The Institute of Ultrasound Diagnostics

IUD HANDBOOK

2026/2027

One Timber Way
Suite 203
Daphne, AL 36527
251-621-8668 or 800-473-2485
www.iudmed.com

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TABLE OF CONTENTS

General School Information: pg. 4-7

- Mission Statement pg. 4
- Goals pg. 4
- History pg. 5
- Facilities pg. 5
- Ownership pg. 5
- Board of Director/Faculty/Advisory Committee pg. 6
- Accreditation and Licenses pg. 7

IUD Calendars pg. 8-11

- Application Deadlines pg. 8
- Program and Course Start Dates pg. 9- 10
- IUD Holiday Calendar pg. 11

Tuition, Expenses, and Financial Aid pg. 13-14

One Year Program

Program Description pg.15

- Delivery Method pg.16
- Local vs Distance Students pg. 17-18
- Class Size pg. 18
- Program Overview pg. 19

Admission Requirements pg. 20-25

- Academic Requirements pg. 21
- Student File Documentation Requirements pg. 23
- Additional Requirements pg. 24

Program Requirements pg. 26 - 27

- Technical Standards pg. 26
- Equipment Requirements pg. 27
- Uniform Requirements pg. 27
- Honor Code pg. 28-29

Policies and Procedures

Academic	pg. 29 -32
Standards of Satisfactory Academic Progress	pg. 29
Attendance	pg. 30
Clinical Education	pg. 32
Leave	pg. 33
Cheating/Plagiarism	pg. 33
Academic Advisement	pg. 33
Conduct	pg. 35-36
Code of Conduct	pg. 35
Student Attire	pg. 36
Conduct Probation	pg. 36
Reporting Infractions	pg. 35
Formal Grievance Policy	pg. 37 - 38
Other Policies	pg. 39 - 49
Refund, Cancellation, Dismissal, & Withdrawal	pg. 39 - 42
School Closure	pg. 43
Student Services	pg. 40
Health Policy	pg. 44
Miscellaneous Terms and Conditions	pg. 46
One Year Course Descriptions	pg. 50-52

General School Information

Mission Statement:

The Institute of Ultrasound Diagnostics is dedicated to providing a current course of study to meet the ever-changing demands of medical sonography including continuing medical education for practitioners at all levels, instilling a sense of professionalism and desire for continual growth within the field and offering practical solutions to meet individual and institutional needs.

Program Goals:

The Institute of Ultrasound Diagnostics' primary goal is To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal sonography-extended and obstetrics and gynecology sonography concentrations.

A. To provide information concerning ultrasound physics and instrumentation while providing clinical instruction on the various scanning techniques utilized to produce diagnostic images.
B. To provide pertinent information concerning laboratory values, other imaging modalities, patient history and physical findings related to various disease processes and to increase the students' critical thinking skills.
C. To provide information about pertinent disease processes and pathophysiology.
D. To provide information related to sonographic characteristics of normal and abnormal anatomy enabling the student to produce and evaluate sonographic examinations for diagnostic quality.
E. To provide the didactic materials and clinical experience that will enable graduates to sit and pass the ARDMS (American Registry of Diagnostic Medical Sonographers) exams in Physics and Instrumentation, Abdomen, Breast and OB/GYN and the ARRT (American Registry of Radiologic Technologists) exam in general sonography.

History:

The Institute of Ultrasound Diagnostics evolved from a hospital based program located at Providence Hospital in Mobile, Alabama, in 1982 under the direction of Kathryn Gill. In 1986, the decision was made to open the school privately allowing for expansion of its courses and scope of operation to include ten new clinical sites. Since becoming a private school, the Institute has expanded to include a distance option through a web-based course management system and over 65 clinical affiliates. The program has evolved into a blended hybrid including residency and distance components. The Institute is currently located at One Timber Way, Suite 203, in Spanish Fort, Alabama.

School Facilities:

Classroom: The classroom is set up with tables to accommodate up to 30 students. Audio/visual equipment includes a PC, large overhead projector, and audio sound system. The classroom has web conferencing capabilities to accommodate our distance students by allowing them to log on a participate when live classroom sessions are scheduled.

Library: The school library maintains a supply of sonography journals, books and continuing education materials (videos-CD-DVD) that are available to students while on campus. Most clinical sites allow students access to the medical libraries within their facility.

Scan Lab: The scan lab houses up to Eight scan stations where students learn and can practice fundamental scan techniques and the instrumentation of the machines. Students are scheduled for labs throughout the program.

Statement of Ownership:

Institute of Ultrasound Diagnostics, Inc. is under the ownership of Kathryn A. Gill and Micah Gill. It was incorporated under the laws of Alabama on February 26, 1986.

Board of Directors & Faculty:

G Michael Maresca, M.D.	**Medical Director**
Kathryn A. Gill, M.S., RT, RDMS Master of Science - Health Services Administration University of St. Francis, Joliet, IL	**Program Director/Instructor**
Melinda Freeman RT(R), RDMS,RVT	**Clinical Director/Instructor**
Ashley Gill, RDMS Institute of Ultrasound Diagnostics Spanish Fort, AL	**Clinic Manager/ Instructor**
Micah Gill, M.S. Master of Science-Accounting University of Charleston Charleston, SC	**Administrative Director**

Advisory Committee:

Kenny Breal	Infirmary Health Systems
Michael Maresca, M.D.	Canton-Potsdam Hospital
Kathryn A. Gill, MS,RT(R),RDMS	Institute of Ultrasound Diagnostics
Linda Gordon, RT(R),RDMS,RVT	Retired, Adjunct Instructor
Louie Ringor, RDMS, RVT	Christus Highland Medical Center
Maxine Fandrich	Business Owner-OsteoStrong
Stephanie Christensen WHNP-BC	South Baldwin Family Health
Nancy Acaldo, RDMS, RVT	Ochsner High Grove
Heather Gordy, RDMS, RVT, RT	Willis Knighton
Candice Gartman, RDMS, RVT	HCA Florida Twin City Hospital
Sarin O'Neill, RDMS	Women's Imaging Center
Melinda Freeman	Institute of Ultrasound Diagnostics
Ashley Gill	Institute of Ultrasound Diagnostics
Micah Gill	Institute of Ultrasound Diagnostics
Molly Riffle	Student
Parris Odle	Student
Ansley Scott	Student

Accreditations/Licenses:

Accreditation is a voluntary process.

The IUD One Year Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

The IUD One Year Program is licensed by the Alabama Community College System's Private School Licensing Division.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
www.caahep.org
9355 - 113th St. N, #7709, Seminole, FL 33775
Contact: (727) 210-2350

Joint Review Commission on Education in Diagnostic Medical Sonography (JRC-DMS)
www.jrcdms.org
6021 University Boulevard
Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251

Alabama Private School Licensure
https://www.accs.edu/about-accs/private-school-licensure/
135 South Union Street
Montgomery, AL 36104-4340
Phone: 334-293-4650

IUD Calendars and Deadlines

Application Deadlines for One Year Program:

Application deadline are Three months before each start date.

Class Start	Deadline for application
January	October 1st
April	January 1st
July	April 1st
October	July 1st

Application files must be compete with all required file documents in and all pre-requisite courses completed by the deadline to be considered.

Up to five local students will be accepted per class start. Distance students are accepted based upon seat availability & approval of clinical sites.

The Admissions Committee reserves the right, in every case, to accept or reject any applicant based on previous academic performance, motivation, personality/character and/or educational background as determined by the application process, review of academic and sociological data, references and/or investigation.

Applicants may apply for a start date while still completing the pre-requisite courses. However, the applicant's file is not considered complete until all academic requirements are met and all file items are received.

2027 IUD Course Calendar
All class begin on the start date promptly at 8:30 am CST

JANUARY

	State Date	End Date
1 Year Program	1/11/2027	12/24/2027
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	1/11/2027	1/29/2027
IUD Online Pre-requisite Classes	1/4/2022	3/26/2027

APRIL

	State Date	End Date
1 Year Program	4/12/2027	3/24/2028
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	4/12/2027	4/30/2027
IUD Online Pre-requisite Classes	4/5/2027	6/25/2027

JULY

	State Date	End Date
1 Year Program	7/12/2027	6/23/2028
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	7/12/2027	7/30/2027
IUD Online Pre-requisite Classes	7/5/2027	9/24/2027

OCTOBER

	State Date	End Date
1 Year Program	10/4/2027	9/22/2028
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	10/4/2027	10/22/2027
IUD Online Pre-requisite Classes	10/4/2027	12/24/2027

2028 IUD Course Calendar
All class begin on the start date promptly at 8:30 am CST

JANUARY

	State Date	End Date
1 Year Program	1/10/2028	12/22/2028
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	1/10/2028	1/28/2028
IUD Online Pre-requisite Classes	1/3/2022	3/24/2028

APRIL

	State Date	End Date
1 Year Program	4/10/2028	3/23/2029
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	4/10/2028	4/28/2028
IUD Online Pre-requisite Classes	4/3/2028	6/23/2028

JULY

	State Date	End Date
1 Year Program	7/10/2028	6/22/2029
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	7/10/2028	7/28/2028
IUD Online Pre-requisite Classes	7/3/2028	9/22/2028

OCTOBER

	State Date	End Date
1 Year Program	10/9/2028	9/21/2029
3 Week Sonography "Boot Camp" (1 Year and Cross-Training)	10/9/2028	10/27/2028
IUD Online Pre-requisite Classes	10/2/2028	12/22/2028

