Teaches DMS Core Courses (Module II): Theory & Lab

Yulia Tello, AAS, AS, RDMS – Faculty

AAS in Diagnostic Medical Sonography, National Career of Education;

AS in Chemistry, American River College, Sacramento, CA.

- Teaches DMS Core Courses (Module II): Theory and Lab; DMS Prerequisite Courses (Module I): Introduction to Sonography.

INSERT B: SCHOOL HOLIDAYS & BREAKS

2019-2020 SCHOOL HOLIDAYS & BREAKS		
HOLIDAY	NO CLASSES	SCHOOL CLOSED
WINTER BREAK	12/20/2019-01/05/2020	12/25/2019; 01/01/2020
MLK	01/20/2020	
PRESIDENT DAY	02/17/2020	02/17/2020
MEMORIAL DAY	05/25/2020	05/25/2020
SUMMER BREAK/ INDEPENDENCE DAY	06/29/2020-07/05/2020	07/03/2020-07/04/2020
LABOR DAY	09/07/2020	09/02/2020
VETERAN'S DAY	11/11/2020	
THANKSGIVING	11/26/2020	11/26/2020, 11/27/2020
WINTER BREAK	12/21/2020-01/03/2021	12/25/2020; 01/01/2021

INSERT C: ACADEMIC CALENDAR

CLASS SCHEDULE: 2020-2021

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

Clinical Externship

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

MODULE I			MODULE II			
SESSION STARTS			SESSION ENDS			
01/20/2020			03/29/2020			
A&P; MT	Tu, W, Th	9AM-1PM	SP	TH-AM	M, Tu	9AM-1PM
A&P; MT	Tu, W, Th	5:30PM-9:30PM	SP	TH-PM	M, Tu	5:30PM-9:30PM
INTRO TO SONO	M	5:30PM-9:30PM	SP	LAB-AM	W, Th	8AM-1PM
			SP	LAB-PM	W, Th	5:30PM-10:30PM
Clinical I 4/5 hrs / week	M: between 9AM-2PM;		Clinical II 4/5 hrs / week	Sa: between 8AM-1PM		
SESSION STARTS			SESSION ENDS			
03/30/2020			06/07/2020			
SPI I&II-AM	Tu, W, Th	9AM-1PM	VSC	TH-AM	M, Tu	9AM-1PM
SPI I&II-PM	Tu, W, Th	5:30PM-9:30PM	VSC	TH-PM	M, Tu	5:30PM-9:30PM
INTRO TO SONO	Sa	8AM-12PM	VSC	LAB-AM	W, Th	8AM-1PM
			VSC	LAB-PM	W, Th	5:30PM-10:30PM
Clinical I 4/5 hrs / week	M: between 9AM-2PM;		Clinical II 4/5 hrs / week	Sa: between 8AM-1PM		
SESSION STARTS			SESSION ENDS			
06/08/2020			08/23/2020			
A&P; MT-AM	Tu, W, Th	9AM-1PM	OB/GYN	TH-AM	M, Tu	9AM-1PM
A&P; MT-PM	Tu, W, Th	5:30PM-9:30PM	OB/GYN	TH-PM	M, Tu	5:30PM-9:30PM
INTRO TO SONO	Sa	8AM-12PM	OB/GYN	LAB-AM	W, Th	8AM-1PM
			OB/GYN	LAB-PM	W, Th	5:30PM-10:30PM
Clinical I 4/5 hrs / week	M: between 9AM-2PM;		Clinical II 4/5 hrs / week	Sa: between 8AM-1PM		
SESSION STARTS			SESSION ENDS			
08/24/2020			11/01/2020			
SPI I&II-AM	Tu, W, Th	9AM-1PM	ABD	TH-AM	M, Tu	9AM-1PM
SPI I&II-PM	Tu, W, Th	5:30PM-9:30PM	ABD	TH-PM	M, Tu	5:30PM-9:30PM
INTRO TO SONO	Sa	8AM-12PM	ABD	LAB-AM	W, Th	8AM-1PM
			ABD	LAB-PM	W, Th	5:30PM-10:30PM
Clinical I 4/5 hrs / week	M: between 9AM-2PM;		Clinical II 4/5 hrs / week	Sa: between 8AM-1PM		
SESSION STARTS			SESSION ENDS			
11/02/2020			01/24/2021			
A&P; MT-AM	Tu, W, Th	9AM-1PM	SP	TH-AM	M, Tu	9AM-1PM
A&P; MT-PM	Tu, W, Th	5:30PM-9:30PM	SP	TH-PM	M, Tu	5:30PM-9:30PM
INTRO TO SONO	Sa	8AM-12PM	SP	LAB-AM	W, Th	8AM-1PM
			SP	LAB-PM	W, Th	5:30PM-10:30PM
Clinical I 4/5 hrs / week	M: between 9AM-2PM;		Clinical II 4/5 hrs / week	Sa: between 8AM-1PM		

INSERT C: CE HEALTH & SAFETY CHECKLIST

For protection and in compliance with state regulations, United Medical Institute requires all students to be properly immunized. Documentation of immunizations must be provided to the admission office **prior** to the start of the program externship or as programmatically determined.