IUD Holiday and School Closure Schedule

	2026	2027	2028
New Years Day	1/1/2026	1/1/2027	1/1/2019
Mardi Gras	2/15/2026 - 2/16/2026	2/7/2027 - 2/8/2027	2/28/2028-2/29/2028
Memorial Day	5/25/2026	5/31/2027	5/29/2028
Independence Day	7/3/2026	7/5/2027	7/4/2028
Labor Day	9/7/2026	9/6/2027	9/4/2028
Thanksgiving	Nov 26 and 27, 2026	Nov 25 and 26, 2027	Nov 23 and 24, 2028
Christmas Break	12/22/2026 - 1/1/2027	12/21/2027 - 1/1/2028	12/22/2028 - 1/1/2029

	2029	2030	2031
New Years Day	1/1/2029	1/1/2030	1/1/2026
Mardi Gras	2/12/2029 - 2/13/2029	3/4/2030 - 3/5/2030	2/24/2031 - 2/25/2031
Memorial Day	5/28/2029	5/27/2030	5/26/2031
Independence Day	7/4/2029	7/4/2030	7/3/2031
Labor Day	9/3/2029	9/2/2030	9/1/2031
Thanksgiving	Nov 22 and 23, 2029	Nov 28 and 29, 2030	Nov 27 and 28, 2031
Christmas Break	12/22/2029 – 1/1/30	12/23/30 - 1/1/31	12/23/31 - 1/1/32

Tuition & Fees:

Tuition and fees are listed here for courses and programs offered. There are no carrying charges, interest charges, service charges, out of state, or application fees connected or charged at this time. Tuition and fees may be subject to change at any time.

Fee schedule — One Year Program

One Year General Sonography Program (Local and Distance)

Tuition and Fees paid to IUD

One year Tuition	$13,750.00
Lab Fee	$1,000.00
Technology Fee	$1,000.00
Books/Materials	$500.00
Total Paid to IUD (Payment plan amount)	$16,250.00

Addition Fees required for One year program (paid to outside vendors)

Background Check/ Drug Screen	$124.00
These fees are paid during the first week of classes:	
Clinical Fee—Trajecsys (paid directly to provider)	$100.00
SDMS Membership (paid directly to SDMS)	$40.00
Liability Insurance (paid directly to provider)	$37.00
Online Exam Proctor (paid to provider)	$15.00
This is paid 6 months into program:	
Registry Prep. Package (paid directly to Davies)	$216.00
Total Cost for One Year Program	$16,782.00

Other Fees which may be required under qualifying circumstances

Replacement ID Card	$50.00
Repeat of Fail DMS Course (program director's discretion)	$1,000.00
Repeat of Clinical Quarter (program director's discretion)	$3,250.00

*Fees which may be specific to a particular state or clinical site (not to exceed $200.00)

IUD PREREQUISITE COURSES

Prerequisite Tuition & Fees

Anatomy & Physiology (ebook included)	$600.00
Medical Terminology (ebook included)	$500.00
Physics Fundamentals (ebook included)	$500.00
Medical Law & Ethics (book not included)	$500.00
Introduction to Patient Care (book not included)	$500.00

Taking Pre requisite with IUD DOES NOT guarantee acceptance into the 1 Year Program.
Pre requisite course offered by IUD are only good for applying to the IUD 1 Year Program and will not be accepted by other schools/program. No transcripts are provided with or for pre requisite courses taken at IUD.

OTHER Contract Services Available Upon Request

**The Institute of Ultrasound Diagnostics is a private institution. We reserve the right to cancel courses due to insufficient registrations. If the Institute cancels a course, attendees will be given the choice of transferring to a future program or a full tuition refund. Prices, schedules and CME credits subject to change without notice.

Limited Financial Aid:

Our financial assistance is very limited.

The Institute of Ultrasound Diagnostics **DOES NOT** participate in the U.S. Department of Education's Title IV program, therefore using a FAFSA form for Federal Student loans, Pell Grants, etc will not provide any benefit to the student. However, below are the limited fi

IUD Tuition Financing Grant

If a student chooses to pay for the program in full on or before the first day of class, they will receive a $1,000.00 financing grant. There is no application needed. Student must notify the school prior to the first day of class and the balance due must be paid in full on the first day of class to receive the grant.

Interest Free Payment Plan — (One Year Program only) IUD also has an in house interest free payment plan we can offer. The terms of the plan are as follows.

Total tuition due to IUD for **Resident and Distance** Classes - $16,250.00

$3,250.00 Deposit – due upon acceptance (non-refundable)

$3,250.00 – Due on or before the first day of class. (total paid year to date $6,500.00)

$3,250.00 – due before the start of 2nd Quarter (total paid year to date $9,750.00)

$3,250.00 – due before the start of 3rd Quarter (total paid year to date $13,000.00)

$3,250.00 – due before the start of 4th Quarter (total paid year to date $16,250.00)

One Year General Sonography Program
12 Months, 1982 total contact hours

The Institute of Ultrasound Diagnostic's One Year General Sonography Program is an ADVANCED, ACCELERATED one year general diagnostic medical sonography program that includes abdominal sonography-extended and obstetrics and gynecology sonography concentrations applications as well as the Sonography Physics and Instrumentation. It is unlike most sonography programs offered in a college of university setting. Our program is one of the few sonography programs that offers a distance education option. It is an accelerated, fulltime, day program which requires self-motivation and good time management skills. For those requiring additional time considerations in order to process information or desire a slower paced environment, this program may not be for you. Our program covers, in 12 months (prerequisite classes not included), what most schools cover in 18-24 months. Once you begin the sonography program, you can expect fast paced information delivery and clinical instruction.

Our One Year Program provides an extensive education in abdominal sonography-extended and obstetrics and gynecology sonography concentrations. **(1982 Clock Hours)**. Graduates will be well versed in current techniques and at ease with several commercially available ultrasound systems. Other specialties emphasized in the One Year Program include transvaginal sonography, and high risk obstetrics. Clinical rotations in hospital departments of varying sizes, outpatient clinics and mobile units prepare the student to function in a variety of work situations. CME certificates and a One Year certificate will be awarded upon completion. This program can be attended as a **LOCAL** or as a **DISTANCE** student. (See page 8 for more details)

The One Year program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation allows our students to sit for the National Certification exams through the American Registry for Diagnostic Medical Sonography (ARDMS) 60 days from their graduation date. This provides students with the opportunity to be ARDMS registered upon graduation. Our program is also recognized and accepted by the American Registry of Radiologic Technologist (ARRT) to apply for and take the ARRT Sonography exam. Our General Sonography Program will prepare candidates to apply for the Sonography & Physics Instrumentation (SPI), Abdomen, and OB/GYN registry exams.

Program Delivery Method and Overview

The One Year General Sonography Program has evolved into a blended distance program. For all students (Local and Distance) the classroom portion of the program is offered in the same format listed below.

Pre-Boot Camp Modules

1 month prior to the OFFICAL start of the program, accepted students will be enrolled in an online module that will prepare them for the in person ultrasound boot camp. These modules will introduce students to material in Abdomen, OB/GYN, and Ultrasound Physics covered during the in person boot camp. Modules will include lecture videos, reading assignments, and short questions sets. All pre boot camp work must be completed before the first day of in person class. This work is 100% online.

3 Week Ultrasound "Boot Camp"

All students officially begin the program with our mandatory 3 week "sonography boot camp" on campus in Daphne, Alabama. Classes begin at 8:00am and run until 5:30pm CST Monday thru Friday. For the first 3 weeks there are lectures covering normal anatomy, scan labs, and testing throughout the week. During this time we provide a good introduction from which to build. Instructor-led scan labs will orient the student to basic scan techniques and allow them to recognize normal abdominal and pelvic anatomy. After the initial 3 week session, students have the option to stay for an additional week of scan labs. This additional week gives a little extra time for the technical scan skills to develop and is encouraged for all students. There is no additional charge for the extra week of scanning.

Didactic and Clinical Portion of the 1 Year Program

Once the initial three week session concludes, didactic (class) days will be scheduled on Mondays and Fridays. Class days will include lectures (live and recorded), quizzes, interpretive modules, proctored tests, and other assignments. These items are delivered via our online course management system. Clinical rotations will occur in Tuesday, Wednesday, and Thursday of each week typically between the hours of 8:00am to 4:30pm. Any changes to the class or clinical schedule must be approved by the Directors.

All students will be required to return to IUD in person for written and scan finals. These are conducted over 2 days and are scheduled during the last week of the program.

Local vs. Distance Option

Didactic Course Work

Though the One Year General Sonography Program is a blended distance program, due to the clinical requirements for the program, we still differentiate between Local and Distance students for clinical purposes. After the 3 week Sonography "Boot camp" the majority of didactic course work is completed online through our online course management system. All students, both local and distance will complete the course work online. For this reason, all students must have a computer with a web camera and high speed internet (18 Mbps or higher) in order to complete course work.

LOCAL STUDENTS - The main difference between a "Local" and "Distance" student is where the student perform their clinical requirements. For this reason we define "Local" students as those students that reside within the Local IUD clinical area (up to 90 miles from the IUD facility). Alabama sites are in Foley, Atmore, Bay Minette, Fairhope, and Mobile, Alabama. Mississippi (local) area sites are located in Biloxi, Gulfport, and Lucedale, Mississippi. If a student resides within that geographical area they will be required to rotate through the preapproved sites within that area for the duration of the program. A typical clinical rotation is scheduled for a 6-12 week duration (but may be shorter or longer), Tuesday thru Thursday each week. Students accepted into the program as "local students" acknowledge and agree that due to the geographic area of our "local" sites they may be required to drive up to 90 miles to attend clinical days for the program duration. Therefore reliable transportation is required.

DISTANCE STUDENTS – For Distance students, at least one clinical site(s) must be approved by the school before the student is accepted into the program. Clinical sites must have an adequate volume and mix of studies and employ staff registered in appropriate disciplines. If a clinical site does not provide an adequate mix of studies, additional clinical site(s) may be required for the student to successfully complete program requirements. If the school does not already have approved clinical sites in the student's area of interest, the students may be required to make initial contact with Hospitals and/or clinics in their area to get contact information to provide to the clinical director. For more information about how to approach a prospective clinical site, contact Micah Gill at mgill@iudmed.com. Students are required to clock in and out on a clinical site computer for attendance purposes.

In certain areas IUD has pre-established distance clinical sites that may be available for use. In order to identify students in these locations, distance applicants must fill out the Clinical Site

Preference Form and submit it with their application. This will assist in the process for securing a clinical site. For applicants outside of areas with pre-approved sites, once it has been determined there are no pre-approved clinical site in their area, it is up to the applicant to make initial contact with potential clinical site in those areas

The One Year General Sonography Program requires good time management skills and strong self-discipline. Our distance and local students are monitored closely and receive the same education. References from past and present students will be provided upon request. If you are interested in the distance option, please contact the school to start the approval process.

Class Size:

Class size is typically limited to 16 students per start date total. Classes are made up of local and distance students.

Local- One Year General Sonography Programs for local students begin four times per year in January, April, July, and October. Class size is limited to 5 local students per state date. NOTE: seat numbers are dependent upon available clinical site availability and may be less than 5 for a given start date. Contact IUD for specific start date and seat availability.

DISTANCE - One Year General Sonography Programs for Distance students begin 4 times a year in January, April, July, and October. Distance students are accepted based on approval of clinical sites in their area of residence and program requirements.

One Year General Sonography Program

Quarter	Course ID	Course Name
First Quarter		
	ABD 01	Abdominal Sonography I
	PHYS 01	Physics & Instrumentation I
	OB/GYN 01	Obstetrical/ Gynecologic Sonography I
	CLIN 01	Clinical Internship I
Second Quarter		
	AB 02	Abdominal Sonography II
	PHYS 02	Physics & Instrumentation II
	OB/GYN 02	Obstetrical/ Gynecologic Sonography II
	CLIN 02	Clinical Internship II
Third Quarter		
	ABD 03	Abdominal Sonography III
	PHYS 03	Physics & Instrumentation III
	OB/GYN 03	Obstetrical/ Gynecologic Sonography III
	CLIN 03	Clinical Internship III
Fourth Quarter	ABD 04	Abdominal Sonography IV
	PHYS 04	Physics & Instrumentation IV
	OB/GYN 04	Obstetrical/ Gynecologic Sonography IV
	CLIN 04	Clinical Internship IV

Program Admission Requirements

Application Deadlines

Application deadline are Three months before each start date as listed below.

Class Start	Deadline for application
January	October 1st
April	January 1st
July	April 1st
October	July 1st

Application files must be compete with all required documents in and all pre-requisite courses completed by the deadline to be considered. Applicant may submit documents before the deadline but an application is not considered complete until all items are turned in.

Up to five local students will be accepted per class start. Distance students are accepted based upon seat availability & approval of clinical sites. Total class size is limited to 16 students total per start date.

The Admissions Committee reserves the right, in every case, to accept or reject any applicant based on previous academic performance, motivation, personality/character and/or educational background as determined by the application process, review of academic and sociological data, references and/or investigation.

Documentation:

Acceptance and matriculation into the IUD One Year Program is based on

- Academic Requirements
- Student File Documentation
- Clinical Site Availability

In order to be accepted into the One Year Program all academic and student file documentation must be complete on or before the deadline for the desired start date.

Academic Requirements:

Entrance requirements

Effective 7/2/25, IUD will use the following application requirement for consideration into the One Year General Sonography Program.

1. **1.** High school diploma, GED, or its equivalent.
2. **2.** Minimum 36 college credits with an overall GPA of a 2.85. Health Care, science, and/or math courses preferred. Credits must be from an accredited school within the United States.
3. **3.** In addition to the required number of college credit hours, all applicants must have taken the following 8 pre-requisite courses within the last 10 years and passed each course with a C average or higher. Courses may be contained within the 36 credit hour requirement or in addition to them.

Required Pre-requisite courses:

- College Algebra OR a higher mathematics course (Statistics is acceptable)*
- Public Speaking OR Speech OR English Composition *
- Human Anatomy & Physiology I & II or an A&P course that covers the entire body (minimum of 5 credit hours)
- Medical Terminology
- College Physics (non-calculus based)
- Medical Law and Ethics
- Patient Care **

*College Algebra and Composition/Speech may be older than 10 years

****Emergency Medical Technician Certification (EMT) or a 6 Week or longer Certified Nursing Assistant Certification (CNA) will be accepted in place of Patient Care and is HIGHLY ENCOURAGED of those without existing Allied Health background.**

ALL PRE-REQUISITE COURSES MUST BE COMPLETED BEFORE AN APPLICANT IS ELIGIBLE TO BE CONSIDERED FOR THE 1 YEAR PROGRAM.

Understanding of Human Anatomy and Physiology I and II and Medical Terminology are paramount in being able to complete our program successfully. If you made less than a B in any of those classes it is recommended that you consider taking them again for a thorough understanding of the subject matter.

Human Anatomy & Physiology I & II equivalent, Medical Terminology, College Physics, Medical Law and Ethics, and Introduction to Patient Care credits must have been taken within ten years of starting the sonography program, unless you are an allied health professional who is currently registered and have been practicing since graduation.

GPA Requirements

A minimum OVERALL College G.P.A. of 2.85 for all post-secondary course work is required for consideration in the 1 year program

Additionally, a minimum of a 3.0 GPA is require for the eight pre requisite classes. Please note that simply having a 3.0 GPA does not guarantee acceptance into the program.

Only Credits of a "C" or higher from any postsecondary institution that is accredited by an agency recognized by the United States Department of Education (USDE) or Council for Higher Education Accreditation (CAHEA) and match the pre-requisite course criteria will be accepted as transfer credits for pre-requisite requirements.

Credits obtained through CLEP exams, StraighterLine, or Sophia Learning will only be accepted for College Algebra and Communications. Military education credits are accepted on a case by case review. The Institute of Ultrasound Diagnostics does not recognize credits for advanced placement or experiential learning. The Institute of Ultrasound Diagnostics is not approved to accept foreign students or foreign credits.

For students desiring to transfer from another ultrasound institution, The Institute of Ultrasound Diagnostics will consider transfer credits from schools who are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) on a case by case basis.

Application Documentation Requirements

Applicants for the One Year General Sonography program must submit to the school the following items on or before the application deadline for their desired start date:

- 1 Completed copy of formal application for admission
- **Official** Copies of College/Postsecondary Transcripts
- Clear Copy of Driver's License or other Photo ID
- Proof of Health Insurance **(must be current)**
- Proof of Auto Insurance **(must be current)**
- Proof of current CPR Certification **(American Heart Association Certified ONLY)**
- 1 Reference Letter from a supervisor
- Completed 1 Year Interview Questionnaire **(Additional In-person/telephone interview may be required)**
- Copy of Allied Health Registry Card **(IF APPLICABLE)**

Optional Application Items

The following items are not required to apply for the one year program, but can help improve your application score and therefore are **STRONGLY ENCOURAGED**. These items must be turned in with the required documents by the application deadline in order to be considered with your application.

1) Clinical Observation Hours in Sonography (8 hours minimum, see clinical observation worksheet)
2) **Emergency Medical Technician Certification (EMT) or a 6 Week or longer Certified Nursing Assistant Certification (CNA) (recommend for those without allied health experience)**
3) Completion of the **Ultrasound Student Assessment (USA exam) through Pegasus Lectures. Click this LINK for more information**

Additional Requirements

Live Interview

Depending on the number of applicants for a given start date or based on responses on the interview questionnaire, it may be determined that a live interview is required. The interview may be done in person at IUD or over the telephone via conference call (Skype or Go to Meeting if available). Interviews will be determined on a case by case basis.

Application Point System

Based on the application requirements, an application score is calculated for each completed application. A minimum score of 78 is required for admission to the One Year Program.
The application score is calculated by evaluating the following components:

- Level of education (e.g., Bachelor's degree, Associate's degree, etc)
- Cumulative College GPA (minimum of 36 credit hours required)
- Grades in required prerequisite courses
- USA Exam Score (optional but encouraged)
- Communication and professionalism during the application process, IUD pre requisite course (if applicable), and interviews (if applicable).
- Observation Hours (8 hours minimum suggested)

Special consideration is given to applicants who hold degrees in the following hierarchy

1) 2 Year Patient care related Allied Health Degrees in imaging modalities such as X-ray, MRI, CT, etc.
2) 2 Year Patient Care related allied health degrees such as nursing, physical therapy, etc
3) Bachelor degree – science degrees preferred.

Matriculation Requirements:

The following items are require for matriculation into the 1 Year Program. **These are not due until an applicate is accepted into the One Year Program**, however some items such as shot record may take time to acquire, so it is important the an application begin the process of collecting these eary so that they can be submitted once the applicant is accepted.

1) Medical History and Physical Examination Form sign by physician.
2) Vaccination Record with all required vaccinations (see application information)
3) Background check and drug screen (completed through Castlebranch)
4) Social Security Number

The following will be covered and completed during the first week of classes

- **SDMS Membership**
- **Trajecsys Membership**
- **Professional liability insurance (HPSO) *****

*****Due to direct patient contact, it is required that students have professional liability insurance. Professional liability insurance is provided by group coverage through (HPSO) Healthcare Providers Service Organization. Applicants should apply online at www.hpso.com. The Application should be completed during the first week of the course after class instruction is given.