Students must comply with the minimum health requirements of each individual clinical externship facility; such requirements may include additional immunity or vaccination not listed within this catalog. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccinations (immunization documents or evidence of a blood titer), before they can attend clinical externship:

MINIMUM IMMUNIZATION & BACKGROUND SCREENING REQUIREMENT CHECKLIST

Student Name (Print) _____

1. ___ Varicella immunity.
2. ___ MMR immunity.
3. ___ Rubella: documented receipt of one vaccine after first birthday, serology or born before 1957.
4. ___ Rubeola: documented receipt of one vaccine after first birthday, serology or born before 1957.
5. ___ Chicken pox: history or documented receipt of vaccination.
6. ___ Up-to-date tetanus shots (*defined as within the past 10 years*).
7. ___ 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*).
8. ___ Two-Step TB skin test (TST) within the past six months.
9. ___ One-step TST for students with proof a negative TST in the last 6 month. Chest radiograph for students with proof of past positive TST.
10. ___ *Addnl. TB screening per site requirement.*
11. ___ Annual influenza vaccination or signed declination.
12. ___ Negative 10 panel drug screening.
13. ___ Criminal background SS trace, Sex Offenders List check.
14. ___ Drug Screening
15. ___ General release from student's Primary Care Physician
16. ___ Professional Liability Insurance

INSERT D: VA STUDENTS POLICIES

1. Satisfactory Progress

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

The VA will only pay for standard hours in the approved program of study. In order for you to complete your training within the standard time, your progress must be measured at a level in keeping with school policy. If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, your benefits will be terminated. (You may, however, be able to continue your training in accordance with school policy.) **Note:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement. To use the remaining entitlement, you would have to enroll in a new program.

2. Attendance

Good attendance is critical to successful completion of the program. You must maintain at least a 80% attendance rate to continue receiving VA benefits. If you miss more than 10% of your time in a given period or term, you will be placed on probation for the following period/term. If you miss more than 10% during the probationary period, your VA educational benefits will be terminated.

You may be re-certified for VA educational benefits after consulting with the school's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable for your aptitude, interests, and abilities. Official school holidays or breaks are not considered days of absence, but tardiness or class-cuts may accumulate to constitute 10% in accordance with school policy.

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

3. Leaves of Absence

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

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

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

The school certifying official is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional Processing Office using the Notice of Change in Student Status. If the student fails to return from leave, he or she will be automatically terminated, and a refund will be totally consummated within forty

(40) day.

4. Program Completion

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

INSERT E: VA STUDENTS ACKNOWLEDGEMENT FORM

United Medical Institute 5280 Auburn Blvd
Sacramento, CA 95841

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

Print Name: _____

Signature: _____

Date: _____

INSERT F: VA School Compliance Form

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

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

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

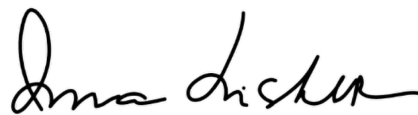
NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- **United Medical Institute** permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- **United Medical Institute** does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

Inna Lisker, President/CEO

Print Name and Title of Official



Signature and Date 02/05/2020

UNITED MEDICAL INSTITUTE "UMI"



CATALOG ADDENDUM

Effective May 11, 2020

5280 Auburn Blvd., Sacramento, CA 95841

Admission: (916) 334-5116 | Email: info@unitedmedicalinstitute.com

www.unitedmedicalinstitute.com

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DIAGNOSTIC MEDICAL SONOGRAPHY- DIPLOMA

Total Clock Hours: 1,720 (REVISED)

Standard Occupational Code: 29-2032

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

Program Description

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

Program Goals and Objectives

Specific to UMI's Diagnostic Medical Sonography program, the main goal is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to offer students integrated learning experiences in theory and practice that will enable them to provide high quality images and patient care in keeping with the service excellence philosophy of United Medical Institute.

Program Educational Objectives

The program prepares graduates to:

- Employ diagnostic sonographic imaging techniques, critical thinking skills, effective communication skills, and professional judgment.
- Effectively apply ergonomically correct scanning techniques.
- Provide basic patient care and comfort while utilizing ethics, professionalism and HIPAA guidelines.
- Identify human gross and sectional anatomy relative to normal and abnormal sonographic imaging.
- Understand human physiology, pathology and pathophysiology.
- Apply ultrasound physical principles and instrumentation.
- Recognize sonographic biological effects.
- Properly apply sonographic instrumentation relative to imaging and image quality.
- Use appropriate ergonomic scanning techniques.
- Successfully complete educational requirements for the nationally recognized credential examinations.
- Develop a dedication to independent life-long learning and professional development.