Required Shot and vaccination records

Proof of the following immunizations are mandatory:

If records of immunizations are not available, titers are required.

- **Tetanus/Diphtheria**—Must be within last 5 Years
- **Measles/Mumps/Rubella (MMR) Two Shot Series**—If no proof of immunization, a titer must be completed
- **Varicella (chicken pox)** – immunization is required. History of Chicken pox is not sufficient proof of immunization. If no proof of immunization, a titer must be completed.
- **Flu Shot**
- **QuantiFERON-TB Gold Plus Test**

Not required but HIGHLY recommended:

- **Hepatitis B Series**—Health situations which may prohibit the use of hepatitis B vaccine must be documented by a physician and a declination waiver must be signed by the student. Students choosing not to take the vaccine will also be required to sign a declination form.
- **Meningococcal**—not required but recommended.

COVID-19

IUD does not require the Covid-19 shot for acceptance into the program. However, affiliated clinical sites may require the Covid-19 shot series or an exemption in order for students to rotate in the facility. This is on a case by case, site by site basis.

All file items as well as completed prerequisite courses must be in the applicants file to be deemed “complete”. Completed files by the application deadline will get first consideration for seats into the One Year Program. If all seats are not filled with completed files, the seats will be filled by other applicants on a conditional basis.

Technical Standards and Requirements:

In the best interest of applicants and students, please be aware that certain physical, emotional and learning abilities are necessary in order to protect the individual student's well-being and provide for the safety of each patient/client placed in their care. The following are basic physical and emotional abilities required of applicants and student for success in the 1 Year Program:

Standing/Walking - Much of the workday is spent standing. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting patient response, and managing/coordinating patient care.

Lifting - Some of the work day is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). These supplies include trays (5 to 10 pounds) and equipment (5 to 35 pounds). The Allied Health Student must also assist with positioning patients or moving patients (average patient weight is 150 - 200 pounds).

Carrying - Some of the workday is spent carrying charts, trays and supplies (5 to 10 pounds).

Pushing/Pulling - A large part of the workday is spent pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps, diagnostic/treatment equipment, and emergency carts.

Balancing and Climbing - Part of the workday is spent climbing stairs. The Allied Health Student must always balance self and use good body mechanics while providing physical support for patients/clients.

Stooping/Kneeling - Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to patients/clients and using lower shelves of carts.

General Extremity Motion (upper and lower extremities) - It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex and extend their neck.

Hearing - A majority of the workday requires an ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with patients, visitors and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary and gastrointestinal sounds and the analysis of patient monitor alarms.

Vision – Correctable with glasses able to read standard fonts and medication inserts. Adequately view sonograms, including color distinctions.

Emotional- A student must be emotionally stable under normal and stressful circumstances encountered in the health care setting.

To participate in clinical training, applicants and students needs to be free from any physical, behavioral, emotional or mental condition that would adversely affect their behavior so as to create an undue risk or harm to themselves, other students, instructors, patients in the clinical setting, or other persons.

The above conditions also apply to students who are currently enrolled in Allied Health Programs. Maintenance of good health (physical, behavioral and emotional) is essential for continuation in the program

Applicants with disabilities

IUD does not discriminate against individuals with physical or mental disabilities during the application process. Having physical or mental/learning disabilities will not keep an applicant from being selected into the program. However, it is important to note that IUD is a small private school and the 1 Year Program is an ADVANCE ACCELERATED Program. IUD does not offer ANY accommodations for physical or mental/learning disabilities and cannot "tailor" the program for the needs of such individuals. ALL applicants must be able to successfully complete the requirements of the curriculum as designed. If an applicant is in need of special accommodation from a school as it relates to their physical or mental/learning disability, they may want to consider a different program. Applicants who disclose a physical or mental/learning disability are consulted via phone and/or email regarding IUD's lack of special accommodations prior to acceptance.

Equipment Required

In order to access and complete course work for this program students must have all of the following items:

1. Computer – Desktop or Laptop PC. **NO Tablets, Netbooks/Chromebooks, and/or Smart Phone are acceptable for completing course work. MACS STRONGLY DISCOURAGED due to potential compatibility issues**
2. Windows 10 OS or higher or MAC OS 10.13 or higher
3. Current up to date version of the following Internet browser - Firefox, Chrome, Edge, or Safari
4. Microsoft PowerPoint AND Microsoft Word
5. Reliable High Speed Internet (at least 25Mbps or higher)
6. Web Camera, Microphone, Speakers (or headset)
7. Email Address (to be checked multiple times daily, NO .EDU addresses)
8. A proper desk and chair and solitary area for taking proctored test.

Uniform Requirements:

All One Year students are required to wear the IUD uniform when on campus and at clinical sites starting on the first day of class. The IUD uniform consists of plain Navy Blue Scrubs (No different trim colors) and solid white or navy blue shoes. Uniforms will be checked during the 3 week classes and monitored at the assigned clinical rotation sites. Failure to wear proper uniform will result in disciplinary actions.

Policies and Procedures

Honor Code

By enrolling in IUD, you agree to abide by the IUD honor code. The IUD honor code is that Students of IUD shall not lie, cheat, steal, nor tolerate those who do.

Definition of Lying. Any falsehood, misrepresentation, intentionally misleading communication or other deceitful behavior by the Student that in any way relates to or arises from the Student's enrollment at IUD. This includes, but is not limited to, false communications with or about teachers, students, staff, clinicians, the program, the curriculum, testing, classwork, clinic work, or IUD.

Definition of Cheating. IUD considers cheating and aiding in cheating, to be serious offenses. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to, all of the following: (1) plagiarism, (2) copying from another's test or examination; (3) discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; (4) taking or receiving copies of an exam without the permission of the instructor; (5) copying, photocopying or taking pictures of exams or other academic material created by the Institute or its staff (whether shared with other students or not), (6) texting, emailing, communicating, posting to social media, internet sites or otherwise disseminating through any other method or media, any exams, questions, answers or other academic material created by the Institute or its staff, (7) any other dissemination of exams, questions, answers or other academic material created by IUD or its staff, (8) bringing, using or accessing answers to exams from any source (except your own knowledge and memory) while taking exams, (9) lying, or (10) otherwise engaging in behavior that gives you or any other student an unfair advantage, as may be determined in the sole discretion of IUD.

Should any student cheat or aid in other student's cheating, IUD may discipline the student up to and including expulsion. The determination of whether a student cheated or aided in cheating is left to the sole discretion of IUD, whose determination shall be final and binding on the student. Notwithstanding the foregoing, a student shall not receive any credit for work that is the result of cheating.

Definition of Stealing. Taking any property or property right, whether tangible or intangible, from another student, a teacher, a clinician, a clinic, a staff member or IUD. This includes, but is not limited to Intellectual Property, as further defined herein.

Definition of Intellectual Property. All of the exams, questions, model answers, study guides and other materials created by IUD or its staff, are the property of IUD ("Intellectual Property"). You are not authorized to share, sell, post, transmit, email, fax, text or otherwise disseminate any Intellectual Property of IUD, without IUD's express, written consent. Should you have any question about whether any particular material is covered by this policy, you should error on the side of caution and inquire of IUD before any posting, transmitting or disseminating.

Reporting Honor Code Violations. If a student learns that any other student has violated the Honor Code, that student is responsible for reporting the violation to IUD as soon as possible. Failure to report a known Honor Code violation is also a violation of the Honor Code and may subject a student to disciplinary action, at IUD's sole discretion.

Academic Policies

Standards of Satisfactory Academic Progress:

The Institute of Ultrasound Diagnostics is a full time (40-hours per week) program consisting of simultaneous didactic and clinical education on a daily basis. Didactic sessions enable students to acquire the knowledge that will be applied in the clinical environment. The Institute of Ultrasound Diagnostics satisfactory academic progress policy consists of 2 components: a qualitative measure (Course Average) and a quantitative measure (maximum time frame). In order to successfully complete (graduate) the program, students must maintain a minimum 75% average in all courses (both didactic and clinical) as well as complete all courses within a minimum of twelve months but no longer than eighteen months (150% of program length).

Grading: Grades for all courses completed and attempted are recorded on students' permanent transcripts using the following grading system:

Percentage	Grade	Standing
100-90%	**A**	**Excellent**
89.99-80%	**B**	**Good**
79.99-75%	**C**	**Average**
Below 75%	**F**	**Failing**
W		**Withdrawal**
I		**Incomplete**
L		**Leave of Absence**
T		**Terminated**

The Institute of Ultrasound Diagnostics does not award Pass/Fail grades for courses.

Course syllabi govern course requirements and expectations for successful completing of each individual course.

Attendance:

The One Year program covers in 12 months, what most schools cover in 18-24 months, therefore requiring it to be a FUL TIME DAY program. Attendance is required Monday through Friday and students are expected to attend all scheduled classes and clinical rotations. Class attendance is documented by physical attendance during the 3 week "boot camp" and completion and submission of coursework, through the online Course management system (Canvas), once the clinical portion of the program commences. Clinical attendance is documented through the school's clinical course management system (Trajecsys).

Upon occasion, evening labs and weekend clinical rotations may be required or scheduled. These additional obligations will be prearranged and the student will be notified well in advance. Students will not be required to attend classes, labs or clinical rotations more than 40 hours per week.

Excessive absences, tardiness and/or abuse of rules will be considered on an individual basis by school officials for disciplinary action and/or termination from the program. However, continued offenses and/or dishonest representation of clinical time/patient logs is considered grounds for immediate dismissal from the program without refund.

Students are allowed six (6) personal days. Any absence for any reason, other than clinical site closure, are first counted against these six personal days. See the PERSONAL DAYS POLICY below for more details

- Typically, clinical hours are 8:00 a.m. – 4:30 p.m. Minor variations may and should be expected to occur, occasionally, when a student is involved with a sonographic procedure that continues beyond regular clinical hours.
- Students should remain in attendance for an average of eight (8) hours per day but will not be restricted to any given (8) hour period. Clinical instructors have the discretion of dismissing a student early if all patient exams have been completed or no patients are scheduled or anticipated.
- Students unable to attend class or clinical rotations should notify the School and their

assigned clinical site.

- Clinical absences due to clinical site closure (weather or otherwise) are not counted against a student's six personal day, but will have to be made up during the year.

Personal Days Policy

- **6 PERSONAL DAYS ARE ALLOWED FOR THE YEAR/EXCLUDING HOLIDAYS**

- HOLIDAYS OBSERVED- New Year's Day, Mardi Gras (two days), Memorial Day, July 4th, Labor Day, Thanksgiving Day and following Friday and Christmas (break).

- Any days missed after your 6 personal days have been used will have to be made up post-graduation. If a student misses 6 additional days beyond the 6 personal days (12 TOTAL clinical days or more) the student may be subject to dismissal from the program. Please keep in mind that clinical sites are not required to rotate students after a student's graduation date. So a clinical rotation site is not guaranteed for make-up time which may put a student in jeopardy of not graduating.

- The 6 personal day may be taken in ½ day increments. After 6 personal days have been used. Any additional days cannot be taken in ½ day increments. All days missed will be counted as a full-day (8 hours).

- Notification of absence must be given to the Clinical Director and Time Attendant at the school by email before 8am CST on the day that the absence is to occur. Absence must be documented in Trajecsys before 8am CST. Clinical Instructor's at the Clinical Site must be notified by phone before start of Clinic Shift.

- Failure to Notify the Clinical Director, Time Attendant and Onsite Clinical Instructor will result in a DNFP (Did not follow Protocol) which will result in a penalty of 3 days makeup time to be completed after graduation and a conduct violation will be issued to the student.

- If a student uses all 6 personal days starting on day 7, every day absent will count as 2 full days required for make-up. These days will need to be made up Post-Graduation. No Exceptions. No ½ days may be taken past the 6 personal allotted days

All MAKE-UP DAYS COMPLETED MUST BE A FULL 8 HOUR DAY OF CLINIC (LEAVING EARLY FROM A CLINICAL SITE IS NOT PERMITTED). THE CERTIFICATE OF COMPLETION FROM THE PROGRAM WILL NOT BE GIVEN UNTIL ALL MAKE-UP DAYS ARE COMPLETED. THE ORIGINAL MAKE-UP TIMESHEET MUST BE RECEIVED BY MAIL IN OUR OFFICE BEFORE THE CERTIFICATE OF COMPLETION WILL BE RELEASED

Clinical Education:

The major goal of the clinical portion of the program is to enable the student to develop skills that will allow her/him to perform the duties of a diagnostic medical sonographer. This program is competency based and students will be evaluated by faculty members of the program as well as clinical supervisors. The clinical experience should include only those activities that are based on sound educational objectives. This should be interpreted to mean that:

1. Students are not entitled to wages, fees or earnings during clinical hours.
2. The Institute of Ultrasound does not offer a stipend.
3. Students may be allowed to take call or work weekends in ultrasound at clinical affiliates, only, upon approval of the clinical site. They may accept payment for weekend and night hours over their obligatory clinical requirements. However, it must be understood by the student and the clinical affiliate that the program medical liability insurance does not cover the student during this time. Therefore, the student is the sole responsibility of the employer. Each student is required to maintain student liability insurance.
4. All students are required to participate in clinical activities at various sites for practical experience and observation on a scheduled basis. No deviation of the affiliate schedule shall be permitted without prior approval by the School.
5. Students are required to have reliable transportation in order to take full advantage of clinical opportunities. There may be a considerable amount of driving required to get to and from clinical sites with some being as far away as 75-90 miles one way. Budget considerations should include fuel required to meet clinical requirements. Proof of automobile insurance is required.

Clinical participation and progression are paramount in the One Year Program. Affiliated clinical sites host IUD students at the **clinical site's discretion**. Student acknowledges and agrees, if an affiliated clinical site decides it will no longer host an IUD student, **for any reason**, IUD cannot guarantee continued enrollment in the program.

If a site discontinues hosting of an IUD student and a proper replacement site cannot be found in a timely manner, the student shall be dismissed from the program.

Failed Didactic Course:

1st Quarter Didactic Course only: Failure of ANY 1st quarter course in the 1 Year Program is unacceptable. Students who fail any course in the first quarter will not be allowed to continue in the program and shall be dismissed from IUD.

All other Didactic Courses: Students who fail a didactic course in the 2nd, 3rd, or 4th quarters must submit, in writing to the Program Director, a request to repeat the failed course. Request should include explanation of what the student intends to do in order to successful complete the course if the repeat request is granted. Permission to repeat a didactic course is at the digression of the Program Director. More than one course failure in the 1 Year Program is grounds for dismissal from IUD. Only the highest grade is considered for GPA evaluation but all attempted credits are included for measurement of the maximum published time frame (150% of program length). A Fee of $750.00 is assessed if approval to repeat the didactic course is granted.

Failed Clinical Course:

1st Quarter Clinical Course only: Failure of the 1st quarter Clinical course in the 1 Year Program is unacceptable. Students who fail their 1st quarter Clinical course will not be allowed to continue in the program and shall be dismissed from IUD.

All other Didactic Courses: Students who fail a Clinical course in the 2nd, 3rd, or 4th quarters must submit, in writing to the Program Director, a request to repeat the failed course. Request should include explanation of what the student intends to do in order to successful complete the course if the repeat request is granted. Permission to repeat a Clinical quarter will depend on the availability of an approved clinical site and is at the digression of the Program Director. Students will be allowed to repeat a clinical quarter ONLY ONCE. Only the highest grade is considered for GPA evaluation but all attempted credits are included for measurement of the maximum published time frame (150% of program length). A Fee of $3,000.00 is assessed if approval to repeat the clinical quarter is granted.

Leave:

Each student is entitled a maximum of six (6) personal days to be used for vacation, illness, interviews, etc. Non-emergency absences must be planned and scheduled in advance with a school official. Absences in excess of five (6) days will be considered on an individual basis and arrangements to make up clinical time must be approved through the Clinical Director. Clinical

time must be made up at the end of the program, in most cases, unless other arrangements have been approved by the Directors. If a student must take an extended leave of absence, the leave cannot last more than 180 days. Reinstatement into the program to make up clinical time will be based upon clinical site availability or the next available class whichever comes first.

Cheating/Plagiarism:

Cheating and plagiarism are serious infractions of the rules and may constitute cause for immediate dismissal from the program. If plagiarism is discovered at any time during the program, the student will receive an automatic 0 for the assignment. If cheating is discovered, the test or assignment will be taken up and given a grade of 0. Cheating in all of its forms is a breach of trust and will not be tolerated. This includes falsifying clinical records and/or attendance records. Each case will be reviewed by the Directors. Cheating and plagiarism will not be tolerated and will require disciplinary action or dismissal from the program.

Academic Advisement/Probation/Reinstatement:

Students are monitored for satisfactory progress at the end of each quarter. Each quarter consists of 12 weeks. Students' grades are calculated at the end of each quarter and they are advised of their academic progress at end of each quarter for each course. Students failing to meet the Course Average of 75% for each course (Abdomen, Ob/GYN, Physics, and Clinical), at the end of the quarter, will be placed on academic probation and will be required to repeat the course, at their expense. Failing and retaking a course will extend the graduation date 3 months. Students will be allowed to repeat any single course for academic failure, only once. The cost to re-take a course will be $1,000.00 per course and is due on the first day of the subsequent quarter. Student's prior financial obligation must be paid and current to continue in the program.

Only the highest grade is considered for Course Average evaluation but all attempted courses are included for measurement of the maximum published time frame (150% of program length). If the student fails the same course twice, they will be dismissed from the program. If the student wishes to re-enter the program, he/she must reapply for admission. No credit will be given for the previous enrollment. If re-accepted into the program, the student will begin as a new student repeating all previous classes and clinical rotations.

Incomplete Course:

An incomplete course grade is given when required course in a specific course work has not been successful completed by the end of the quarter as outlined in the course syllabus. Coursework includes assignments, activities, and/or other examinations. An incomplete is only given for a

particular course when the instructor has approved alternative deadlines or requirements for any particular assignment(s) in that course. Failure to comply will with instructor approved alternative requirements in a timely manner shall result in the incomplete grade reverting to an "F" for the course work. Students should contact the instructor to make-up incomplete work. Incomplete courses/ course work which is made up with instructor approval will have the incomplete replaced with graded assignments and will be used for GPA evaluation but all make up work are included for measurement of the maximum published time frame (150% of program length).

Non-Credit and Remedial Courses:

The Institute of Ultrasound Diagnostics does not offer non-credit or remedial courses.