Licensure and Certification (ARDMS)

Although general ultrasound sonographers are not required to be licensed in State of California, employers may require credentials offered by the American Registry of Diagnostic Medical Sonographers (ARDMS). UMI’s primary goal is to prepare students for the entry-level position and also to help students meet educational eligibility requirements for ARDMS examination, specifically for SPI and Prerequisite 1 option.

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

Program Curriculum

(Revised for Lab and Clinical Hours)

Residential mode of instruction.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM		Total	Total	Program Schedule and Duration	
		Clock Hours	Quarter Credits	Module	Weeks
DMS30	Anatomy and Physiology	90	9.0	MODULE I	20.0
DMS20	Medical Terminology	30	3.0		
DMS120/DMS 130	SPI I & II	120	12.0		
DMS50	Introduction to Sonography	40	4.0		
DMS501	Clinical I	100	3.3		
DMS200	Abdominal Ultrasound	80	8.0	MODULE II	40.0
DMS201-Lab	Abdominal – LAB	80	4.0		
DMS210	Small Parts Ultrasound	80	8.0		
DMS211-Lab	Small Parts – LAB	80	4.0		
DMS300	OB/GYN Ultrasound	80	8.0		
DMS301-LAB	OB/GYN - LAB	80	4.0		
DMS400	Vascular Ultrasound	80	8.0		
DMS401-Lab	Vascular-UT LAB	80	4.0		
DMS502	Clinical II	160	5.3		
DMS503	Clinical III	540	18		
PROGRAM TOTAL		1720	102.7	ALL MODULES	≈82

ACADEMIC STANDARDS AND POLICIES

Satisfactory Academic Progress (SAP)

All students are required to maintain satisfactory academic progress. Satisfactory progress is monitored on a course by course basis and computed on a cumulative basis at specific evaluation points. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe (MTF) for program completion not to exceed 150% of total program length measured in Quarter Credit Hours & Clock Hours. Satisfactory academic progress requirements apply to all students regardless of their funding source.

Program Breakdown by Academic Year* (REVISED HOURS)

<i>Program Name</i>	<i>First Academic Year: QC/CH</i>	<i>Second Academic Year: QC/CH</i>
<i>Diagnostic Medical Sonography</i>	<i>55.33/700</i>	<i>47.37/1020</i>

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

Quantitative Component

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

- *Scheduled End of Module I*
- *Scheduled End of Academic Year I / Midpoint of MOD II*
- *Scheduled End of Didactic / In-School Portion*
- *Maximum Time Frame (MTF)-Didactic*

(REVISED HOURS)

<i>Program Name</i>	<i>Program QC/CH</i>	<i>Evaluation Point I: AY I-End of MOD I: QC/CH</i>	<i>Evaluation Point II: AYI-MidPoint MODII: QC/CH</i>	<i>Evaluation Point III: AY II-End Didactic: QC/CH</i>	<i>Evaluation Point IV: AY II-MTF Didactic</i>
<i>Diagnostic Medical Sonography</i>	<i>102.7/1720</i>	<i>31.3/380</i>	<i>55.33/700</i>	<i>84.7/1180</i>	<i>127/1170</i>

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

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

SAP Chart (REVISED HOURS)

<i>PROGRAM</i>	<i>SAP Evaluation Point</i>	<i>Rate of Completion</i>		<i>GPA</i>
		<i>QC/CH Attempted</i>	<i>Minimum QC/CH Completed</i>	
<i>DIAGNOSTIC MEDICAL SONOGRAPHY</i>	<i>Program Checkpoints</i>			<i>Minimum GPA</i>
<i>SAP Evaluation I: AY I</i>	<i>END OF MOD I</i>	<i>31.3/380</i>	<i>16/160</i>	<i>2.00</i>
<i>SAP Evaluation II: AY I</i>	<i>MID MOD II</i>	<i>55.33/700</i>	<i>40/440</i>	<i>2.00</i>
<i>SAP Evaluation III: AY II</i>	<i>END DIDACTIC</i>	<i>84.7/1180</i>	<i>52/600</i>	<i>2.00</i>
<i>SAP Evaluation IV: AY II</i>	<i>MTF DIDACTIC</i>	<i>127/1170</i>	<i>76/920</i>	<i>2.00</i>
<i>SAP PRG</i>	<i>MTF PRG INCLUDING CLINICAL</i>	<i>154.1/2580</i>	<i>102.7/1720</i>	<i>2.00</i>