Conduct Policies

Code of Conduct:

As students interact with their fellow students, staff, faculty, other members of the medical community, and patients they are expected to act in a professional, respectful manner that is complimentary to the learning process and environment associated with the allied health training. IUD and it's Clinical Affiliates reserves the right to refuse admission or continued training to any IUD student who is involved in any activity not considered professional or conducive to proper allied health training and/or patient care. The following is a list of conduct violations that each student is expected to avoid. Failure to do so may result in disciplinary action and/or dismissal from the school. Violations include but are not limited to:

1. Any violation of IUD's Honor Code
2. Breach(es) of any agreements made with IUD or its affiliates.
2. Any conduct or behavior that may injure or harm others.
3. Any conduct or behavior that is illegal.
4. Smoking in areas where it is prohibited while on Clinical Assignment.
6. Violence or threats of violence towards others or property.
7. Repeated violation of uniform/dress code policies.
8. Possession of firearms or weapons.
9. Non-compliance with classroom or clinical instructions.
10. Possession, distribution or use of alcohol or illicit drugs.
11. Habitual or excessive tardiness and/or absenteeism
12. Issuing unauthorized or false information about the School.
13. Discourtesy to faculty, staff, visitors or patients.
15. Non-payment of tuition or fees.
16. Circulation of petitions and/or rumors that defame or subvert the mission, reputation or authority of the School or its faculty and staff.
19. Behavior that interferes with the learning process, the presentation of the instructor or that brings unfavorable criticism upon fellow students of the School.
20. Use of cell phones in clinical settings or during classroom activities.
21. Sleeping while on Clinical Assignment
24. Leaving Clinicals without notification.
27. Accepting any type of gratuity or "tip" from a patient or patient's family.

Disparaging/False Communications

IUD Student are prohibited from making false and/or disparaging statements about **the school or its affiliate sites** in any public forum or venue including but not limited to any social media platforms, blogs, vlogs, public chats, discussion boards, review sites, etc. Violations of this nature subject the student to immediate dismissal from the program at the sole discretion of IUD.

Student Dress/Attire:

Clinical dress is required at all times including while the students are scheduled at IUD for class and Scan labs. Students are required to wear solid navy blue scrubs with no accenting colors or trim and a white or navy lab coat if you choose. Plain white or plain navy blue tennis shoes or nursing shoes are required. Name badges are to be worn at all times during clinical rotations and scrubs and lab coats should be clean and neatly ironed at all times.

Hair styles should be conservative for both males and females. Extreme hair colors are not permitted. Colognes and perfumes are prohibited. Jewelry should be kept to a minimum but facial jewelry including, but not limited to, nose rings, eye brow rings or tongue rings are forbidden. Tattoos must be covered at all times. Mustaches and beards are allowed provided they are kept neatly groomed.

Conduct Probation:

Any student who is found to have chronically ignored and/or broken the stated rules and regulations of the School and/or its clinical affiliates shall be subject to conduct probation. This includes insubordination. A student may not be placed on probation without just cause and only after counseling has been sought. The first violation will be formally documented and serve as a warning. A second violation may result in suspension. A conduct suspension period shall not last more than ten (10) working days and shall not be less than five (5) working days. These days must be made up by the student at the end of the program. A student shall be taken off of probation only after he/she has clearly demonstrated a willingness to adhere to the stated rules and regulations. A third documented violation may warrant dismissal from the program at the School/affiliates discretion.

Reporting Infractions:

Students have the right to bring any noted discrepancies or observed abuses to the immediate attention of the School. This will require discussion with a member of the Faculty either written

or verbally. Complaints will be acted upon with the best interest of all concerned being represented and considered.

Formal Grievance Policy:

It is preferred that any grievances be addressed as informally as possible between the course or clinical instructor and the student. If grievances cannot be resolved informally, a formal grievance may be made through the following process.

Making a Formal Grievance:

In the course of the program should a formal grievance arise (academic/conduct/Etc), a student must follow the steps outlined below in order to have the grievance resolved.

A "***formal grievance***" is a claim that a specific decision, action, or assigned grade (Academic or Conduct) affects the student's successful progression through the program of study and is in violation of the Enrollment Agreement and IUD Handbook.

The "***burden of proof***" shall be upon the student to show that the decision, action, or assigned grade by the instructor was incorrect. In considering grievances decisions will be based on the preponderance of the evidence.

The student shall not be entitled to bring "***legal representation***" to any grievance proceeding as this is an internal review of an academic, clinical, and/or conduct decision.

Resolution:

1. The student shall first make a timely reasonable effort to resolve his or her grievance with the instructor concerned. The Student should notify the instructor in writing (letter or email) of their objection to the decision or action in question. The student should include the date of the occurrence and request a time to meet with the instructor. The instructor shall accommodate a reasonable request to discuss and attempt to resolve the issue.

2. If the situation cannot be resolved, the student shall file a formal grievance notification letter to the Program Director within 10 business days of the meeting with the instructor. This shall be a concise and professionally written statement of relevant facts and must include information pertaining to how, in the student's opinion, school policies or procedures were violated and/or any extenuating circumstances which have occurred. Any emails or other information relevant to the grievance should also be provided with the letter. The program Director shall provide a copy of this letter to the instructor.

1. The program Director shall discuss the letter individually and/or jointly with the student and instructor to determine all appropriate facts and information. The Program Director will make a decision based on the preponderance of the evidence within 15 business days from the date of the submitted formal grievance letter. A Student may appeal any decision from the Program Director.

Appeal:

A Student may appeal any decision from the Program Director to the Administrate Director.

1. A Student may appeal any decision made by the Program Director to the Administrate Director. Student must make a formal appeal in writing to the Administrate Director within 10 business days of the Program Director's decision. The appeal letter should include all information provided to the Program Director, a concise but detailed account of the decision or action in question, and an explanation as to why the Program Director's decision is incorrect.

2. The Administrate Director will be provided all documents from the student and the Program director for review and will schedule an appointment with all parties involved within 15 business days of receipt of the appeal letter. The student will be allowed to present his/her case to the Administrate Director at the meeting. The Administrate Director will be allowed to ask questions of the student and other parties involved. Within 10 days after the meeting, the Administrate Director will deliver a decision, in writing, to the Program Director and to the student. The Administrate Director's decision is final.

If the complaint fails to meet the time limits at any step, the complaint is automatically considered dropped; if School personnel, at any step, fail to meet the time limits, the complaint is automatically advanced to the next step. Extension of time limits, for extenuating circumstances, may be requested in writing, by the complainant or the faculty member through the Administrate Director. No formal grievances will heard from any students whose accounts are not current and up to date.

In any case where the grievance is with the Administrate Director, an appeal may be made to the Medical Director.

Cancellation, Termination, Withdrawal & Refund Policy:

Refund Policy

A full refund of all pre-paid tuition and fees will be made in the event of school closure. If a program is cancelled after the beginning of classes, the school will provide a full refund of pre-paid tuition or provide for completion of the program.

A full refund of any tuition and fees excluding the non-refundable deposit will be made if an applicant cancels his/her Enrollment Agreement PRIOR to attending classes or does not commence training. All refunds will be made within 30 days from the date the Enrollment Agreement is cancelled.

This refund policy is NOT applicable to IUD pre-requisite classes. Refund policy regarding IUD pre-requisite classes can be found on the pre-requisite application.

For withdrawals, cancelations, or terminations from the program once the program has begun, refunds will be calculated as follows:

Refunds of unearned prepaid tuition will be made in the following manner within 30 days of termination:

1. Prepaid Tuition: For Students who prepay all Tuition: Payments will be allocated the same as if the student is on the Payment Plan and refunds will follow the same refund schedule as outlined for the payment plan below. Refund will exclude all fees (material, technology, and lab).
2. For students on payment plan: Students on the interest free payment plan are charged quarterly. Payments are due after the last day of previous quarter. Refunds for prepaid unearned tuitions will be made in the following manner within 30 days of termination, excluding all fees (material, technology, and lab) which are incurred first.

    A) All quarters - If withdrawal is within the first 2 weeks of the any quarter, the refund amount is 50% of tuition paid for that quarter. No refund is granted if withdrawal is made after the first three weeks of the quarter.

***Charges to the student that are excluded from the refund policy are the non-refundable materials, technology, and lab fees. Technology and Lab fees are incurred once the student begins their first day of class. These fees are charged against the first program payment before any refund

is calculated. Students may return unused, unopened, and unmarked books for a credit at the discretion of the school.

Postponement of a start date, whether at the request of the school or the student, requires a new enrollment agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and: b) A deadline for the new start date, beyond which the start date will not be postponed. If the program is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Should the school cancel a class due to low enrollment, acts of God, or other instance deemed necessary by the program director the accepted students will have the choice of a full refund of any tuition or fees paid or deferment of enrollment to a later class date of their choice. In cases of class cancelation due to acts of God, an interim start date outside of the normal schedule maybe be provided at the program director's digression.

Last Date of Attendance and Date of Determination

If a student officially withdraws from school or if a student is officially terminated from the school, that date becomes the Date of Determination. Upon withdrawal, the student's last day of attendance will be ascertained.

An unofficial withdrawal means the student stopped attending for 21 consecutive school days without official notification. If a student unofficially withdraws from school, the 14th calendar day after the student's last day of attendance becomes the date of determination. (The 21 day period does not include scheduled breaks of 5 days or more.) If a student does not return from a leave of absence and has not provided a written request for an appropriate extension to that leave of absence, the student will be withdrawn from school. The date of determination will be the date the student was expected to return from leave of absence. On the Date of Determination, the student's last day of attendance will be ascertained.

Dismissal:

A student may be dismissed from the School for any of, but not limited to, the following reasons:

- Academic/clinical failure as defined by program of study
- Failure to conform to rules and regulations
- Failure to meet the standards of conduct
- Fraud or misrepresentation of clinical logs, time sheets, or any submitted work.

1. The student will be scheduled to meet with the Director of the program. The Program Director will explain the reason(s) for dismissal of the student.

2. The student has the right to appeal the decision through the grievance procedure.

3. Dismissal may affect one's ability to sit for the ARDMS and ARRT Registry examinations

Withdrawal/Dismissal:

Students who withdraw or are dismissed from a course or program are charged according to the settlement policy on the enrollment agreement. Courses not completed at the time of withdrawal or dismissal are assigned grades of W or T respectively. Students who wish to appeal dismissal should follow the grievance procedure described in this handbook. If appeal is granted and students are reinstated Withdrawals will not affect a student's program average. Students are required to repeat all program courses with those course grades replacing previous course work. Withdrawals are included for measurement of the maximum published time frame to complete the program (150% of program length).

Voluntary Withdrawal:

1. The student must submit a written request to the Director of the enrolled program. The written request must include:

    - The reason for withdrawal
    - The date that the withdrawal will be effective
    - The student's signature

2. The student must schedule an exit interview with the Program Director.

3. If the student has received financial aid assistance, the student must schedule a meeting with the Financial Aid Officer.

4. A student who does not complete the program may be ineligible to sit for the ARDMS and ARRT registry examinations.

Leave of Absence:

Each student is entitled a maximum of six (6) personal days to be used for vacation, illness, interviews, etc. Non-emergency absences must be planned and scheduled in advance with a school official. Absences in excess of six (6) days will be considered on an individual basis. If a student must take an extended leave of absence, he/she will be encouraged to continue the program coursework on-line. If he/she is unable to continue the didactic portion of the program, the student will be allowed to re-enter the next available class where he/she left it. All coursework must be completed before a certificate of successful completion will be awarded. Students will be given no more than 180 days for a leave of absence. If the student cannot return to the program within the maximum time frame of 180 days, he/she will be terminated from the program. Re-application would be required if the student wishes to be considered for a future class.

Reinstatement:

If a student is dismissed for any of the reasons listed above and wishes to be reinstated into the program, the student must submit a letter to the Program Director requesting reinstatement and explaining, in detail, how he or she plans to rectify or alter the behavior which resulted in the termination. The request will be brought before all the directors including the Program Director, Clinical Director, Administrative Director, and the Medical Director. The decision to reinstate a student under these circumstances is solely upon the discretion of the Directors.

School Closure Due To Inclement Weather:

SEVERE AND INCLEMENT WEATHER

DURING FIRST 3 WEEKS OF CLASS

Severe and inclement weather includes severe thunderstorms, tropical storms, hurricanes, tornados, ice storms, etc. In the event of severe inclement weather, the faculty will make the decision to cancel all scheduled activities. Students will be notified through emails, announcements through the course and clinical management systems, and/or faculty voice mail messages.

If a class is canceled during the first 3 weeks of the program, the Program Director may elect to hold class on the weekend to make up for any missed days.. In this event attendance will be mandatory. Students will be notified at least 24 hours before.

Messages regarding class cancellations or postponements will also be placed through your instructor's voice mail and shall:

- Include Date & Time
- Be recorded no later than two (2) hours before the start of the scheduled class or activity
- Be updated as needed

Students seeking information regarding cancelled classes must:

- Check email accounts
- Check the course management and clinical management systems for announcements.
- Call faculty voice mails to check for recordings for cancelled classes

DISTANCE STUDENTS

Since distance students are located in different areas throughout the county, they are responsible for acquiring the emergency policies for their individual sites. If local colleges and junior colleges or the student's clinical site close due to inclement weather, students should remain at home. In the event of an emergency that causes a site to close for an extended period of time, the student must notify the Clinical Director immediately of the situation.

All students will be given the opportunity to make up clinical and class time.

Job Placement:

The Institute of Ultrasound Diagnostics cannot and does not state or imply that graduation from the School will insure job placement. However, we are very interested in the successful employment of our graduates. A bulletin board for job posting is available to all students which includes a listing for recruiters. Students will also be provided direction in preparing resumes, completing employment applications and interview techniques upon request.

Health Policy

Physical Limitations

If a student experiences any physical limitations the Program Director must be notified immediately. In addition a letter from the student's physician or practitioner must be submitted stating the student's physical limitations or that they can fulfill all of the requirements of a Diagnostic Medical Sonography student.

Pregnancy Policy:

If a student is pregnant or should become pregnant, it is recommended they notify the Program Director immediately and submit a letter from the student's physician stating that the student can fulfill all the requirements of a Diagnostic Medical Sonography. Students requiring a leave of absence for pregnancy/pregnancy related problems, delivery or other pregnancy related medical conditions will be allowed to complete the program when they become physically able. Arrangements for reinstatement must be made within a 12 month period and approved by the Directors.

Communicable Diseases

Any student testing positive for or who is knowledgeable of a communicable disease is required to disclose such information to the School. The information will be kept confidential; however, the student must understand that his/her condition may affect clinical activities when other persons (students, faculty, staff, and/or patients) are put at risk.

Should a student be exposed to a communicable disease while in clinical education the student shall report the incident to the faculty, fill out an incident report, and be referred to the health nurse of that particular facility.

Should a student contract a communicable disease the student will need a release by their physician before being allowed to participate in educational activities.

Accidents:

All accidents that occur while on Clinical Assignment resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the Clinical Supervisor and Clinical Director. Students will be required to understand the safest methods of properly performing routine ultrasound procedures before undertaking them.

Policy on Accidental Needle Sticks:

1. This policy is intended to provide students with information concerning steps to deal with accidental needle sticks/percutaneous injury/sharp injuries. This is the most frequent route of exposure to blood borne pathogens. Students should consult their health care provider if testing and treatment becomes necessary.
2. Students must report any incident considered to place them at risk to faculty and appropriate clinical personnel. This includes, but is not limited to, needle sticks, punctures or cuts with exposure to a potentially contaminated source, splash injury to eyes or mucous membranes, secretion contact with non-intact skin.
3. To minimize the risk of acquiring an infection due to occupational exposure and in keeping with CDC (Center or Disease Control) recommendations for port exposure prophylaxis (PEP), the student should take the following steps immediately:
    - Wash the affected area with soap and water for at least 15 seconds.
    - Notify the clinical instructor or immediate supervisor.
    - Complete an incident report with assistance of the clinical instructor or immediate supervisor. A copy of the incident should be turned into the School, within 24 hours of the incident.
    - Determine if the sharp device was clean or dirty. Include this information on the incident report:
        - A “clean” sharp is one that did not come in contact with the patient
        - Treatment for clean sharps injuries include:
            - Tetanus prophylaxis booster (if you have NOT had one in 10 years)
            - Cleansing wound with antiseptic
            - Dressing if needed
        - A “dirty” sharp devise is one that came in contact with a patient or the patient’s attachments, i.e.: piggy back needle from the IV tubing; a needle used for IM injection, or an IV stylet needle or any sharps instrument used on a patient.

- Report to a health care provider within 2 hours of the incident for evaluation. It is important to tell the health care provider that exposure has occurred.

All costs incurred relative to the exposure incident, initial follow up, are the sole responsibility of the individual student.

IUD is not responsible for any illnesses, injuries, or accidents occurring while traveling to IUD or any clinical affiliate sites.

Miscellaneous Terms and Policies

Employment:

No student should be employed during hours that are concurrent with either clinical or didactic education and no student shall be considered an employee during required clinical and didactic instruction. A student may work up to and including 20 hours per week outside of school hours. Student are not permitted to receive any payment or compensation for clinical hours.

Housing:

Living accommodations are the responsibility of each student. Motels convenient to the school are listed on the school website at https://iudmed.com/lodging/. Students wishing to share living accommodations shall be provided contact information for other students looking for a roommate.

Loss of Personal Property:

The School does not assume responsibility for the loss of books or other personal property. All faculty and students are instructed to turn in all articles found to the Administrative sonographer.

Travel Disclaimer:

One year local students must have reliable transportation in order to take advantage of clinical rotations. Students will be responsible for providing their own transportation to attend clinical assignments both in and out of the city. Clinical sites may require driving up to 90 miles and public transportation is not suitable for clinical schedules. Fuel expenses should be considered into one's budgeting. One's clinical rotation schedule will not be used as an excuse for injury or accidents incurred while traveling to or from any clinical affiliate and/or the School proper.

Neither the school nor the clinical affiliate shall be held responsible; therefore, proof of driver's license and automobile insurance is required.

Confidentiality:

Student records shall not be open to third party inspection, i.e. person(s) not affiliated directly with the Institute of Ultrasound Diagnostics, Inc. without the consent of the student.
Academic records, evaluations, etc. will be issued to third parties after the school has received written consent for such records from the student.
Individual dialogues and student/instructor interactions such as counseling will be maintained in confidence by the School.

Student Right to Know:

Prospective and current students have the right to know the graduation rate for students who have attended the Institute of Ultrasound Diagnostics as well as the success rate of graduates passing the ARDMS (American Registry of Diagnostic Medical Sonographers) exams. Students should be knowledgeable about ARDMS requirements and their ability to become registered upon graduation from the program attended. Requisite information can be obtained at www.ardms.org. Information about graduation rates and credentialing exam passage rate for IUD can be found at www.iudmed.com by clicking the "programs & courses" link at the top of the page, then clicking on the "One Year Program" link on that page.

Equal Opportunity Policy:

The Institute of Ultrasound Diagnostics offers equal education opportunities to students regardless of race, creed, color, sex, age, handicap, religion or national origin. However, the Admissions Committee reserves the right, in every case, to accept or reject any applicant based on previous academic performance, motivation, personality/character and/or educational background as determined by the application process, review of academic and sociological data, references and/or investigation.

Applicants with disabilities

IUD does not discriminate against individuals with physical or mental disabilities during the application process. Having physical or mental/learning disabilities will not keep an applicant from being selected into the program. However, it is important to note that IUD is a small private school and the 1 Year Program is an ADVANCE ACCELERATED Program. IUD does not offer ANY accommodations for physical or mental/learning disabilities and cannot "tailor" the program for the needs of such individuals. ALL applicants must be able to successfully complete the requirements of the curriculum as designed. If an applicant is in need of special accommodation

from a school as it relates to their physical or mental/learning disability, they may want to consider a different program. Applicants who disclose a physical or mental/learning disability are consulted via phone and/or email regarding IUD's lack of special accommodations prior to acceptance.

Criminal Issues:

If an applicant or student has a past or current criminal record, it must be disclosed as it may affect one's ability to rotate through clinical sites, employability and Registry eligibility. Criminal Background checks are required on all students through CertifiedBackground.com. ARDMS conducts a "pre-application review" for a $125.00 non-refundable fee for anyone who wishes to determine the impact of a previous criminal matter on their eligibility to apply for ARDMS certification. Additional information regarding this process can be found at www.ardms.org/legal.

Attorneys' Fees:

Should either the Student or IUD incur attorneys' fees or costs in the collection of fees, dues, tuition or other amounts owed from one to the other, or in any other litigation, arbitration, mediation, cause of action or any other type of proceeding, the prevailing party shall be entitled to its/his/her reasonable attorneys' fees and costs incurred in said enforcement.

Delay; No Waiver:

No delay or failure of IUD to exercise any option, right or remedy herein given or reserved shall constitute a waiver of such option, right or remedy or estop IUD thereafter to exercise the same or any other option or right at any time, and IUD's continued enrollment of Student shall not constitute a waiver of the default or breach of Student of this Handbook or the Enrollment Agreement. A waiver by IUD of any option, right or remedy herein given or reserved on any one occasion shall not be deemed a waiver of said option, right or remedy on any future occasion.

Modifications; Amendments:

This Handbook may be changed, modified, amended, waived, discharged, abandoned or terminated at any time by an instrument in writing provided by IUD to the Student.

Remedies Cumulative:

No right or remedy conferred upon IUD in this Handbook is intended to be exclusive of any other right or remedy, and every such right or remedy shall be cumulative and in addition to every other right or remedy contained herein or therein or now or hereafter available to IUD at law, in equity, by statute or otherwise.

Invalid Provisions; No Conflict:

If any of the provisions of this Handbook or the application thereof to any person, entity or circumstances, shall, to any extent, be invalid or unenforceable, the remainder of said documents and instruments, or the application of such provision or provisions to persons, entities or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby, and every provision of this Handbook shall be valid and enforceable to the fullest extent permitted by law. No provision of this Handbook shall be deemed in conflict with any other provision hereof or thereof, and Student acknowledges that no such provision or any interpretation thereof shall be deemed to diminish the rights of IUD. IUD may at its option exhaust its remedies hereunder, and in such order as it may determine.

Indemnification:

Student shall and does hereby indemnify and hold harmless IUD from and against any and all claims, charges, losses, expenses and costs, including without limitation reasonable attorneys' fees, resulting from any claims, actions or proceedings in connection with any of the Student's actions or omissions. The indemnification provided in this section shall survive the Student's graduation, expulsion or other discontinuation of the Student's enrollment with IUD.

Readings; Under Seal; Entire Agreement:

Article and section headings in this Handbook are included herein for convenience of reference only and shall not constitute a part of this Handbook or be used to construe any provision hereof or for any other purpose. This Handbook is intended to be under the seal of all parties hereto and to have the effect of a sealed instrument in accordance with the law. This Handbook, together with the Enrollment Agreement, embodies the entire agreement and understanding between the parties, supersedes all prior agreements and understandings related to the subject matter hereof and thereof.

Governing Law; Place of Execution:

This Handbook, and the rights and obligations of the parties hereunder and thereunder shall be governed by and be construed in accordance with the laws of the State of Alabama, unless otherwise provided therein or except where required to be governed by the laws of another jurisdiction to be enforceable. Student acknowledges that the agreements in this Handbook took place in the State of Alabama. Student hereby submits himself or herself to jurisdiction in the State of Alabama for any action or cause of action arising out of or in connection with the Student's enrollment or attendance at IUD, agrees that the sole and exclusive venue for any such action shall be in Baldwin County, Alabama, and waives any and all rights under the laws of any state to object to jurisdiction or venue within Baldwin County, Alabama.

WAIVER OF JURY TRIAL. STUDENT AND IUD HEREBY WAIVE ITS, HIS OR HER RIGHT TO A JURY TRIAL RELATED TO ANY CLAIM BETWEEN THE STUDENT AND IUD OR OTHERWISE DIRECTLY OR INDIRECTLY RELATED TO THE STUDENT'S ENROLLMENT OR ATTENDANCE AT IUD.

One Year Course Descriptions:

CLIN 01 Clinical Externship I
Scan labs are conducted during the first month of class to teach students how to ergonomically manipulate the transducer and to scan and recognize normal anatomy of the abdomen and pelvis. Upon completion of the first month of class, clinical rotations begin on Tuesday, Wednesday and Thursday of each week. Students will be directly supervised by an onsite instructor while performing sonographic examinations on patients. Students should be able to identify and demonstrate the abdominal vasculature and gross organs of the abdomen and pelvis.

CLIN 02 Clinical Externship II
Clinical rotations, Tuesday-Thursday. Students should be able to begin sonographic studies unassisted requiring indirect supervision. Obstetrical scan techniques will be introduced and the student will begin to work on time, equipment optimization and clinical portfolios. When applicable, students will be allowed to present their studies to the interpreting clinician after approval of images by the clinical instructor.

CLIN 03 - Clinical Externship III
Students should be able to perform abdominal, pelvic, OB/GYN and superficial exams without assistance under indirect supervision of the clinical instructor. More advanced procedures and specialty rotations may be introduced. Clinical portfolios must be completed by the end of this class.

CLIN 04 Clinical Externship IV
Students complete clinical requirements for program completion and may request specific rotations during this phase of the clinical experience.

ABD 01 Abdominal Ultrasound I
As an introduction to sonography of the abdomen, this course emphasizes the identification of normal sonographic patterns of the abdominal and fetal organs. Normal variants are included as well as lab tests associated with each organ system. Scan protocols that meet the national guidelines are emphasized. Prerequisite(s) A&P I&II

ABD 02 Abdominal Ultrasound II
This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.
Prerequisite(s) ABD-01

ABD 03 Abdominal Ultrasound III
This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.
Prerequisite(s) ABD-02

ABD 04 Abdominal Ultrasound IV
This course covers pathologies of the liver, gallbladder, pancreas, kidneys and bladder including the clinical signs and symptoms associated with each. Modules covering all abdominal pathologies which have been discussed will continue to build upon the student's interpretative skills.
Prerequisite(s) ABD-03

OB/GYN 01 OB/GYN Ultrasound I
This is an introduction to the normal anatomy of the female pelvis and fetus in the first –third trimesters to include fetal biometric measurements and pregnancy tests. Transabdominal and transvaginal techniques are discussed with a focus on what to document to meet the national standards. Normal variants and congenital anomalies are also discussed. Prerequisite(s):A&P I & II

OB/GYN 02 OB/GYN Ultrasound II
The most common uterine and adnexal pathologies are discussed to include symptoms and associated lab tests. Abnormalities in the first trimester and fetal anomalies of the central nervous system, chest, abdomen and skeletal system will be covered Prerequisite(s) OB/GYN 01

OB/GYN 03 OB/GYN Ultrasound III
This course will cover the placenta nd umbilical cord to include associated abnormalities and will examine the methods of evaluating amniotic fluid and fetal well being. Maternal disorders that may affect pregnancy and complications of the multiple gestation will be discussed.

OB/GYN 04 OB/GYN Ultrasound IV
Registry Prep Review for the ARDMS exam will include multiple mock exam simulations.
Prerequisite(s) GYN 03

PHYS 01 Physics and Instrumentation I
This course provides a comprehensive study of ultrasound physics and instrumentation as it relates to diagnostic medical ultrasound. Topics include frequencies, units, velocity, amplitude, intensity, normal vs. oblique incidence, resolution, sound generation, transducer construction and formats, modes of display, processing of information, Doppler, bioeffects and artifacts.
Prerequisite(s): Introduction to Physics.

PHYS 02 Physics and Instrumentation II
This course provides a review of basic terms, math equations and formulas used in sonographic physics. ALARA is discussed and emphasis is made on how to incorporate ALARA into daily practice. Practice in solving and manipulating basic calculations will be done in class and as assignments. Prerequisite(s) PHYS 01

PHYS 03 Physics & Instrumentation III
This course covers the Doppler effect, calculation of flow velocities, methods of spectral analysis, analog vs. digital displays and color Doppler applications. Prerequisite(s): PHYS 02

PHYS 04 Physics & Instrumentation IV
This course covers the review of the physics and instrumentation of diagnostic medical ultrasound using the exam outlines provided by ARDMS for the SPI exam. Computer simulated exams with interactive study modes are provided as are multiple group sessions to go over tests and identify individual weaknesses for Registry preparation.

EMERGECY CONTACT NUMBERS – APPENDIX C

Immediate Emergency (Fire, Police, Ambulance)	911
Spanish Fort Police Department	(251) 626-4914
Spanish Fort Fire Department	(251) 626-8876
Baldwin County Sherriff's Department	(251) 937-0202
Poison Control	(800)-222-1222
Riviera Power	(251) 626-5000
Spanish Fort Water	(251) 626-3067
Baldwin County Sewer	(251) 971-3022